



TASMANIAN STATE SERVICE NOTICES

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All State Service employees and Officers are entitled to access to a copy of these Notices within 7 days of publication.

Vacancy notices and statements of duties are also available at:
www.jobs.tas.gov.au

If you do not obtain access, contact your supervisor.

Vacancies—General Information

The Government of Tasmania encourages and appreciates the benefits of a diverse workforce. Workplace Diversity and the State Service Principles are about making sure that everyone who works or wants to work in the Tasmanian State Service receives fair treatment.

All permanent and some Officer and fixed-term vacancies are advertised in these Notices and may also appear in State and National newspapers.

All vacancies in this Gazette are normally only advertised once.

Tasmanian Government Gazettes are available for perusal at the Public Sector Management Office, 9th Floor, 144–148 Macquarie Street, Hobart and in the reference section of major branches of the State Library.

Tasmanian Government Gazettes are available for sale from Print Applied Technology Pty Ltd, 123 Collins Street, Hobart and Birchalls Newsagency, The Mall, Launceston.

Further Information

Applicants are strongly advised to seek further information including the statement of duties, from the www.jobs.tas.gov.au site or the enquiries person specified in the vacancy concerned. In addition there is information available on the selection process, interviews, post-selection counselling and conditions of employment from the www.jobs.tas.gov.au site or the enquiries person. Application forms are available from the www.jobs.tas.gov.au site and from the Agency that has advertised the vacancy.

Submission of Applications

Applications will close 16 days after the date of the Gazette in which the vacancy appears, unless otherwise stated.

Late applications may be accepted at the discretion of the Head of Agency but this will only apply in exceptional circumstances.

Fixed-Term Appointment

Fixed-term appointment for a specified term or for the duration of a specified task may be obtained by:—

- responding to advertisements for fixed-term appointment placed in these notices;
- expressions of interest in registration on an Agency's fixed-term employment register;

Fixed-Term Employment Registers

An expression of interest in registration on a fixed-term employment register may be lodged with an Agency in response to an advertisement placed in these Notices or the www.jobs.tas.gov.au site. A list of currently operating registers is also available from this site.

Gazette

Copy can be faxed to Print Applied Technology Pty Ltd on (03) 6216 4294; or electronically mailed via EMAIL at govt.gazette@pat.tas.gov.au

Please Note:—All copy must be typed in Upper and Lower Case not ALL CAPS, if unsure please telephone (03) 6233 6110.

State Service Notices**Vacancy, Direct Selection and Staff Movement Notices**

The only way to place a State Service vacancy, direct selection and staff movement notices is through the www.jobs.tas.gov.au system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a www.jobs.tas.gov.au system log on, please contact your Human Resource Manager or the Public Sector Management Office on telephone (03) 6233 6687 or Email: jobsadmin@dpac.tas.gov.au.

Order Information

When using this facility please ensure that your order and a copy of the material or vacancy reference are faxed to Print Applied Technology Pty Ltd on (03) 6216 4294.

Deadlines

Government Gazette:—Copy must be received by Print Applied Technology Pty Ltd by **last mail or 4 p.m. Friday** prior to publication.

State Service Notices—Vacancy, Direct Selection and Staff Movement Notices:—Information is to be entered on the jobs system by **6 p.m. Friday** prior to publication. Telephone (03) 6233 6687.

These deadlines will be strictly adhered to.

For subscription and account enquiries please telephone (03) 6233 3148

**TASMANIAN GOVERNMENT GAZETTE AND
TASMANIAN STATE SERVICES NOTICES**

PUBLICATION AND COPY CLOSURE DATES

ANZAC Day Public Holiday, Friday 25 April 2008—

Gazette deadlines for Wednesday 30 April 2008

COPY deadlines for the Tasmanian Government Gazette and State Service Notices to be published on Wednesday, 30 April 2008:—

All copy for the General Gazette must be received by 12 noon on Thursday, 24 April 2008.

Copy for State Service Notices must be received by 12 noon on Thursday, 24 April 2008.

ECONOMIC DEVELOPMENT AND TOURISM

CORPORATE SUPPORT DIVISION

Business Finance and Compliance

Manager, Property and Procurement (424060).

Applications Close:—Friday, 18 April 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time (negotiable).

Location:—Hobart.

Duties:—Manage and co-ordinate strategic asset, property management and accommodation matters and the provision of administrative support to the Department, including the provision of procurement advisory services.

To manage and co-ordinate specific projects in accordance with departmental objectives.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and affiliations are highly desirable.

Enquiries to Patty Johnson, Finance and Facilities Director, Department of Economic Development and Tourism, phone (03) 6233 5767, email Patty.Johnson@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646 HOBART TAS 7001, phone (03) 6233 5893, fax (03) 6233 5703, email applications@development.tas.gov.au.

Applications must address the selection criteria outlined in the Statement of Duties.

ECONOMIC DEVELOPMENT AND TOURISM

CORPORATE SUPPORT DIVISION

Human Resources

Human Resource Officer (424618).

Applications Close:—Friday, 18 April 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the effective management of human resources by providing recruitment, employment and payroll related advice and administrative support services to management and staff within the Department.

Enquiries to David Sproule for a copy of the Statement of Duties on (03) 6233 5893 or email David.Sproule@development.tas.gov.au. For further information about the position please contact Mark Jones, Human Resources Director, phone (03) 6233 5782, email Mark.Jones@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646, Hobart 7001, phone (03) 6233 5893, fax (03) 6233 5703, email applications@development.tas.gov.au.

Applications must address the selection criteria outlined in the Statement of Duties.

ECONOMIC DEVELOPMENT AND TOURISM

SPORT AND RECREATION TASMANIA

Premiers Physical Activity Council

Project Support Officer (424917).

Applications Close:—Friday, 18 April 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Fixed-term full-time to 17 November 2008.

Location:—Hobart.

Duties:—Provide sound project management and administrative support that contributes to the efficient and effective operations of the Premier's Physical Activity Council (PPAC).

Enquiries to Joy Maher for a copy of the Statement of Duties on (03) 6233 5926 or email Joy.Maher@development.tas.gov.au. For further information about the position please contact Brook Teale, Manager Premier's Physical Activity Council, phone (03) 6233 5621, email Brook.Teale@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646 Hobart 7001, phone (03) 6233 5893, fax (03) 6233 5703, email applications@development.tas.gov.au.

Applications must address the selection criteria outlined in the Statement of Duties.

ECONOMIC DEVELOPMENT AND TOURISM

SPORT AND RECREATION TASMANIA

Tasmanian Institute of Sport

Head Cycling Coach (424204).

Applications Close:—Friday, 18 April 2008.

Salary:—\$62,286 per annum.

Technical Employees Award, Level 5.

Permanent full-time.

Location:—Launceston.

Duties:—Plan, co-ordinate and manage all aspects of the Tasmanian Institute of Sport (TIS) National Training Centre programme for cycling, including the technical design and implementation of comprehensive training/competition programmes for selected high performance cyclists within the national programme.

Essential Requirements:—Current Level 3 accreditation of the National Coaching Accreditation Scheme for Cycling as provided by the Australian Sports Commission or equivalent international qualifications and/or experience.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted at a National level: conviction check for crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty and identification check.

Desirable Requirements:—Current driver's licence. A current First Aid certificate. Relevant sports administration, sports coaching and/or sports medicine qualifications.

Enquiries to Tania Paterson for a copy of the Statement of Duties on (03) 6336 2034 or email Tania.Paterson@development.tas.gov.au. For further information about the position please contact Geoff Masters, Programme Manager, phone (03) 6336 2291, email Geoff.Masters@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646 Hobart 7001, phone (03) 6233 5893, fax (03) 6233 5703, email applications@development.tas.gov.au.

Applications must address the selection criteria outlined in the Statement of Duties.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Miandetta Primary School

School Executive Officer (951320).

Applications Close:—Friday, 18 April 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time 42 weeks per year.

Location:—Miandetta Primary School.

Description of the Role:—Administration of a school office including accounting for funds and undertaking clerical/administrative and keyboard functions.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Mandy Paske, Department of Education, phone (03) 6424 4428, email mandy.paske@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Ulverstone Primary School

Advanced Skills Teacher (200997).

Applications Close:—Friday, 18 April 2008.

Salary:—\$74,033 per annum.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Permanent full-time.

Location:—Ulverstone Primary School.

To implement and manage appropriate learning programmes for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for—crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Russell Horton, Department of Education, phone (03) 6425 1726, email russell.horton@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

West Ulverstone Primary School

Advanced Skills Teacher (201057).

Applications Close:—Friday, 18 April 2008.

Salary:—\$74,033 per annum.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Permanent full-time.

Location:—West Ulverstone Primary School.

To implement and manage appropriate learning programmes for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for—crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Lynette Grundy, Department of Education, phone (03) 6425 2195, email lynette.grundy@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (South)

Huonville Primary School

Assistant Principal (204188).

Applications Close:—Friday, 18 April 2008.

Salary:—\$82,856 per annum.

Teaching Service (TPS) Award, Assistant Principal, Band 3, Level 3.

Permanent full-time.

Location:—Huonville Primary School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a school or college.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for—crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Robert Banfield, Department of Education, phone (03) 6264 1064, email rob.banfield@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (South)

New Town Primary School

School Executive Officer (953622).

Applications Close:—Friday, 18 April 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Newtown Primary School.

Description of the Role:—Administration of a school office including accounting for funds and undertaking clerical/administrative and keyboard functions.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Danny Neal, Department of Education, phone 0408 281 339, email danny.neal@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (South)

Woodbridge School

School Library Technician (954542).

Applications Close:—Friday, 18 April 2008.

Salary:—\$38,927–\$45,854 pro rata.

Technical Employees Award, Level 2.

Permanent part-time 44 hours per fortnight 40 weeks or the option of 42 weeks per year.

Location:—Woodbridge School.

Position Objective:—Undertake technical duties in a school library including implementing collection management procedures and bibliographic tasks including cataloguing, record creation and amendment for both monographs and serials. Apply established solutions to procedural and related problems and issues. Provide technical advice about access to publications and information generally and assist staff and students to access information generally.

Essential Requirements:—Diploma in Library and Information Studies or equivalent TAFE or post secondary qualification. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment

check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Irene McLaren, Department of Education, phone (03) 6267 4667, email irene.mclaren@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Clarendon Vale Primary School

Principal (201585).

Applications Close:—Friday, 18 April 2008.

Salary:—\$78,761 per annum.

Teaching Service (TPS) Award, Band 3, Level 2.

Permanent full-time.

Location:—Clarendon Vale Primary School.

Description of the Role:—To lead and direct the educational programme and administration of a school/ college in accordance with appropriate Acts, Regulations and guidelines.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration, or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for—crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Bob Phillips, Department of Education, phone (03) 6212 3502, email bob.phillips@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Geilston Bay High School

Principal (201679).

Applications Close:—Friday, 18 April 2008.

Salary:—\$89,017 per annum.

Teaching Service (TPS) Award, Band 3, Level 4.

Permanent full-time.

Location:—Geilston Bay High School.

Description of the Role:—To lead and direct the educational programme and administration of a school/ college in accordance with appropriate Acts, Regulations and guidelines.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for—crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Lynden Leppard, Department of Education, phone (03) 6233 7704, email lynden.leppard@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Glenora District High School

Principal (202810).

Applications Close:—Friday, 18 April 2008.

Salary:—\$89,017 per annum.

Teaching Service (TPS) Award, Band 3, Level 4.

Permanent full-time.

Location:—Glenora District High School.

Description of the Role:—To lead and direct the educational programme and administration of a school/ college in accordance with appropriate Acts, Regulations and guidelines.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for—crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Dr Irene Gray, Department of Education, phone (03) 6233 8442, email irene.gray@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Swansea Primary School

Principal (202269).

Applications Close:—Friday, 18 April 2008.

Salary:—\$74,033 per annum.

Teaching Service (TPS) Award, Band 3, Level 1.

Permanent full-time.

Location:—Swansea Primary School.

Description of the Role:—To lead and direct the educational programme and administration of a school/ college in accordance with appropriate Acts, Regulations and guidelines.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for—crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Lynden Leppard, Department of Education, phone (03) 6233 7704, email lynden.leppard@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION
LEARNING SERVICES
Programmes, Curriculum

Curriculum Project Officer Mathematics-Numeracy (594692).

Applications Close:—Friday, 18 April 2008.

Salary:—\$89,017 per annum.

Teaching Service (TPS) Award, Band 3, Level 4.

Fixed-term full-time from as soon as possible to 31 December 2009 with a possible one year extension.

Location:—To be negotiated.

Description of the Role:—To provide high quality curriculum development, implementation and support in the Mathematics-numeracy area by working with the Manager, Curriculum, schools and teachers.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for—crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Irene Gray, Department of Education, phone (03) 6233 8442, email irene.gray@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION
LEARNING SERVICES
Programmes, Personalised Learning
Guaranteeing Futures

Manager Guaranteeing Futures, North (962383).

Applications Close:—Friday, 18 April 2008.

Salary:—See Below.

Administrative and Clerical Employees Award or Teaching Service (TPS) Award.

Permanent full-time.

Location:—Launceston.

Administrative and Clerical Employees Award, Level 11, \$80,382.

Teaching Service (Tasmanian Public Sector) Band 3, Level 3, \$82,856.

Description of the Role:—Manage the development and implementation of policy initiatives relating to Tasmania: A State of Learning, in particular the Guaranteeing Futures element of the post-Year 10 education and training strategy. Manage the Guaranteeing Futures area team in the performance of its policy implementation and service delivery roles.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—Appropriate tertiary qualifications.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

For a copy of the Statement of Duties please contact Melanie Pennington phone (03) 6233 7091 email melanie.pennington@education.tas.gov.au.

Enquiries to Paul Woodham, Department of Education, phone (03) 6233 4574, email paul.woodham@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS
PARKS AND WILDLIFE SERVICE
Business Services

Trainee Administration Officer (Generic).

Applications Close:—Friday, 18 April 2008.

Salary:—\$202–\$453 per week.

National Training Wage Agreement 2005, Traineeship.

Fixed-term full-time for 2 years.

Location:—Hobart.

Duties:—With training, assist Community Programmes Section with a range of day to day administration activities,

community programmes and project support, including education, interpretation, engagement and communication projects.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current motor vehicle drivers' licence (or substantial progress towards achieving one), and eligibility for New Apprenticeship Commonwealth Incentives.

Enquiries to Iris Todd, Co-ordinator Trainee Programmes for further information about the position or a copy of the Statement of Duties phone (03) 6233 6740, email Iris.Todd@parks.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to, Rosie Cole, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 8039, fax (03) 6233 5907, email applications@depha.tas.gov.au.

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

North West Regional Hospital

Occupational Therapist (Acute Care) (502057).

Applications Close:—Friday, 18 April 2008.

Salary:—\$65,522–\$75,155 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 3.

Permanent full-time day worker.

Location:—Clinical Services, Allied Health/Occupational Therapy.

Duties:—To assess, plan and carry out treatment programmes in accordance with organizational policies and professional code of conduct, for clients referred to occupational therapy services. Rotation across acute clinical work areas will be required including but not limited to medical/surgical, orthopaedic inpatients, and outpatients. To assist the Manager, Occupational Therapy Services in ensuring that best practice standards are provided to clients of the occupational therapy service at the North West Regional Hospital, including actively promoting the role of occupational therapy and participation in the education of service users.

Essential Requirements:—Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia. (Australian Association of Occupational Therapists).

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification Check and disciplinary action in previous employment check.

Enquiries to Kylie Wood, Department of Health and Human Services, phone (03) 64306600, email kylie.wood@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Registered Nurse—3 Vacancies.

Applications Close:—Friday, 18 April 2008.

Salary:—\$43,859–\$58,704 pro rata.

Nurses (TPS) Award, Registered Nurse, Level 1.

Vacancy No. 515701.

Permanent part-time day work (32 hours per fortnight).

Location:—Womens and Childrens Services, Maternity Unit, Royal Hobart Hospital.

Vacancy No. 509852.

Permanent part-time day work (64 hours per fortnight).

Location:—Womens and Childrens Services, Maternity Unit, Royal Hobart Hospital.

Vacancy No. 509815.

Permanent part-time day work (64 hours per fortnight).

Location:—Womens and Childrens Services, Outpatients Clinics, Royal Hobart Hospital.

Duties:—Strengthen health outcomes through nursing by provision of quality, clinically appropriate nursing care in partnership with clients and their families and other health professionals.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania, with authorisation to practice as a Midwife.

Enquiries to Katrina Greenwood, Department of Health and Human Services, phone (03) 6222 8299, email katrina.greenwood@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Support Services Officer (510117).

Applications Close:—Friday, 18 April 2008.

Salary:—\$34,812–\$35,533 per annum.

Community and Health Services (Public Sector) Award, Operational Stream, Level 5.

Permanent full-time day work.

Location:—Medical Imaging, General Xray, Royal Hobart Hospital.

Duties:—Provide support services for the effective operation of the Medical Imaging Department. Maintain a co-operative attitude towards assisting other members of the support services group and the department to complete tasks and perform as a team.

Enquiries to Shane Morgan, Department of Health and Human Services, phone (03) 6222 8363, email shane.morgan@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North

Domestic Assistant (507519).

Applications Close:—Friday, 18 April 2008.

Salary:—\$34,059–\$34,606 pro rata.

Community and Health Services (Public Sector) Award, Operational Stream, Level 4.

Fixed-term part-time Shiftwork, working 48 hours per fortnight, commencing As soon as possible for a period of 6 months.

Location:—Beaconsfield District Health Service.

Duties:—To provide the following services in compliance with established protocols and standards: Laundry, Food preparation and delivery and Cleaning.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification Check and disciplinary action in previous employment check.

Enquiries to Linda Proietti, Department of Health and Human Services, phone (03) 6383 1104, email linda.proietti@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Statewide Specialist Services

Alcohol and Drugs Service (North)

Alcohol and Other Drug Worker (500866).

Applications Close:—Friday, 18 April 2008.

Salary:—\$42,638–\$68,410 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 1-2.

Permanent full-time day work.

Location:—Alcohol and Drug (North West).

Duties:—Within a primary health care framework, provide comprehensive assessment and referral, provide appropriate evidenced-based treatment interventions, and actively participate in liaison and collaborative partnerships with government agencies and non-government organisations around alcohol and drug related issues with identified high-needs populations.

Essential Requirements:—University acquired degree or the equivalent to a university degree qualification in a health science or human service field.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification Check

and disciplinary action in previous employment check.

Enquiries to Sally Richardson, Department of Health and Human Services, phone (03) 6429 8555, email sally.richardson@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

Northern Area

Child Protection

Child Protection Worker (Relief) (501541).

Applications Close:—Friday, 18 April 2008.

Salary:—\$42,638–\$68,410 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 1-2.

Fixed-term casual day work, hours as and when required, commencing As soon as possible for a period of 2 years.

Location:—Child Protection, Launceston.

Duties:—As a member of Child and Family Services the Child Protection Worker is responsible for the safety and well-being of children and young persons. The Child Protection Worker is responsible for the provision of assessment, advice and referral services, case management services and placements outside the child/young person's home. The role of the Child Protection Worker is to provide professional services in accordance with legislation, practice guidelines, policies and procedures and by applying professional judgment to ensure that services are delivered in the best interest of the child/young person and their family.

Essential Requirements:—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification Check and disciplinary action in previous employment check.

Enquiries to Leonie Watson, Department of Health and Human Services, phone (03) 6336 2376, email leonie.watson@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

SHARED SERVICES
*Human Resources***Manager Recruitment Services (517746).**

Applications Close:—Friday, 18 April 2008.

Salary:—\$79,629 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 11.

Permanent full-time day work.

Location:—Hobart.

Duties:—The Manager Recruitment Services is accountable to the Director Human Resources (HR) for the delivery of Recruitment Services for the Department of Health and Human Services. This is a statewide role that encompasses responsibility for operational and strategic outcomes, including the management of human, physical and Information and Communications Technology (ICT) resources. This is a senior HR Management role that requires the occupant to possess exceptional leadership and management skills with the ability to drive and implement system and process redesign in the areas of recruitment operations and strategy. We are seeking applicants who have a strong HR background, preferably with knowledge and experience in contemporary recruitment practice and who will be able to successfully apply their skills to the State Service context.

Enquiries to Gabrielle Peacock, Department of Health and Human Services, phone (03) 6233 3536, email gabrielle.peacock@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

*Registration and Licensing Branch***Driver Testing Officer (371811).**

Applications Close:—Friday, 18 April 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Launceston and Surrounds.

Duties:—To deliver a fair and consistent on-road driving test across different car test types, including older drivers, provisional applicants and overseas applicants, in accordance with DIER's business rules, manuals and guidelines.

Desirable Requirements:—Certificate IV in Workplace Training and Assessment.

Extensive work experience in a relevant field.

Essential Requirements:—A current full car driver licence.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check in the following areas—Crimes of violence, sex related offences, serious traffic offences, traffic offences that have resulted in suspension or disqualification in the previous two years.

Enquiries to Geoff Blight, Manager Driver Testing, Department of Infrastructure, Energy and Resources, phone (03) 6233 5604, email geoffrey.blight@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, 7001, phone (03) 6233 5004, fax (03) 6233 5337, email hr@dier.tas.gov.au.

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at www.jobs.tas.gov.au or by contacting Ellie Conway on (03) 6233 5004 or hr@dier.tas.gov.au.

JUSTICE

GUARDIANSHIP AND ADMINISTRATION BOARD AND MENTAL HEALTH TRIBUNAL

Investigation and Education Support Officer (355880).

Applications Close:—Friday, 18 April 2008.

Salary:—\$49,523–\$51,357 pro rata.

Administrative and Clerical Employees Award, Level 5.

Permanent part-time 2-3 days per week.

Location:—Hobart.

Duties:—Monitor and compile feedback on all public information resources and assist in the maintenance and development of public information resources. Maintain the Community and Professional Education Calendar. Provide executive support to senior staff and the President as required. Assist with investigation and preparation of reports on matters relating to applications made to the Guardianship and Administration Board.

Desirable Requirements:—Demonstrated research, analytical and investigative skills and experience in relation to collating information and preparing plain English documentation for public consumption. Demonstrated knowledge of the Guardianship and Administration Act 1995 and related legislation or the ability to quickly acquire such knowledge. Well developed interpersonal skills with the ability to relate to a range of people, including persons with an interest in an application and persons with a disability, together with the capacity to liaise effectively with staff at all levels.

Enquiries to Dale Webster, Registrar, Guardianship and Administration Board, Department of Justice, phone (03) 6233 3085, email dale.webster@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Assistant, Recruitment and Establishment, Department of Justice, G.P.O. Box 825, Hobart, TAS 7001, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Dale Webster on (03) 6233 3085.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

Ensure that your application is received by the actual closing date and time. Late applications will not be accepted.

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

*Communications and Information Technology Services***Computer Systems Officer (001926).**

Applications Close:—Friday, 18 April 2008.

Salary:—\$38,927–\$51,357 per annum.

Administrative and Clerical Employees Award, Computer Systems Officer, Level 1 (A and C Level 3-5).

Permanent full-time.

Location:—Hobart.

Duties:—As part of a team provide assistance in the

administration and support of the Department's computing infrastructure and data network, the installation, maintenance and support of desktop equipment and the provision of front line support for the desktop operating environment and corporate applications.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty, serious traffic offences.

Desirable Requirements:—Qualifications are not prescribed, however, tertiary qualifications in a relevant discipline may be advantageous.

Direct practical experience with Windows XP, Windows 2000, Lotus Notes, Microsoft applications, TCP/IP networking and Cisco communications equipment would be advantageous.

Day work responsibilities but after-hours and/or on-call work may be required to meet exigencies and/or to provide support in special circumstances. Some intrastate travel may be required. A current driver's licence.

Enquiries to Mr Bruce Chalmers, Computer Systems Officer, Information Technology Branch, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2516, fax (03) 6234 7712, email Bruce.Chalmers@police.tas.gov.au.

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2266, fax (03) 6230 2119.

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Communications and Information Technology Services

Team Leader, Database Administration (002950).

Applications Close:—Friday, 18 April 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Computer Systems Officer, Level 3 (A and C Level 8).

Permanent full-time.

Location:—Hobart.

Duties:—Provide specialist information systems and database management services to departmental clients in support of key business applications and to support core information and technology assets of the department.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty, serious traffic offences.

Desirable Requirements:—Qualifications are not prescribed, however appropriate tertiary qualifications in a relevant discipline or equivalent experience would be an advantage.

Direct practical experience with the administration of Microsoft SQL Server database environments and systems administration of Microsoft Windows 2000/2003 operating systems is desirable.

The successful applicant may be required to obtain a certificate of satisfactory visual functioning for VDU work at the required level.

Enquiries to Mr Richard Morriss, Technical Specialist, Information Technology Branch, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2527, fax (03) 6234 7712, email Richard.Morriss@police.tas.gov.au.

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2266, fax (03) 6230 2119.

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Financial Management Services

Senior Finance Officer (Accounting Operations) (002339).

Applications Close:—Friday, 18 April 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Duties:—To ensure effective and efficient daily processing operations of both the expenditure and revenue functions of the Financial Management Services Section.

Enquiries to Ms Michelle Searle, Manager, Financial Management Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2360, fax (03) 6230 2875, email Michelle.Searle@police.tas.gov.au.

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2266, fax (03) 6230 2119.

PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

TOURISM OPERATIONS

Food and Beverage Assistants (030308).

Applications Close:—Friday, 18 April 2008.

Salary:—\$37,471–\$42,612 pro rata.

Port Arthur Historic Site Staff Agreement 2004, Tourism Operations Stream, Level 2.

Permanent part-time Rostered Day Worker, 18.96, 21.56 per hour.

Location:—Port Arthur.

Duties:—Perform a broad range of functions within the Food and Beverage area in both front of house and back of house operations, within the Port Cafe, Museum Cafe and Felons Restaurant.

Enquiries to Sarah Morse, Food and Beverage Supervisor, Port Arthur Historic Site Management Authority, phone (03) 6251 2314.

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, Port Arthur, Tas, 7182, phone (03) 6251 2357, fax (03) 6251 2322, email philip.johnston@portarthur.org.au.

PRIMARY INDUSTRIES AND WATER

INFORMATION AND LAND SERVICES

Service Tasmania Operations

Shop Manager (701103).

Applications Close:—Friday, 18 April 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Rosny/Southern Region.

Commencing salary within the above range will be determined in accordance with qualifications and previous relevant experience.

Duties:—To manage the day to day operations of a Service Tasmania urban shopfront and ensure the delivery of accurate and efficient client focussed services. Co-ordinate and participate in the implementation of new services and products as approved by the Service Tasmania Board.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:

Crimes Involving Dishonesty.

Desirable Requirements:—Two to four years experience in managing a customer service environment, or clerical and administrative environment involving the use of technology.

Applications should quote position number, be marked Personal and Confidential and addressed as indicated.

Enquiries to Shane Bourke, phone (03) 6233 6381, email shane.bourke@dpiw.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries and Water, G.P.O. Box 44, Hobart, 7001, phone (03) 6233 3004, fax (03) 6233 2660, email jonathan.horne@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER
RESOURCE MANAGEMENT AND CONSERVATION
Conservation Policy and Planning

Policy Officer (702342).

Applications Close:—Friday, 18 April 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Commencing salary within the above range will be determined in accordance with qualifications and previous relevant experience.

Duties:—Support the Conservation Policy and Planning Branch by undertaking policy analysis and developing innovative policy approaches to natural resource management and conservation issues. Provide sound policy advice to the Senior Policy and Decision Support Officer and the Manager Conservation Policy and Planning.

Desirable Requirements:—Tertiary qualifications in a policy-related discipline. A current motor vehicle drivers licence.

Applications should quote position number, be marked Personal and Confidential and addressed as indicated.

Enquiries to Brooke Craven, phone (03) 6233 3275, email brooke.craven@dpiw.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries and Water, G.P.O. Box 44, Hobart, 7001, phone (03) 6233 3004, fax (03) 6233 2660, email jonathan.horne@dpiw.tas.gov.au.

TAFE TASMANIA
DELIVERY TEAMS

Team Leader (Business North) (330200).

Applications Close:—Friday, 18 April 2008.

Salary:—\$73,787 per annum.

TAFE Teachers Award, Head of Department 1 (Team Leader).

Permanent full-time.

Location:—North.

An increased salary of \$7,735 may be negotiated in lieu of additional recreation leave entitlements available for the

position.

Duties:—To facilitate the delivery of educational and training service programmes offered by TAFE Tasmania, motivate and lead teaching teams and participate as a member of the management team.

Required to manage, contribute to, and participate in the development and delivery of a range of general and specific innovative training programmes and services whilst undertaking management functions involving staff, resource allocation, monitoring, planning and student administration within a framework defined by the commercial objectives of TAFE Tasmania and with the demands of industry.

Desirable Requirements:—Relevant vocational qualifications, ie an appropriate tertiary qualification and/or industry/ professional experience relevant to the position. A teaching qualification and/or a qualification in education administration or general management. Certificate IV in Training and Assessment, or Certificate IV in Assessment and Workplace Training, or equivalent.

Please note: to be considered for an interview an applicant must address each of the selection criteria, outlined in the Statement of Duties. The Job Kit for this position can be downloaded from www.jobs.tas.gov.au.

Enquiries to Anne Saunders, Campus Leader- Launceston City, TAFE Tasmania, phone (03) 6336 2476, mobile 0408 362 444, email Anne.Saunders@tafe.tas.edu.au.

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email HRRecruitment@tafe.tas.edu.au.

All applications are formally acknowledged within 3 working days of the closing date.

Applications forwarded by email also receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within TAFE Tasmania.

If no acknowledgement or system generated response is received contact should be made with the Human Resources Branch on (03) 6233 4637.

TAFE TASMANIA
DELIVERY TEAMS
Business

Administrative Assistant (000691).

Applications Close:—Friday, 18 April 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—Experienced clerical level involved in maintenance of TAFE Tasmania's processes and/or maintenance of databases, and/or provision of a client focussed reception service.

Please note: to be considered for an interview an applicant must address each of the selection criteria, outlined in the Statement of Duties. The Job Kit for this position can be downloaded from www.jobs.tas.gov.au.

Enquiries to Bob Priestley, Team Leader Business Commercial, TAFE Tasmania, phone (03) 6216 4234, email Bob.Priestley@tafe.tas.edu.au.

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email HRRecruitment@tafe.tas.edu.au.

All applications are formally acknowledged within 3 working days of the closing date.

Applications forwarded by email also receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within TAFE Tasmania.

If no acknowledgement or system generated response is received contact should be made with the Human Resources Branch on (03) 6233 4637.

TAFE TASMANIA
DELIVERY TEAMS
Construction

Teacher, Construction—2 Vacancies.

Applications Close:—Friday, 18 April 2008.

Salary:—per annum.

TAFE Teachers Award.

Vacancy No. 331237.

Fixed-term full-time As soon as possible until 20/12/09.

Location:—South.

Vacancy No. 947370.

Fixed-term full-time As soon as possible until 20/12/09.

Location:—South.

Duties:—Responsible to the designated Team Leader for teaching and co-ordination duties as may be required.

Desirable Requirements:—(i) Successful completion of an apprenticeship and trade certificate or equivalent technical or commercial qualifications (including a technician certificate) or a Degree, Diploma, or Associate Diploma deemed appropriate to the teaching area, and.

(ii) a minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority.

(iii) Certificate IV in Training and Assessment, or Certificate IV in Assessment and Workplace Training, or equivalent.

Please note: to be considered for an interview an applicant must address each of the selection criteria, outlined in the Statement of Duties. The Job Kit for this position can be downloaded from www.jobs.tas.gov.au.

Enquiries to Simon Nuss, Team Leader, TAFE Tasmania, phone (03) 6245 8061.

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email HRRrecruitment@tafe.tas.edu.au.

All applications are formally acknowledged within 3 working days of the closing date.

Applications forwarded by email also receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within TAFE Tasmania.

If no acknowledgement or system generated response is received contact should be made with the Human Resources Branch on (03) 6233 4637.

TAFE TASMANIA
DELIVERY TEAMS
Pathways @ TAFE, Burnie

Administrative Assistant (323067).

Applications Close:—Friday, 18 April 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Burnie.

Duties:—Experienced clerical level involved in maintenance of TAFE Tasmania's processes and/or maintenance of databases, and/or provision of a client focussed reception service.

Please note: to be considered for an interview an applicant must address each of the selection criteria, outlined in the Statement of Duties. The Job Kit for this position can be downloaded from www.jobs.tas.gov.au.

Enquiries to Andrew Cowlrick, Team Leader, Pathways @ TAFE, Burnie, TAFE Tasmania, phone (03) 6434 5890, mobile 0418 142 735, email Andrew.Cowlrick@tafe.tas.edu.au.

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email HRRrecruitment@tafe.tas.edu.au.

All applications are formally acknowledged within 3 working days of the closing date.

Applications forwarded by email also receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within TAFE Tasmania.

If no acknowledgement or system generated response is received contact should be made with the Human Resources Branch on (03) 6233 4637.

TAFE TASMANIA
DELIVERY TEAMS

Pathways @ TAFE, Burnie

Special Teacher Aide (000662).

Applications Close:—Friday, 18 April 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Fixed-term part-time As soon as possible until 12/12/08, 44 hours per fortnight.

Location:—Burnie.

Duties:—Provide assistance to the teacher by assisting with the management and learning of students.

Please note: to be considered for an interview an applicant must address each of the selection criteria, outlined in the Statement of Duties. The Job Kit for this position can be downloaded from www.jobs.tas.gov.au.

Enquiries to Andrew Cowlrick, Team Leader, Pathways @ TAFE, Burnie, TAFE Tasmania, phone (03) 6434 5890, mobile 0418 142 735, email Andrew.Cowlrick@tafe.tas.edu.au.

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email HRRrecruitment@tafe.tas.edu.au.

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If no acknowledgement or system generated response is received contact should be made with the Human Resources Branch on (03) 6233 4637.

TAFE TASMANIA
CAMPUS DEVELOPMENT

Customer Services

Information Contact Centre

Information Officer—2 Vacancies.

Applications Close:—Friday, 18 April 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Vacancy No. 330855.

Permanent full-time.

Location:—Burnie.

Vacancy No. 330882.

Permanent full-time.

Location:—Burnie.

Duties:—Experienced clerical level involved in the maintenance of TAFE Tasmania's processes and information systems, together with the provision of a client focussed service within a call centre environment.

Desirable Requirements:—Certificate III in Customer Contact – ICT 30102, or equivalent.

Please note: to be considered for an interview an applicant must address each of the selection criteria, outlined in the Statement of Duties. The Job Kit for this position can be downloaded from www.jobs.tas.gov.au.

Enquiries to Yvonne Payne, Team Leader, Information Contact Centre, TAFE Tasmania, phone (03) 6434 5826, email Yvonne.Payne@tafe.tas.edu.au.

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email HRRecruitment@tafe.tas.edu.au.

All applications are formally acknowledged within 3 working days of the closing date.

Applications forwarded by email also receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within TAFE Tasmania.

If no acknowledgement or system generated response is received contact should be made with the Human Resources Branch on (03) 6233 4637.

Staff Movements

Resignation of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Health & Human Services	502941 Enrolled Nurse	J. Oates	20.03.08
Health & Human Services	513162 Pathology Clerk	G. Sinko	21.03.08
Health & Human Services	503357 Tradesperson (Electrician)	D. Lynch	26.03.08
Health & Human Services	504164 Registered Nurse	S. M. Wood	14.03.08
Health & Human Services	502985 Enrolled Nurse	W. McIntyre	27.03.08
Health & Human Services	502456 Catering/Domestic	M. Emmett	18.03.08
Health & Human Services	502458 Catering/Domestic	G. Timms	18.03.08
Health & Human Services	502946 Nursing Care Assistant	M. Nielsen	18.03.08
Health & Human Services	502951 Nursing Care Assistant	M. Morgan	18.03.08
Health & Human Services	502981 Enrolled Nurse	J. Chatwin	18.03.08
Health & Human Services	513215 Nursing Care Assistant	M. Smith	18.03.08
Health & Human Services	502934 Registered Nurse	G. Riddoch	18.03.08
Health & Human Services	502947 Nursing Care Assistant	S. Smedley	18.03.08
Health & Human Services	512542 Nursing Care Assistant	A. Ryan	18.03.08
Health & Human Services	506645 Community Health Nurse	A. McKibben	27.03.08
Health & Human Services	508233 Occupational Therapy Assistant	A. Byers	20.03.08
Health & Human Services	504235 Hospital Aide	A. Scott	18.03.08
Police & Emergency Management	521453 Communications Officer	L. Brown	28.03.08
Police & Emergency Management	001926 Computer Systems Officer	B. Giles	04.04.08
The Public Trustee	790122 Trust Officer	A. Watson	28.03.08

Permanent Appointments

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Date of Appointment</i>
Economic Development & Tourism	706119 Coordinator National Brand Marketing	R. McKinney	6 months	31.03.08
Economic Development & Tourism	705930 Executive Assistant	N. Broughton	6 months	26.03.08
Environment, Parks, Heritage & the Arts	330727 Field Officer	N. Mansell	6 months	03.04.08
Health & Human Services	503007 Clinical Nurse Manager	R. Cartledge	6 months	31.03.08
Health & Human Services	510025 Registered Nurse - Midwife	M. Scott-Gasparova	6 months	23.03.08
Health & Human Services	508297 Physiotherapist	I. Barr	6 months	31.03.08
Health & Human Services	514800 Administrative Assistant	S. Rayner	6 months	01.04.08
Health & Human Services	510226 Professional Specialist/Medical Scientist in Charge	K. Dun	6 months	31.03.08
Health & Human Services	504431 Aged Care Business Officer	S. Mountney	6 months	26.03.08
Health & Human Services	508286 Physiotherapy Assistant	A. Francis	6 months	17.03.08
Health & Human Services	517621 Registered Nurse	P. Croft	6 months	29.06.08
Health & Human Services	517105 Administrative Officer	M. Walker	6 months	31.03.08
Infrastructure, Energy & Resources	371325 Planning Analyst	J. Allen	6 mths	06.03.08
Infrastructure, Energy & Resources	371766 Network Supervisor	C. Smith	6 months	12.02.08
Justice	354988 Departmental Liaison Officer	C. Jacoora	Six months	26.03.08
Police & Emergency Management	520040 Executive Officer Assets	C. Parker	nil	20.03.08
Police & Emergency Management	002722 Senior Communications Technical Officer	J. Cashion	6 months	31.03.08
Primary Industries & Water	702494 Client Service Officer	D. Rollins	6 months	26.03.08
Primary Industries & Water	702435 Regional Water Management Officer	M. Terry	6 months	27.03.08
Primary Industries & Water	702766 Graduate Policy Officer	M. Kellett	6 months	28.03.08
Port Arthur Historic Site Management Authority	-- Retail Assistant	N. Fooks	--	19.03.08
Port Arthur Historic Site Management Authority	-- Retail Assistant	T. Whyatt	--	19.03.08
The Public Trustee	790145 Trust Officer	J. Clifford	6 months	20.03.08

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Duration</i>
Economic Development & Tourism	424373T Assistant Director Corporate Support (I.T.)	A. Koerbin	0 months	to 30 April 2009
Environment, Parks, Heritage & the Arts	706126 Field Officer	A. Wright	16 weeks	2 years
Primary Industries & Water	702747 Trainee Seed Analyst	A. Ma	4 weeks	2 years

Appointment of Officers

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Date of Appointment</i>	<i>Duration</i>
Environment, Parks, Heritage & the Arts	705902 Director, Heritage Tasmania	P. Smith	11.03.08	5 years

Transfer of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupants Name</i>	<i>New Agency</i>	<i>New Position No. and New Title</i>	<i>Date of Movement</i>
Justice	064710 Manager Rental Deposit Authority Project	A. Koerbin	Economic Development & Tourism	424990 Senior Business Analyst	03.04.08
Treasury & Finance	722469 Senior Executive Officer	C. Double	Treasury & Finance	723875 Senior Executive Officer	31.03.08

Promotion of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupants Name</i>	<i>New Agency</i>	<i>New Position No and New Title</i>	<i>Date of Movement</i>
Economic Development & Tourism	424845T Senior Systems Administrator	N. Swanson	Economic Development & Tourism	424915 IT Operations Manager	26.03.08
Economic Development & Tourism	705893 Project Officer	L. Sowden	Economic Development & Tourism	705938 Coordinator Partnerships	31.03.08
Environment, Parks, Heritage & the Arts	700661 Ranger	S. Davison	Environment, Parks, Heritage & the Arts	706124 Senior Ranger	31.03.08
Health & Human Services	509914 Registered Nurse	A. Espiritu	Health & Human Services	509891 Clinical Nurse	30.03.08
Health & Human Services	509265 Registered Nurse	L. Van Someren	Health & Human Services	509892 Clinical Nurse	30.03.08
Economic Development & Tourism	424462 Senior Project Manager	T. Denby	Health & Human Services	501768 Manager Community Partners	07.04.08
Health & Human Services	500948 Child and Family Health Nurse	K. Albury	Health & Human Services	500828 Clinical Nurse Manager	31.03.08
Premier & Cabinet	000538 TASINET Project Officer	C. Commane	Premier & Cabinet	001411 Project Officer	26.03.08
Justice	345934 Records Clerk	J. MacCarthy	Primary Industries & Water	334494 Ministerial and Administration Officer	26.03.08

Retirement of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Health & Human Services	504468 Enrolled Nurse	P. Blackman	06.04.08
Primary Industries & Water	330063 Regional Property Officer	W. King	28.03.08
Primary Industries & Water	701271 Client Services Manager (The LIST)	S. Crane	28.03.08

Retirement of Officers

<i>Agency</i>	<i>Occupant's Name</i>	<i>Position Title and Position No.</i>	<i>Date Effective</i>
Premier & Cabinet	M. Sing	Director, Local Government Office 001336	28.03.08

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