



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
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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](http://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](http://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](http://www.jobs.tas.gov.au) site or the enquiries person. Application forms are available from the [www.jobs.tas.gov.au](http://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](http://www.jobs.tas.gov.au) site. A list of currently operating registers is also available from this site.

# The new supervisor



Practical skills for motivating people, giving feedback and providing direction to team members.

- How to make the transition from team member to team 'leader'
- The 4 supervision strategies - Directing, Coaching, Consulting, Delegating
- The brilliant system for choosing the right strategy at the right time
- What is your current approach to supervising people?
- What are the strengths and limitations of your preferred approach?
- How to manage 'difficult' staff in a calm and confident way
- Learn how to motivate people
- What should a leader do in a crisis?
- How to give praise and constructive criticism

	Public	Hobart	In-house (max 16 people)
<b>The new supervisor</b>	\$595	4 & 5 June	\$1650/day
<b>Satisfying difficult clients</b>	\$275	10 June	\$1650
<b>Assertiveness &amp; conflict resolution skills</b>	\$475	14 & 15 May	\$1650/day
<b>Effective business writing</b>	\$275	13 June	\$1650



**Developing Potential (Australia) Pty Ltd**

Email: [training@developingpotential.com.au](mailto:training@developingpotential.com.au)

Website: [www.developingpotential.com.au](http://www.developingpotential.com.au)

Phone: 6224 1066

**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](http://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](http://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](mailto: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**

## ECONOMIC DEVELOPMENT AND TOURISM

## SILVERDOME

**Fixed-term Casual Employment Register (Various).**

Applications Close:—Friday, 1 May 2009.

Salary:—per annum.

Operational Employees Award.

Register Fixed-term casual for up to 12 months.

Location:—Silverdome, Launceston.

Salary:—Casual employees will receive a 20% loading in lieu of leave entitlements. The per hour rates are as below.

Categories of Employment:—

**Operations Assistant:**—Duties include ensuring the safety and security of the buildings, its patrons and the general environment. Ensure appropriate behaviour by patrons and monitor on-site security. Attend to and maintain the cleanliness and upkeep of the buildings, public areas, facilities and toilets. Assist in the moving, installation or removal of equipment for major or minor events including sport, exhibitions, conferences and live entertainment.

Salary Range-\$21.67 per hour, Operational Employees Award, Level 3.

**Senior Operations Assistant:**—Duties include liaise with and supervise the use of the Silverdome and its equipment by sporting organisations and other user groups. Provide supervision and direction to Operations Assistants. Be

responsible for the opening and closure of the facility for hirers. Monitor and maintain the cleanliness and upkeep of the buildings, public areas, facilities and toilets.

Salary Range-\$22.51 per hour, Operational Employees Award, Level 4.

**Front-of-House Assistant:**—Duties include provide a high level of customer service. Respond to the needs of Silverdome patrons. Provide general information about Silverdome activities, programmes, service and retail products to visitors. Operate the point of sale/EFTPOS and sell tickets and merchandise to patrons.

Salary Range-\$21.24 per hour, Operational Employees Award, Level 2.

**Senior Front-of-House Assistant:**—Duties include perform booking and ticketing duties, including processing payments and issuing tickets. Provide supervision and direction to Front-of-House Assistants. Operate the point of sale terminal/EFTPOS and complete reconciliations at the end of each day.

Salary Range-\$21.67 per hour, Operational Employees Award, Level 3.

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, crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty and identification check.

**Desirable Requirements:**—Front-of-House—Prior experience in a customer service focussed role would be considered an advantage. Workplace II Senior First Aid Certificate. Computer Skills.

Senior Front-of-House—Computer Skills.

**Operations:**—One or more of the following: Forklift Licence; Chainsaw Operators Certificate; Elevated Work Platform Certificate; Workplace II Senior First Aid Certificate; Rigging Certificate; Certificate II in Security Operations; Scaffolding Certificate.

Enquiries to Rebecca Hardman, Executive Officer, Silverdome, Department of Economic Development and Tourism, phone (03) 6344 9988, email [Rebecca.Hardman@development.tas.gov.au](mailto:Rebecca.Hardman@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](mailto:applications@development.tas.gov.au).

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

## EDUCATION

## CORPORATE SERVICES

*Communications Services Unit***Communications Officer, Online Services (963663).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

**Description of the Role:**—Provide specialist advice and support in the development and implementation of online communication services in the Department.

**Desirable Requirements:**—Tertiary qualifications in a related discipline would be an advantage.

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 Irena Blissenden, Department of Education, phone (03) 6233 4665, email irena.blissenden@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9233, email recruitment@education.tas.gov.au.

EDUCATION  
CORPORATE SERVICES  
*Communications Services Unit*

**Online Communications Officer (962436).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Assist with the development, management and administration of online communication services.

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 Ann Davie, Department of Education, phone (03) 6233 3841, email ann.davie@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9233, email recruitment@education.tas.gov.au.

EDUCATION  
CORPORATE SERVICES  
*Finance, Facilities and Business Strategy*

**Co-ordinator Facility Management (960958).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Co-ordinate the provision of a high level, efficient, effective and client focussed facility management service, including provision of advice and reports to Department managers. Develop and advise on appropriate facility and risk management strategies and implement relevant supporting systems and practices.

Desirable Requirements:—Appropriate academic/professional qualifications. A current driver's licence.

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 Jayne Ferguson, Department of Education, phone (03) 6233 2771, email jayne.ferguson@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION  
CORPORATE SERVICES  
*Information and Technology Services*  
IT Infrastructure

**Senior IT Infrastructure Support Consultant (962657).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Undertake the management, co-ordination, support, investigation on a broad range of technical support issues relating to Local Area Network (LAN) Communications including co-ordinate service enhancements and provide associated high level advice on LAN infrastructure.

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 post secondary qualification and/or industry experience relevant to the position. At least five years experience in the delivery of IT infrastructure services. A current drivers licence.

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 David Briggs, Department of Education, phone (03) 6233 6906, email david.briggs@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

## EDUCATION

### ELIZABETH COLLEGE

#### **Web Support Officer (961562).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$34,648–\$37,378 per annum.

Administrative and Clerical Employees Award, Level 2.

Fixed-term full-time from 15 May 2008 to 14 December 2009.

Location:—Elizabeth College.

Description of the Role:—General administrative and support tasks and duties for a school or college network including troubleshooting, hardware support and software management. Undertake associated clerical/administrative 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.

Desirable Requirements:—Certificate III or IV in Information Technology. Competence in Graphic Design.

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 Christopher Riley, Department of Education, phone (03) 6235 6524, email christopher.riley@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Early Years*

#### Child Care Unit

#### **Licensing Officer (963609).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term full-time from 1 July 2008 to 1 July 2009.

Location:—Hobart.

Duties:—To promote the provision of high quality childcare through the provision of licensing, monitoring, information and related services to child care providers, users and other interested parties.

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:—Early childhood and/or tertiary qualifications in a relevant field. A current driver's licence.

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 Vivienne Mitchell, Department of Education, phone (03) 6233 5650, email vivienne.mitchell@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

#### Acton School

#### **Advanced Skills Teacher (200002).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$74,033 per annum.

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

Permanent full-time.

Location:—Acton 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 Kay Foster, Department of Education, phone (03) 6431 4095, email kay.foster@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

#### Parklands High School

#### **Teacher, Middle School (200348).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Parklands High School.

Please note: This vacancy was previously advertised permanently in the Gazette of 26 March 2008. This position has now been withdrawn and readvertised as a Fixed-term appointment until the end of term 3, 2008.

Description of the Role:—To implement and manage appropriate learning programmes for students and to assess individual student progress.

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; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a Fixed-term basis.

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:—Ability to teach Middle School. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment Form 201 with a statement addressing the selection criteria and 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 Ann Walker, Department of Education, mobile (03) 6433 0206, email ann.walker@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

#### Lenah Valley Primary School

#### **School Attendant—RE-ADVERTISED (960780).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$33,637 pro rata.

Miscellaneous Workers (Public Sector) Award, School Attendant Level 2.

Permanent part-time 58 hours per fortnight 52 weeks per year.

Location:—Lenah Valley Primary School.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable level.

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 Kerrie Bell, Department of Education, phone (03) 6228 0311, email kerrie.bell@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services*

#### Lenah Valley Primary School

#### **School Attendant—WITHDRAWN (960780).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$33,637 pro rata.

Miscellaneous Workers (Public Sector) Award, School Attendant, Level 2.

Permanent full-time.

Location:—Lenah Valley Primary School.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and

basic maintenance of school facilities to a hygienic, safe and presentable level.

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 Kerrie Bell, Department of Education, phone (03) 6233 7101, email kerrie.bell@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION  
LEARNING SERVICES  
*Learning Services (South)*  
Taroona High School

**School Attendant (Cleaning) (953326).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$33,637 per annum.

Miscellaneous Workers (Public Sector) Award, School Attendant Level 2.

Permanent full-time.

Location:—Taroona High School.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable level.

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 201 with a statement addressing the selection criteria and 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 Christine Mitchell, Department of Education, phone (03) 6227 7700, email christine.mitchell@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION  
LEARNING SERVICES  
*Learning Services (South-East)*  
Bellerive Primary School

**Advanced Skills Teacher (201463).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$74,033 per annum.

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

Permanent full-time.

Location:—Bellerive 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 Steven Hay, Department of Education, phone (03) 6233 8432, email steven.hay@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION  
LEARNING SERVICES  
*Learning Services (South-East)*  
Distance Education Tasmania

**School Attendant (Cleaning) (962778).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$33,637 pro rata.

Miscellaneous Workers (Public Sector) Award, School Attendant, Level 2.

Fixed-term part-time 0.45 FTE 36 hours per fortnight from 1 July 2008 to 30 June 2009.

Location:—Derwent Park.



Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable level.

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 201 with a statement addressing the selection criteria and 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 Jan Fitzmaurice, Department of Education, phone (03) 6233 7786, email janice.fitzmaurice@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

##### Sorell School

#### **School Attendant (Cleaning) (953447).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$33,637 per annum.

Miscellaneous Workers (Public Sector) Award, School Attendant Level 2.

Permanent full-time.

Location:—Sorell School.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable level.

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 201 with a statement addressing the selection criteria and 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 Teresa Newman, Department of Education, phone (03) 6269 1100, email teresa.newman@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Programmes, Personalised Learning*

##### Guaranteeing Futures

#### **Administrative Assistant (962782).**

Applications Close:—Tuesday, 13 May 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time 0.6 FTE 44.10 hours per fortnight, 52 weeks per year.

Location:—Launceston.

Description of the Role:—Provide a high level of administrative, clerical and secretarial support to the Section including researching and co-ordinating an efficient flow of information to and from the office. Undertake assigned projects including organising seminars. Assist with routine budget and financial management and administrative activities and maintain confidential files.

Applicants should forward an Application for Employment Form 201 with a statement addressing the selection criteria and 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 Christine Storey, Department of Education, phone (03) 6336 4407, email christine.storey@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Programmes, Students*

##### Inclusive Learning Support Service

##### Services to Deaf/Hearing Impaired

#### **Teacher of the Deaf (961099).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$42,711–\$68,351 pro rata.

Teaching Service (TPS) Award, Teacher.

Permanent part-time 35 hours per fortnight, 52 weeks per year.

Location:—Launceston.

Description of the Role:—To implement and manage appropriate learning programmes for students and to assess individual student progress.



**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; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a Fixed-term basis.

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:**—Post Graduate qualifications in Deaf and Hearing Impairment. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005. Current drivers licence.

Applicants should forward an Application for Employment Form 201 with a statement addressing the selection criteria and 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 Annette Bain, phone 0439 331 132 email [annette.bain@education.tas.gov.au](mailto:annette.bain@education.tas.gov.au).

Enquiries to Bernard Knight, Department of Education, phone (03) 6212 3534, email [bernard.knight@education.tas.gov.au](mailto:bernard.knight@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LIBRARY AND INFORMATION SERVICES

#### *State Library of Tasmania*

#### Systems Support and Development

#### **Librarian (963385).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Fixed-term full-time from as soon as possible to 30 June 2009.

Location:—Hobart.

**Description of the Role:**—Provide general professional library services or assist in the development and delivery of specialist library and information services, to a high standard of customer service.

**Essential Requirements:**—Degree or diploma in Librarianship or information studies at a recognised university or college of advanced education or a post graduate diploma in librarianship or information studies. Eligibility for admission to Associate membership of the Australian Library and Information Association (ALIA). 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 201 with a statement addressing the selection criteria and 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 and the Local Task List, please contact Maxine Turner on (03) 6233 7465, email [maxine.turner@education.tas.gov.au](mailto:maxine.turner@education.tas.gov.au).

Enquiries to Chris Seaman, Department of Education, phone (03) 6216 4262, email [chris.seaman@education.tas.gov.au](mailto:chris.seaman@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LIBRARY AND INFORMATION SERVICES

#### *Tasmanian Communities Online*

#### **Online Access Centre Co-ordinator (962479).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$44,019–\$47,675 pro rata.

Administrative and Clerical Employees Award, Level 4.

Permanent part-time 30 hours per fortnight, 52 weeks per year.

Location:—Geeveston Online Access Centre.

**Description of the Role:**—To co-ordinate the day-to-day operations of an Online Access Centre.

**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:**—Certificate IV in Workplace Training and Assessment.

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 Pip Hankin, Department of Education, phone (03) 6264 8482, email [pip.hankin@education.tas.gov.au](mailto:pip.hankin@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

EDUCATION  
THE DON COLLEGE

**School Attendant (952652).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$33,637 per annum.

Miscellaneous Workers (Public Sector) Award, School Attendant Level 2.

Permanent full-time.

Location:—The Don College.

Applicants should note that the Don College has contract Cleaners.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable level.

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 201 with a statement addressing the selection criteria and 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 Jude Harris, Department of Education, phone (03) 6424 0200, email jude.harris@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

CORPORATE SERVICES

Human Resources

**Human Resource Co-ordinator (Employment and Safety) (670024).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Co-ordinate HR service team delivery and provide high level liaison, advice and support to clients on a range of employment, workers compensation and safety issues. Contribute to the management of human resources within the Department by participating in HR projects and the development of policy, practices and systems.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have tertiary qualifications in a business related discipline and a current driver's licence.

Enquiries to Katrina Sage, Senior HR Advisor, for a copy of the Statement of Duties, or further information about the position, phone (03) 6233 5912, email Katrina.Sage@depha.tas.gov.au.

Applications to address the Selection Criteria outlined in the Statement of Duties, quote vacancy number and be addressed to Katrina Sage, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001, phone (03) 6233 5912, fax (03) 6233 5907, email applications@depha.tas.gov.au.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

CORPORATE SERVICES

Human Resources

Payroll and Personnel

**Human Resource Co-ordinator (Payroll and Reporting) (706021).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Co-ordinate HR service delivery and provide high level liaison, advice, and support to clients on a range of payroll, entitlements, conditions of service and reporting issues. Provide payroll co-ordination and systems administration support.

Contribute to the management of human resources within the Department by participating in HR projects and the development of policy, practices and systems.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have tertiary qualifications in a business related discipline and a current driver's licence.

Enquiries to Carol Hanigan, Senior HR Advisor, for a copy of the Statement of Duties or for further information about the position, phone (03) 6233 5513, email Carol.Hanigan@depha.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Katrina Sage, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 5912, fax (03) 6233 5907, email applications@depha.tas.gov.au.

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Launceston General Hospital

**Clinical Nurse (504205).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$60,828–\$65,071 pro rata.

Nurses (TPS) Award, Registered Nurse, Level 2.

Permanent part-time shift work (fully rotational) working 64 hours per fortnight.

Location:—Medicine-Ward 4D.

Duties:—Functions as an advanced clinical practitioner within the designated area and provides management support to the Nurse Unit Manager (NUM) and Nurse Educators including participation in staff education and the management of staff performance.

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

Enquiries to Robyn Hayes, Department of Health and Human Services, phone (03) 63487308, email [robyn.hayes@dhhs.tas.gov.au](mailto:robyn.hayes@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

##### ACUTE HEALTH SERVICES

###### *Launceston General Hospital*

#### **Clinical Nurse (507629).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$60,828–\$65,071 pro rata.

Nurses (TPS) Award, Registered Nurse, Level 2.

Permanent part-time shift work (fully rotational) working 44 hours per fortnight.

Location:—Medicine-Ward 4D.

Duties:—Functions as an advanced clinical practitioner within the designated area and provides management support to the Nurse Unit Manager (NUM) and Nurse Educators including participation in staff education and the management of staff performance.

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

Enquiries to Robyn Hayes, Department of Health and Human Services, phone (03) 63487308, email [robyn.hayes@dhhs.tas.gov.au](mailto:robyn.hayes@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

##### ACUTE HEALTH SERVICES

###### *Launceston General Hospital*

#### **Executive Support Officer (503269).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Fixed-term full-time day worker. To commence as soon as possible until 11 May 2009.

Location:—Corporate, CEO Admin.

Duties:—To manage the office of the Chief Executive Officer of the Launceston General Hospital. To manage staff and budget of the Medical Secretariat.

Desirable Requirements:—Demonstrated initiative and capacity to work effectively in a senior executive environment and to prioritise a variety of tasks including the undertaking of secretarial duties with a high level of proficiency in all software programmes relevant to the duties undertaken in the office. Experience in the management of personnel. Highly proficient communication skills both written and oral together with sound negotiation and time management skills.

Enquiries to Kathryn Rossiter, Department of Health and Human Services, phone (03) 6348 7043, email [kathryn.rossiter@dhhs.tas.gov.au](mailto:kathryn.rossiter@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

##### ACUTE HEALTH SERVICES

###### *Launceston General Hospital*

#### **House Services Assistant (503574).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$32,898–\$33,620 pro rata.

Community and Health Services (Public Sector) Award, Operational Stream, Level 3.

Fixed-term casual shift work, working as and when required (with on call as required). To commence as soon as possible until 4 May 2009.

Location:—Corporate-House Services.

Duties:—To clean allocated areas in compliance with established procedures and protocols.

Desirable Requirements:—Basic cleaning skills and knowledge of cleaning procedures and machinery. Physical capacity to handle heavy objects, operate machinery and climb and work up ladders. Sound interpersonal and communications skills.

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 63487482, mobile 0409 009 574, email [colleen.horton@dhhs.tas.gov.au](mailto:colleen.horton@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

##### ACUTE HEALTH SERVICES

###### *Launceston General Hospital*

#### **Linen Assistant (Relief) (504947).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

Fixed-term casual day worker, working as and when required. To commence as soon as possible until 26 May 2009.

Location:—Corporate, Linen/Boiler House.

Duties:—In an industrial laundry environment, undertake duties relating to the processing of clean and soiled linen.

Desirable Requirements:—Experience in, or the ability to gain knowledge and understanding in, all aspects of the processing of laundry, including the capacity to competently operate large commercial laundry equipment. Basic numeracy and literacy skills, together with good interpersonal and communication skills. Physical capacity to manoeuvre linen bags and imprest trolleys and to undertake other manual tasks relating to the processing of laundry items.

Enquiries to Tony Burgess, Department of Health and Human Services, phone (03) 6348 7934, email tony.burgess@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

##### ACUTE HEALTH SERVICES

###### *Launceston General Hospital*

#### **Medical Orderly (503592).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$34,059–\$34,606 per annum.

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

Fixed-term casual shift work, working as and when required. To commence as soon as possible until 5 May 2009.

Location:—Corporate, Medical Orderlies.

Duties:—Provide Orderly services and assistance to Medical, Nursing and Para Medical staff in the lifting, positioning and general care of patients. Transportation within the hospital environment by means of wheel-chair, trolleys and beds.

Desirable Requirements:—Physical capacity to provide the range of orderly services. Knowledge of safe lifting practice and OHandS principles. Ability to communicate with patients, staff and visitors. Ability to work under general supervision.

Enquiries to Carl Lunardi, Department of Health and Human Services, phone (03) 63487460, email carl.lunardi@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

##### ACUTE HEALTH SERVICES

###### *Launceston General Hospital*

#### **Senior Specialist Radiographer, MRI (517829).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$75,155–\$83,123 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 4.

Permanent full-time day worker (with oncall).

Location:—Clinical Services, Radiology.

Duties:—To be the senior specialist radiographer for MRI, providing expert advice and fostering the continued development and improvement of the service. To provide safe and compassionate patient care founded on excellence in: practice, teaching and research, respect and inclusive leadership.

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Registration Board (MRSPRB).

Enquiries to Garth Faulkner, Department of Health and Human Services, phone (03) 6348 7085, email garth.faulkner@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

##### ACUTE HEALTH SERVICES

###### *Launceston General Hospital*

#### **Specialist Radiographer, MRI (517831).**

Applications Close:—Friday, 16 May 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 work (with on call).

Location:—Clinical Services, Radiology.

Duties:—Responsible for performing radiographic imaging examinations, procedures and specialised MRI procedures and associated administrative tasks.

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Registration Board (MRSPRB).

Enquiries to Garth Faulkner, Department of Health and Human Services, phone (03) 63487085, email garth.faulkner@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

##### ACUTE HEALTH SERVICES

###### *Launceston General Hospital*

#### **Staff Specialist, Radiology (517830).**

Applications Close:—Friday, 16 May 2008.

Salary:—To be negotiated.

Salaried Medical Practitioners Industrial Agreement 2006, Specialist Medical Practitioner, Level I-IV (Salary commensurate with qualifications and experience).

Fixed-term full-time day worker (with on call). To commence as soon as possible until 15 June 2010.

Location:—Clinical Services, Radiology.

Duties:—To provide specialist radiological services.

Essential Requirements:—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996 and who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition, which is relevant to his/her appointment.

Enquiries to Garth Faulkner, Department of Health and Human Services, phone (03) 63487085, email garth.faulkner@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

##### ACUTE HEALTH SERVICES

###### *Launceston General Hospital*

#### **Tradesperson (Painter and Decorator) (503360).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$41,681 per annum.

Community and Health Services (Public Sector) Award, Operational Stream, Level 8.

Permanent full-time day work.

Location:—Corporate-Building and Engineering.

Duties:—Be an effective member of the Building and Engineering Team, responsible for the maintenance and minor works painting of plant and buildings within the Departments responsibility area.

Essential Requirements:—Relevant Trades Qualification.

Enquiries to John Slore, Department of Health and Human Services, phone (03) 63487435, email [john.slore@dhhs.tas.gov.au](mailto:john.slore@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

##### ACUTE HEALTH SERVICES

###### *Royal Hobart Hospital*

#### **Cleaner (507902).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$32,898–\$33,620 pro rata.

Community and Health Services (Public Sector) Award, Operational Stream, Level 3.

Permanent part-time shift work, 35 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—Perform general cleaning duties, including removal of garbage, and collection /distribution of linen. Ensure equipment is used and maintained in the correct manner, and report faults to enable corrective action to be taken.

Enquiries to Tony Barrett, Department of Health and Human Services, phone (03) 6222 8211, email [anthony.barrett@dhhs.tas.gov.au](mailto:anthony.barrett@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Royal Hobart Hospital*

#### **Director Safety, Quality, Risk and Service Improvement (507804).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$85,057 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 12.

Permanent full-time day work.

Location:—Hobart.

Duties:—The Director is responsible for leadership and management of the RHH Safety, Quality, Risk and Service Improvement (SQRSI) Unit and for providing leadership and direction in the ongoing development and evaluation of quality and patient safety systems and processes within a clinical governance framework. This role exists across clinical and non-clinical areas.

Desirable Requirements:—An experienced health professional with extensive knowledge of and contemporary experience in clinical governance, quality, risk, and service improvement and knowledge of current health policy and system challenges. Demonstrated competence in developing SQRSI systems. Successful experience in gaining accreditation for an organisation (preferably ACHS).

Enquiries to Dr Helen McArdle, Department of Health and Human Services, phone (03) 62228195, email [helen.mcardle@dhhs.tas.gov.au](mailto:helen.mcardle@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.

#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Royal Hobart Hospital*

#### **Enrolled Nurse (GEM) (516175).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$44,751–\$46,010 pro rata.

Nurses (TPS) Award, Enrolled Nurse, Level 2.

Fixed-term part-time shiftwork (fully rotational) 48 hours per fortnight, commencing as soon as possible until 29 December 2008.

Location:—Geriatric Evaluation Management Unit, Repat Centre, Hobart.

Duties:—In accordance with Agency policies and legal requirements, the Enrolled Nurse delivers direct patient care of a prescribed recurrent nature under the supervision of a Registered Nurse.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as an Enrolled Nurse in Tasmania.

Enquiries to Jenny Batt, Department of Health and Human Services, phone (03) 6222 7829, email [jennifer.batt@dhhs.tas.gov.au](mailto:jennifer.batt@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

## ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Radiographer (510142).**

Applications Close:—Friday, 16 May 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 shift work.

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

Duties:—Radiographer required with skills in Trauma, operating theatres, fluoroscopy and general radiography. Further training will be encouraged in the CT and Angiography sections for suitable applicants.

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Registration Board (MRSPRB) OR attainment of a provisional statement of accreditation from the Professional Accreditation Education Board (PAEB) of the Australian Institute of Radiography.

Enquiries to Shane Morgan, Department of Health and Human Services, phone (03) 6222 8363, mobile 0407 050 663, 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, Tasmania 7001.

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Mental Health Services*

## North West

**Attendant (503168).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$34,812–\$35,533 per annum.

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

Permanent full-time Shift Work (fully rotational).

Location:—North West Regional Hospital, Burnie.

Duties:—To provide psychiatric nursing staff with assistance and support in relation to the care and safety of patients and participate in the maintenance of a clean and tidy ward environment.

Desirable Requirements:—Effective communication and interpersonal skills, an understanding of conflict management techniques, an ability to work in a team group situation, able to acquire knowledge of Agency, Hospital and Unit policies and protocols, knowledge and ability to ensure a safe and clean unit environment, and an understanding of appropriate Occupational Health and Safety legislation and codes of practice.

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 Rose, Department of Health and Human Services, phone (03) 6430 6579, email linda.rose@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

*Mental Health Services*

## North West

**Clinical Nurse (502794).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$60,828–\$65,071 per annum.

Nurses (TPS) Award, Registered Nurse, Level 2.

Permanent full-time Shift Work (fully rotational).

Location:—North West Regional Hospital, Burnie.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Clinical Nurse provides leadership in all aspects of nursing care and is responsible for prioritising and co-ordinating the delivery of clinical care to all clients within the designated unit in an efficient and effective manner, collaborates with staff to formulate and implement quality improvement activities consistent with best practice and consumer-focused outcomes and supports the Clinical Nurse Consultant/Clinical Nurse Manager/Team Leader in a team approach to implementing policies and procedures and practices to meet the model of care within the designated unit.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practising certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position.

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 Rose, Department of Health and Human Services, phone (03) 6430 6579, email linda.rose@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***Laundry Hand/Cleaner (506215).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

Permanent part-time daywork, 52 hours per fortnight.

Location:—North East Soldiers Memorial Hospital and Community Service Centre, Scottsdale.

Duties:—To provide a high standard of linen service to Hospital and outside clients and to carry out some cleaning services within the Hospital and Day Care Centre.

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 Maureen Nichols, Department of Health and Human Services, phone (03) 6235 5523, email maureen.nichols@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

**Diversional Therapy Assistant (511017).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$34,812–\$35,533 pro rata.

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

Permanent part-time daywork, 40 hours per fortnight.

Location:—Campbell Town Multi Purpose Service.

In accordance with primary health care principles, undertake the delivery of quality resident/client activities. In consultation with the Diversional Therapist Co-ordinator, multi-disciplinary team members, clients/residents – plan and develop individual and group activity programmes.

for clients. The primary focus is with residential aged care clients but also assisting and/or participating in other community client activities from time to time.

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 Jan Harvey, Department of Health and Human Services, phone (03) 6381 3330, email jan.harvey@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 West

**Clinical Nurse (Community) (514069).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$60,828–\$65,071 per annum.

Nurses (TPS) Award, Registered Nurse, Level 2.

Permanent part-time Shiftwork (fully rotational) with oncall, working 73 hours per fortnight.

Location:—Rosebery Hospital and Community Health Centre.

Duties:—Functions as an advanced clinical practitioner and provides management support to the Clinical Nurse Manager (CNM) including participation in staff education and the management of staff performance. Work across other HealthWest community sites to provide a community, clinic and an emergency nursing service. This a shift work position with the need to provide an oncall service at times.

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

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 Yvonne Armstrong, Department of Health and Human Services, phone (03) 6473 5700, email yvonne.armstrong@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

## HUMAN SERVICES

*Children and Family Services*

## Programme Development and Statewide Services

**Business Systems Support Officer (515106).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$54,291–\$59,721 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream Computer Systems Officer, Level 6-7 (CSO 2).

Permanent full-time day work.

Location:—Information Management Programme Development and Statewide Services, Hobart.

Duties:—Co-ordinate the operations and functions



of Children and Families Business Applications including facilitation of user groups and support of governance structures. Participate in setting strategic directions for information system development and information management in the DHHS. Provide high level advice to internal and external stakeholders on Children and Families Business Applications and related processes and issues.

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 Nagy Wassif, Department of Health and Human Services, phone (03) 6233 4927, email [nagy.wassif@dhhs.tas.gov.au](mailto:nagy.wassif@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

### HUMAN SERVICES

#### *Disability Services*

#### **Team Manager Professional Services (505831).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$91,873 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Manager, Level 5, Grade 1.

Permanent full-time Fixed Term day work commencing 9 June 2008 until 7 December 2008.

Location:—Disability Services, Hobart.

Duties:—Manage resources assigned to the work unit and provide administrative leadership of the professional resource team including the development of efficient and effective service models directed towards meeting the needs of people with disabilities.

Desirable Requirements:—Demonstrated ability to provide professional leadership and management of a multi-disciplinary team in the delivery of specialist services for people with disabilities. Sound management experience and knowledge of contemporary management practice including change management, decision making, best practice, human resources and financial management. Highly developed liaison, consultancy, communication, negotiation, mediation and conflict resolution skills.

Essential Requirements:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

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 Erica Heeley, Department of Health and Human Services, phone (03) 6230 7621, email [erica.heeley@dhhs.tas.gov.au](mailto:erica.heeley@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

### HUMAN SERVICES

#### *Housing*

#### **Principal Policy Analyst (500212).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$76,007 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 10.

Fixed-term full-time Day work commencing 16 June 2008 until 9 February 2008.

Location:—State Administration, Hobart.

Duties:—As part of Housing Tasmania's policy, research and planning team provide authoritative specialist advice and assistance to the Director on strategic policy options, the long term strategic framework for and the future development of an affordable housing system in Tasmania, within the broad social and economic context of Tasmanian and current Commonwealth and State Government policy.

Desirable Requirements:—Extensive knowledge of and experience in the development of high strategic policy and planning framework, within the context of Commonwealth, State and Agency parameters. High level strategic, conceptual and data analysis skills including the ability to understand the political, social and organisational environment, to identify relevant issues and make sound judgments about agency strategies and directions. High level communication, negotiation and conflict resolution skills, proven ability to work constructively as part of a team, and the ability to represent the Group, explain its goals, policies, products and services and to identify mutually acceptable solutions in situations of differing interests.

Enquiries to Jeanette Lewis, Department of Health and Human Services, phone (03) 6233 5476, email [jeanette.lewis@dhhs.tas.gov.au](mailto:jeanette.lewis@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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## INFRASTRUCTURE, ENERGY AND RESOURCES

### ROADS AND TRAFFIC

#### *Programming and Delivery*

#### **Manager Stakeholder Engagement (372116).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—To deliver stakeholder engagement services and manage strategic and operational communications for project work teams delivering the Roads Programme.



**Desirable Requirements:**—Tertiary qualifications in marketing, business or related discipline and/or experience in marketing activities.

**Essential Requirements:**—A Current Driver Licence.

Enquiries to Geoff Mulcahy, Manager Project Services, Department of Infrastructure, Energy and Resources, phone (03) 6233 3553, email [geoff.mulcahy@dier.tas.gov.au](mailto:geoff.mulcahy@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 2142, fax (03) 6233 5337, email [hr@dier.tas.gov.au](mailto: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](http://www.jobs.tas.gov.au) or by contacting Katherine Noonan on (03) 6233 2142 or [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

JUSTICE

CROWN LAW

*Director of Public Prosecutions*

***Manager Serious Crime Witness Assistance (356037).***

Applications Close:—Friday, 16 May 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Fixed-term full-time For two years, 73.5 hours per fortnight.

Location:—Hobart.

**Duties:**—To assist in the establishment and operation of a serious crime witness assistance service in the Office of the Director of Public Prosecutions by contributing to the development of service priorities, standards and guidelines for the work undertaken by Witness Assistance Officers; training and providing professional supervision for Witness Assistance Officers and undertaking a range of witness assistance tasks including assisting in case planning, supporting witnesses during the prosecution process, and liaising with victim support services.

**Essential Requirements:**—Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

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.

**Desirable Requirements:**—Demonstrated supervisory and leadership skills including the ability to establish service priorities and expectations; support, educate and train professional staff; and coach, mentor and monitor performance. Demonstrated ability to make sound decisions in accordance with the requirements of legislation, policy, practice and ethics. Highly developed self-management skills, including the ability to work in an ethical and professional manner, to set priorities and work without close supervision in an environment subject to pressure and change.

Enquiries to Karen Dillon, Assistant Manager, Crown Law, Department of Justice, phone (03) 6233 3833, email [karen.dillon@justice.tas.gov.au](mailto:karen.dillon@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Karen Dillon on (03) 6233 3833.

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.

JUSTICE

RESOURCE MANAGEMENT AND PLANNING APPEAL TRIBUNAL

***Administrative Assistant (355829).***

Applications Close:—Friday, 16 May 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

**Duties:**—Provide an efficient administrative support service to the Resource Management and Planning Appeal Tribunal and secretarial support to the Registrar and Chairperson.

**Desirable Requirements:**—A current manual motor vehicle drivers licence. Experience in a legal or professional environment.

Enquiries to Jarrod Bryan, Registrar, Resource Management and Planning Appeal Tribunal, Department of Justice, phone (03) 6233 6464, email [rmpat@justice.tas.gov.au](mailto:rmpat@justice.tas.gov.au).

Applications to Daphne Webb, Administrative Support Officer, 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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Jarrod Bryan on (03) 6233 6464.

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.

JUSTICE

RESOURCE MANAGEMENT AND PLANNING APPEAL TRIBUNAL

***Executive Assistant (356072).***

Applications Close:—Friday, 16 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time job share arrangement, 45 hours per fortnight and 28.5 hours per fortnight.

Location:—Hobart.

**Duties:**—Provide high level administrative support service to the Registrar of the Resource Management and Planning Appeal Tribunal (the Tribunal) and general administrative support to the Tribunal.

**Desirable Requirements:**—A current manual motor vehicle drivers licence. Experience in a legal or professional environment.

Enquiries to Jarrod Bryan, Registrar, Resource Management and Planning Appeal Tribunal, Department of Justice, phone (03) 6233 6464, email [rmpat@justice.tas.gov.au](mailto:rmpat@justice.tas.gov.au).

Applications to Daphne Webb, Administrative Support Officer, 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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Jarrod Bryan on (03) 6233 6464.

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.

## JUSTICE

### TASMANIA PRISON SERVICE

#### *Finance and Support Services*

#### **Executive Officer (350485).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Risdon Prison.

Duties:—Develop, administer and monitor financial tasks and processes for Prison Service departments, including assisting managers with interpreting financial reports. Manage vehicle and software leases; by following departmental procurement procedures and keeping an asset register of items. Perform various administrative functions including, drafting of high-level correspondence, co-ordination of electronic diaries and preparation and maintenance of database and excel worksheets.

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 Karen Henderson, Manager, Finance and Support Services, Tasmania Prison Service, Department of Justice, phone (03) 6216 8188, email [karen.henderson@justice.tas.gov.au](mailto:karen.henderson@justice.tas.gov.au).

Applications to Daphne Webb, Administrative Support Officer, 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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Karen Henderson on (03) 6216 8188.

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.

## PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

### CONSERVATION AND INFRASTRUCTURE

#### **Conservation Project Officer (030408).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$40,628–\$59,856 per annum.

Port Arthur Historic Site Staff Agreement 2004, Professional Stream, Level 1.

Fixed-term full-time for a period of two years.

Location:—Port Arthur.

Duties:—Assist with the effective and efficient management of conservation and infrastructure projects and tasks, including archaeology projects, for the Port Arthur Historic Site Management Authority.

Desirable Requirements:—Tertiary qualifications (honours degree) in historical archaeology, or a cultural heritage related discipline from an approved University, College or educational institution.

Enquiries to Greg Jackman, Archaeology Manager, Port Arthur Historic Site Management Authority, phone (03) 6251 2336, mobile 0407 339118, email [greg.jackman@portarthur.org.au](mailto:greg.jackman@portarthur.org.au).

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](mailto:philip.johnston@portarthur.org.au).

## PREMIER AND CABINET

### POLICY DIVISION

#### **Administrative Assistant (001212).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—Provide executive support to the Deputy Directors and other management staff within the Policy Division. Contribute to the efficient and effective administrative operation of the Division including distribution of information to other Organisational Units of the Division, reception and clerical service to the staff of the Division.

Enquiries to Melissa Clements, Executive Officer, Administration, Department of Premier and Cabinet, phone (03) 6233 6541, email [Melissa.Clements@dpac.tas.gov.au](mailto:Melissa.Clements@dpac.tas.gov.au).

Applications to Darlene Svamvur, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123 Hobart Tasmania 7001, phone (03) 6233 3738, fax (03) 6233 2769, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

## PREMIER AND CABINET

### POLICY DIVISION

#### **Senior Policy Analyst (000998).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Fixed-term full-time (12 Months).

Location:—Hobart.

Duties:—Undertake major policy research, analysis, development, implementation and review in relation to policies at a strategic level. To provide the Premier and Cabinet with broad based authoritative policy advice and comment from a government-wide perspective.

Desirable Requirements:—Tertiary qualifications in a policy related discipline and/or experience in analysis and comment.

Enquiries to Louise Wilson, Assistant Director Social Projects, Department of Premier and Cabinet, phone (03) 6233 6493, email Louise.Wilson@dpac.tas.gov.au.

Applications to Darlene Svamvur, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart Tasmania 7001, phone (03) 6233 3738, fax (03) 6233 2769, email job.application@dpac.tas.gov.au.

## PRIMARY INDUSTRIES AND WATER

### BIOSECURITY AND PRODUCT INTEGRITY

#### *Diagnostic Services*

#### **Medical Scientist (26503).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Permanent full-time.

Location:—Launceston (Mt Pleasant).

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

Duties:—As a senior professional practitioner, provide a high quality histological, cytological and electron microscopical service for the diagnosis and research of animal and fish diseases to the pathologists of the Diagnostic Services Branch and the maintenance of equipment and supplies.

Essential Requirements:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

Appropriate Course of Study:—For the purpose of the previous section, an appropriate course of study is a Degree in Medical Laboratory Science or an equivalent qualification from a recognised tertiary institution with an emphasis on histology, cytology and electron microscopy.

Desirable Requirements:—A Certificate of Cytotechnology at the Australian Society of Cytology, CT(ASC) and extensive experience in routine diagnostic veterinary histology, cytology and electron microscopy laboratories is considered highly desirable. A current motor vehicle driver's licence.

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

Enquiries to Leonie Tubb, phone (03) 6336 5444, email leonie.tubb@dpiw.tas.gov.au.

Applications to Robyn Campain, Administrative Assistant, Diagnostic Services, Department of Primary Industries and Water, P.O. Box 46, Kings Meadows, Tas, 7249, phone (03) 6336 5406, fax (03) 6336 5374, email robyn.campain@dpiw.tas.gov.au.

## PRIMARY INDUSTRIES AND WATER

### BIOSECURITY AND PRODUCT INTEGRITY

#### *Diagnostic Services*

#### **Technical Officer (702810 and 702811) (2 positions).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$34,003–\$45,854 per annum.

Technical Employees Award, Level 1-2 (See Below).

Permanent full-time.

Location:—Launceston (Mt Pleasant).

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

Appointment will be at level 1 or level 2. Level 1 salary range is \$34,003 to \$37,378 per annum. Level 2 salary range is \$38,927 to \$45,854 per annum.

Duties:—To provide technical support to ensure the efficient and effective operation of the Animal Health Laboratory (AHL).

Essential Requirements:—Level 1: Eligible for admission to the relevant course of study at a recognised TAFE institution. Level 2: A Diploma from a recognised TAFE institution or an equivalent qualification appropriate to the nature of the work.

Relevant Course of Study (Level 1):—For the purpose of the previous section, the relevant course of study is a Diploma in Laboratory Technology.

Qualification Appropriate to the Nature of the Work (Level 2):—For the purpose of the previous section, a Diploma appropriate to the nature of the work is a Diploma in Laboratory Technology.

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

Enquiries to Leonie Tubb, phone (03) 6336 5444, email leonie.tubb@dpiw.tas.gov.au.

Applications to Robyn Campain, Administrative Assistant, Diagnostic Services, Department of Primary Industries and Water, P.O. Box 46, Kings Meadows, Tas, 7249, phone (03) 6336 5406, fax (03) 6336 5374, email robyn.campain@dpiw.tas.gov.au.

## PRIMARY INDUSTRIES AND WATER

### CORPORATE SERVICES

#### *Corporate Information Technology*

#### **Group Leader (Business Analysis and Business Solutions) (702812).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the business analysis tasks of the Agency and other inter-agency related business application requirements. Liaise with business clients on business process re-engineering tasks and provide them with high-level advice to promote their requests into the CIT business programme. Promote CIT services among business clients as a platform for business process improvement.

Desirable Requirements:—An appropriate tertiary qualification.

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

Enquiries to Sen Dharmadasa, phone (03) 6233 3277, email sen.dharmadasa@dpiw.tas.gov.au.

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

## PRIMARY INDUSTRIES AND WATER

### INFORMATION AND LAND SERVICES

#### *Geospatial Infrastructure*

#### **Senior Surveyor (702396).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.



Permanent full-time.

Location:—Hobart or Launceston (subject to negotiation).

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

Duties:—Provide specialist professional support and assistance with the management of Branch services, including providing Crown survey advice and property surveys. Advise and assist the Chief Surveyor in the development and implementation of surveying and information policies, standards and programmes.

Essential Requirements:—Registration as a Land Surveyor under the provisions of the Surveyors Act 2002.

Desirable Requirements:—A Degree in Surveying, Spatial Information Science or Geomatics or an equivalent qualification from a recognised tertiary institution.

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

Enquiries to Peter Bakes, phone (03) 6233 2513, email peter.bakes@dpiw.tas.gov.au.

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

#### PRIMARY INDUSTRIES AND WATER

##### PRIMARY INDUSTRIES

##### *Licensing and Administration*

#### **Receptionist/Cashier (Marine Resources) (701500).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

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

Duties:—To provide first point of contact advisory and reception duties for internal and external clients for Marine Resources. To provide a cashier service for fisheries licensing. Act as Web publisher for Marine Resources and provide clerical support to Marine Resources' staff.

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

Enquiries to Katrina Edwards, phone (03) 6233 6061, email katrina.edwards@dpiw.tas.gov.au.

Applications to Katrina Edwards, Administrative Officer (Marine Resources), Department of Primary Industries and Water, phone (03) 6233 6061, fax (03) 6223 1539, email katrina.edwards@dpiw.tas.gov.au.

#### PRIMARY INDUSTRIES AND WATER

##### RESOURCE MANAGEMENT AND CONSERVATION

##### *Land Conservation*

#### **Geomorphologist (Peatlands) (702804).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Fixed-term full-time from 9 June 2008 until 5 June 2009, or until the return of the occupant of position number 701388, whichever is the sooner.

Location:—Hobart.

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

Duties:—To undertake projects within the Tasmanian World Heritage Area (WHA) associated with the monitoring and management of peatland streams.

Essential Requirements:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

Appropriate Course of Study:—For the purpose of the previous section, an appropriate course of study is a degree in Science or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—A current first aid certificate. A current motor vehicle driver's licence.

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

Enquiries to Declan McDonald, phone (03) 6233 6212, email declan.mcdonald@dpiw.tas.gov.au.

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

#### PRIMARY INDUSTRIES AND WATER

##### RESOURCE MANAGEMENT AND CONSERVATION

##### *Land Conservation*

#### **Project Field Assistant (Soils) (702169).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$34,648 per annum.

Operational Employees Award, Level 3.

Fixed-term full-time from 26 May 2008 until 26 September 2008.

Location:—Launceston (Prospect).

Duties:—Provide support to Project Officers completing the final stages of the Soil Condition Evaluation and Monitoring (SCEAM) project by providing assistance with a variety of tasks, including; remaining site selection, soil profile description, the collection, collation, archiving and laboratory testing of remaining soil samples, finalising analysis results, and other activities associated with field and laboratory operations, including maintenance of equipment.

Desirable Requirements:—A current motor vehicle drivers licence.

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

Enquiries to Sue Weedon, phone (03) 6336 5402, email sue.weedon@dpiw.tas.gov.au.

Applications to Sue Weedon, Land Conservation Branch, Department of Primary Industries and Water, P.O. Box 46, Kings Meadows, Tas, 7249, phone (03) 6336 5402, fax (03) 6336 5365, email sue.weedon@dpiw.tas.gov.au.

#### PRIMARY INDUSTRIES AND WATER

##### WATER RESOURCES

##### *Water Management*

#### **Regional Water Management Officer (702438).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term full-time from as soon as possible until 27 April 2010, or until the return of the substantive occupant, whichever is the sooner.



Location:—Elliott.

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

Applicants should note that while this position has been advertised as full-time, DPIW may be prepared to negotiate a part-time or job share arrangement with the successful applicant/s. Pro rata salary is based on the above full-time rates.

Duties:—Contribute to the equitable and sustainable allocation and management of the State's water resources in one of eight water management regions by undertaking a range of technical and regulatory water management functions, providing an advisory service and contributing to water management planning and policy.

Desirable Requirements:—A Diploma from a recognised TAFE institution in civil engineering, natural resource management, agriculture or water management, or an equivalent qualification appropriate to the nature of the work. Several years relevant experience in water engineering or water resource management. A current motor vehicle drivers licence. A Workplace 2 First Aid Certificate, or equivalent.

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

Enquiries to Kris Andrews, phone (03) 6233 2584, email kris.andrews@dpiw.tas.gov.au.

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

#### TAFE TASMANIA

##### DELIVERY TEAMS

#### **Administrative Assistant (000712).**

Applications Close:—Friday, 16 May 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. The successful applicant will initially be located within the Accounting and Finance Team and may later be assigned to perform similar duties in another delivery team or teams.

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](http://www.jobs.tas.gov.au).

Enquiries to Andrew Colrain, A/Team Leader Accounting and Finance, TAFE Tasmania, phone (03) 6233 7381, email Andrew.Colrain@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

##### ORGANISATIONAL AND BUSINESS DEVELOPMENT

##### Human Resources Branch

#### **HR Operations Officer (331017).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Duties:—To deliver an efficient and effective Human Resource service to clients as part of an HR Operations team through the use of an integrated computerised HRM system that supports personnel, payroll and recruitment functions for TAFE Tasmania.

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](http://www.jobs.tas.gov.au).

Enquiries to Sharen Allanby, A/Co-ordinator, HR Operations, TAFE Tasmania, phone (03) 6233 4637, email Sharen.Allanby@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.

#### TREASURY AND FINANCE

##### REVENUE, GAMING AND LICENSING DIVISION

##### Revenue Branch

#### **Client Services Officer (723981).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—This position contributes to the efficient and effective collection of State taxation revenue and the payment of a range of grants.

In the context of the selection criteria, to be successful in the position applicants will have a customer service focus, accurate data entry skills, a basic knowledge of reconciliation and other financial processes, good communication skills and good computer skills.

Enquiries to Chris Sullivan, Team Leader, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 2575, email chris.sullivan@treasury.tas.gov.au.

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart 7001, phone (03) 6233 3483, fax (03) 6233 3851, email recruitment@treasury.tas.gov.au.

Applications MUST address the selection criteria outlined in the Statement of Duties. Statement of Duties and Job Kits are available on the internet at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or alternatively by phoning Melissa Webster on (03) 6233 3483.

## Tasmanian Government Senior Executive Service

ECONOMIC DEVELOPMENT AND TOURISM

TOURISM TASMANIA

### **Project Director, Brand Tasmania Project (424997)**

Applications Close:—Friday, 16 May 2008.

Salary:—\$109,776—\$120,757 per annum.

Senior Executive, Level 2.

Fixed-Term, full-time for 2 years

Location:—Hobart

Duties:—The Brand Tasmania Project aims to develop and lead the execution of branding strategies for Tasmania. The Project Director is responsible for the strategic development and management of the project, including the development and delivery of a three year action plan, and will lead and manage an internal team and a series of external consultants. The Project Director will be required to collaborate with cross-

functional partners such as the Brand Tasmania Council, the Department of Premier and Cabinet and other organisations in delivering the project.

Desirable Requirements:—An advanced degree in management or marketing or an equivalent tertiary qualification.

The ideal candidate for this position would have an extensive proven track record at executive level in a marketing role including major brand management/development, major project management and stakeholder engagement.

Enquiries to Felicia Mariani, Chief Executive Officer Tourism Tasmania, Department of Economic Development and Tourism, phone (03) 6230 8151, email Felicia.Mariani@tourism.tas.gov.au.

Applications to Human Resources, Department of Economic Development and Tourism, GPO 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.

## Staff Movements

### *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>
Health & Human Services	510576 Ambulance Officer	K. Blake	6 months	28.04.08
Health & Human Services	508233 Therapy Assistant	S. Benson	6 months	28.04.08
Health & Human Services	502067 Senior Physiotherapist	D. Seeney	6 months	30.04.08
Health & Human Services	511378 Finance Systems Manager	R. Murdoch	6 months	30.04.08
Health & Human Services	503797 Administrative Officer	S. Brooks	6 months	05.05.08
Health & Human Services	516130 Child Protection Worker	L. McKinnon	6 months	01.05.08
Health & Human Services	515500 Child Protection Worker	J. Johnston	6 months	01.05.08
Health & Human Services	501659 Child Protection Worker	N. Cameron	6 months	01.05.08
Health & Human Services	515501 Child Protection Worker	T. Vaatstra	6 months	19.05.08
Health & Human Services	500017 Executive Assistant	R. Brydon	6 months	05.05.08
Health & Human Services	513739 Child Protection Worker	L. McIntyre	6 months	05.05.08
Health & Human Services	517564 Registered Nurse Level 1	C. Tanarte	6 months	21.04.08
Health & Human Services	517565 Registered Nurse Level 1	J. Cripps	6 months	21.04.08
Health & Human Services	516956 Enrolled Nurse	D. Archer	18/09/08	18.03.08
Health & Human Services	517654 Administrative Officer	K. Williams	6 months	28.04.08
Health & Human Services	517569 Registered Nurse Level 1	A. Schumacher	6 months	29.04.08
Health & Human Services	517570 Registered Nurse Level 1	P. Rees	6 months	29.04.08
Health & Human Services	517571 Registered Nurse Level 1	K. Large	6 months	29.04.08
Health & Human Services	517572 Registered Nurse Level 1	J. Semmler	6 months	29.04.08
Health & Human Services	506275 Registered Nurse	M. Thornton	6 months	26.04.08
Health & Human Services	513904 CSD Technician	V. Scotney	6 months	20.04.08
Health & Human Services	501317 Dental Attendant	F. Hodgkinson	6 months	16.04.08
Health & Human Services	501380 Dental Attendant	S. Jones	6 months	16.04.08
Health & Human Services	516641 Dental Attendant	A. Whitney	6 months	16.04.08
Primary Industries & Water	334570 Client Service Officer	A. Robertson	6 months	28.04.08

*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>
Health & Human Services	510045 Hospital Aide	M. Pregnell	Health & Human Services	515485 Enrolled Nurse	20.04.08
Health & Human Services	500854 Deputy Chief Pharmacist	M. Sharpe	Health & Human Services	500798 Chief Pharmacist	17.04.08
Health & Human Services	511492 IT Officer	J. Sanders	Health & Human Services	517599 Service Centre Manager	21.04.08
Health & Human Services	516244 Registered Nurse	D. Butler	Health & Human Services	502371 Clinical Nurse	27.04.08
Health & Human Services	502091 Registered Nurse	J. Murfet	Health & Human Services	517596 Clinical Nurse	27.04.08
Health & Human Services	508812 Clinical Nurse Specialist—DCCM	S. Kelly	Health & Human Services	508388 Clinical Nurse Educator—Critical Care Graduate Certificate/ Diploma	04.05.08
Infrastructure, Energy & Resources	371226 Coprorate Applications Developer	P. Slater	Infrastructure, Energy & Resources	372032 Senior Developer	15.04.08
Justice	350708 Senior Industry Supervisor	D. Edwards	Infrastructure, Energy & Resources	370809 Contracts Administration Payments Officer	
Infrastructure, Energy & Resources	371889 Administrative Officer	K. Rogers	Justice	355743 Inspector	23.04.08
Primary Industries & Water	335162 Examiner	B. County	Primary Industries & Water	334902 Senior Examiner	23.04.08
Primary Industries & Water	701100 Administration Officer (Fox Eradication Program)	J. McGee	Primary Industries & Water	702481 Project Support Officer	28.04.08
Treasury & Finance	724051 Principal Policy Analyst	A. Rayner	Treasury & Finance	723744 Assistant Director (Economic Monitoring)	28.04.08

*Termination of Permanent Employees*

<i>Agency</i>	<i>Occupant's Name</i>	<i>Title and Position No.</i>	<i>Termination Date</i>
Premier & Cabinet	A. Gerrity	Computer Support Officer—Websites 001033	24.04.08

*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>
Premier & Cabinet	001257 Assistant State Manager Office of Children and Youth Affairs	M. Sonners	Health & Human Services	517420 Co-ordinator Strategic Policy and Projects	05.05.08

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Justice	350539 Correctional Officer	S. Mulder	20.04.08
Primary Industries & Water	701794 Water Management Assistant	B. Badcock	30.04.08

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Education	962479 Online Access Centre Co-ordinator	L. Cockburn	24.04.08
Health & Human Services	501548 Child Protection Worker	D. B. Tomlinson	18.04.08
Health & Human Services	502206 Administrative Assistant	G. Slade	21.04.08
Health & Human Services	509671 Registered Nurse	C. Neal	11.04.08
Health & Human Services	508245 Occupational Therapist	C. Cox	21.04.08
Health & Human Services	503168 Attendant	R. Zeiser	14.04.08
Health & Human Services	516278 Case Manager - Community Options	W. Masters-Blackaby	22.04.08
Health & Human Services	515580 Client Support Officer	M. Humphris	18.04.08
Health & Human Services	502783 Community Health Nurse	A. Matthews	22.04.08
Health & Human Services	504713 Community Health Nurse	H. Kempton	20.04.08
Health & Human Services	501968 Operational	N. Ridge	19.04.08
Health & Human Services	514801 Administrative Assistant	T. Hay	23.04.08
Health & Human Services	507902 Cleaner	K. Ford	24.04.08
Health & Human Services	502743 Home Help/Personal Carer	C. W. Ivory	21.04.08
Health & Human Services	314938 Home Help Personal Carer	L. M. Trull	18.04.08
Health & Human Services	502663 Home Help Personal Carer	N. J. Maxwell	22.04.08
Health & Human Services	517632 Registered Nurse	M. T. Beatson	15.04.08
Infrastructure, Energy & Resources	373394 Concessions Officer	M. Sansom	02.04.08
Premier & Cabinet	472301 Administrative Assistant	L. Atwell	23.04.08
Primary Industries & Water	701235 Senior Hatchery Technician	P. Adams	30.04.08
Port Arthur Historic Site Management Authority	-- Senior Administration Officer	M. Vile	23.04.08

*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>
Primary Industries & Water	702752 Communications Consultant	K. Nolan	16 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>
Treasury & Finance	724084 Director, Property Projects	W. Blaik	12.05.08	3 years

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