



# 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.

**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**

**TASMANIAN GOVERNMENT GAZETTE AND  
TASMANIAN STATE SERVICES NOTICES\****PUBLICATION AND COPY CLOSURE DATES**

**ANZAC Day Public Holiday, Friday 25 April 2008—**

**Gazette deadlines for Wednesday 30 April 2008**

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

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

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

**ECONOMIC DEVELOPMENT AND TOURISM****CORPORATE SUPPORT DIVISION****Human Resources****Human Resources Client Manager (424992).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Provide human resources client services including expert and consultative advice to stakeholders on complex people management issues. As a key member of the Relationship Management team collaboratively develop and implement strategies, policies and plans and undertake projects to assist in achieving organisational goals.

Desirable Requirements:—Relevant tertiary and/or industry recognised qualifications and affiliations.

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

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

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

**ECONOMIC DEVELOPMENT AND TOURISM****GOVERNANCE AND STRATEGY DIVISION****Manager Secretariat (424278).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Fixed-term full-time to 17 October 2009.

Location:—Hobart.

Duties:—To provide a high level of Secretariat services for the agency, ensuring accuracy, timelines and continual improvement. Manage the liaison between the minister's office and the department. Ensure the department's responsibilities are met under the Freedom of Information Act 1991 and the department's customer complaints process.

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

Enquiries to Shelley Stephens for a copy of the Statement of Duties on (03) 6233 9532 or email [Shelley.Stephens@development.tas.gov.au](mailto:Shelley.Stephens@development.tas.gov.au). For further information about the position please contact Felicity Novy, Director Organisational Development and Strategy, phone (03) 6233 5945, email [Felicity.Novy@development.tas.gov.au](mailto:Felicity.Novy@development.tas.gov.au).

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

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

## ECONOMIC DEVELOPMENT AND TOURISM

## INDUSTRY DEVELOPMENT DIVISION

*Investment, Attraction and Business Services***Senior Project Manager (424462).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—As a member of the Investment Attraction and Business Services team, undertake complex economic and industry research and investigations and prepare associated policy advice which support the ongoing development of the State's Industry Development Plan and achievement of Departmental goals and objectives.

Manage designated projects, provide specialist consultative advice and undertake high quality research and analysis on economic and industry development issues of relevance to the Government and the business community to make a significant contribution to balanced and sustainable economic development in Tasmania.

Desirable Requirements:—A relevant tertiary or industry recognised qualification and/or professional affiliations. Current Drivers Licence.

Enquiries to Melissa Honey for a copy of the Statement of Duties on (03) 6233 5869 or email [Melissa.Honey@development.tas.gov.au](mailto:Melissa.Honey@development.tas.gov.au). For further information about the position please contact Peter Rowell, General Manager, phone (03) 6233 5761, email [Peter.Rowell@development.tas.gov.au](mailto:Peter.Rowell@development.tas.gov.au).

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

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

## ECONOMIC DEVELOPMENT AND TOURISM

## SPORT AND RECREATION TASMANIA

*Tasmanian Institute of Sport***Athlete Career and Education Consultant (424183).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Provide career and personal development services to Tasmanian Institute of Sport athletes.

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 at a National level:—Conviction check, crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty and identification check.

Desirable Requirements:—Completion of a relevant tertiary qualification, and/or appropriate professional affiliations. Current driver's license.

Enquiries to Paul Austen, Director Tasmanian Institute of Sport, Department of Economic Development and Tourism, phone (03) 6336 2219, email [Paul.Austen@development.tas.gov.au](mailto:Paul.Austen@development.tas.gov.au).

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

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

## EDUCATION

## CORPORATE SERVICES

*Human Resources Management*

## Workplace Relations

## HR Operations

**HR Records Clerk (960315).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Provide an accurate and timely records service in accordance with established policies, practices and procedures.

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 Debby Crespan, Department of Education, phone (03) 6233 7925, email [debby.crespan@education.tas.gov.au](mailto:debby.crespan@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Early Years*

## Child Care Unit

**Licensing Officer (951196).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—TAFE Campus, Launceston.

Description of the Role:—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 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.

Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Kim Jones, Department of Education, phone (03) 6233 5693, email kim.jones@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION  
LEARNING SERVICES  
*Learning Services (North)*  
Ashley School

**Teacher Middle School (961065).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Ashley School.

**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, 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 Shane Stanton, Department of Education, phone (03) 6362 4079, email shane.stanton@education.tas.gov.au.

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

EDUCATION  
LEARNING SERVICES  
*Learning Services (North)*  
Brooks High School

**Teacher English/SOSE (203806).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Brooks High School.

**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 English/SOSE. 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 Helen White, Department of Education, phone (03) 6324 7200, email helen.white@education.tas.gov.au.

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

EDUCATION  
LEARNING SERVICES  
*Learning Services (North)*  
Brooks High School

**Teacher Flexible Programmes (960420).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Brooks High School.

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/deliver Flexible Programmes. 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 Helen White, Department of Education, phone (03) 6324 7200, email [helen.white@education.tas.gov.au](mailto:helen.white@education.tas.gov.au).

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

EDUCATION  
LEARNING SERVICES  
*Learning Services (North)*  
Brooks High School

**Teacher Maths/Science (203808).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Brooks High School.

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 Maths/Science. 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 Helen White, Department of Education, phone (03) 6324 7200, email [helen.white@education.tas.gov.au](mailto:helen.white@education.tas.gov.au).

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

EDUCATION  
LEARNING SERVICES  
*Learning Services (North)*  
Deloraine High School

**Teacher HPE/Middle School (205153).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Deloraine High School.

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 HPE/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, 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 Craig Brown, Department of Education, phone (03) 6362 2742, email [craig.brown@education.tas.gov.au](mailto:craig.brown@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

Deloraine High School

#### **Teacher HPE/Middle School (205153).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Deloraine High School.

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 HPE/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, 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 Craig Brown, Department of Education, phone (03) 6362 2742, email [craig.brown@education.tas.gov.au](mailto:craig.brown@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

Exeter High School

#### **Teacher English/Drama (205250).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Exeter High School.

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 English/Drama. 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 Christine Males, Department of Education, phone (03) 6394 4366, email [christine.males@education.tas.gov.au](mailto:christine.males@education.tas.gov.au).

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

EDUCATION  
LEARNING SERVICES  
*Learning Services (North)*  
Perth Primary School

**Principal (205580).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$89,017 per annum.

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

Fixed-term full-time from 2 June 2008 to 18 December 2009.

Location:—Perth Primary School.

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

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

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

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

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

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

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

Enquiries to Stephen Murray, Department of Education, phone (03) 6336 2594, email [stephen.murray@education.tas.gov.au](mailto:stephen.murray@education.tas.gov.au).

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

EDUCATION  
LEARNING SERVICES  
*Learning Services (North)*  
Ravenswood Heights Primary School

**Principal (203472).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$94,495 per annum.

Teaching Service (TPS) Award, Band 3 Level 5.

Permanent full-time.

Location:—Ravenswood Heights Primary School.

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

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

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

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

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

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

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

Enquiries to Liz Banks, Department of Education, phone (03) 6336 2594, email [liz.banks@education.tas.gov.au](mailto:liz.banks@education.tas.gov.au).

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

EDUCATION  
LEARNING SERVICES  
*Learning Services (North)*  
Scottsdale High School

**Teacher Art (962630).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Scottsdale High School.

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 Art. 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 Ann Fedyk, Department of Education, phone (03) 6352 2477, email [ann.fedyk@education.tas.gov.au](mailto:ann.fedyk@education.tas.gov.au).

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

EDUCATION  
LEARNING SERVICES  
*Learning Services (North)*  
Scottsdale Primary School

**Principal (203528).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$94,495 per annum.

Teaching Service (TPS) Award, Band 3, Level 5.

Permanent full-time.

Location:—Scottsdale Primary School.

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

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

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

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

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

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

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

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Enquiries to Liz Banks, Department of Education, phone (03) 6336 2594, email [liz.banks@education.tas.gov.au](mailto:liz.banks@education.tas.gov.au).

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

EDUCATION  
LEARNING SERVICES  
*Learning Services (North)*  
St Marys District High School

**Teacher Art (203727).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$42,711–\$68,351 pro rata.

Teaching Service (TPS) Award, Teacher.

Permanent part-time 42 hours per fortnight, 52 weeks per year.

Location:—St Marys District High School.

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 Art. 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 Brian Shephard, Department of Education, phone (03) 6372 3900, email [brian.shephard@education.tas.gov.au](mailto:brian.shephard@education.tas.gov.au).

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

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

**Advanced Skills Teacher Information and Communication Technologies (ICT) (963590).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$74,033 per annum.

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



Fixed-term full-time from 16 June 2008 to 16 June 2009 with possible extension until June 2010.

Location:—Taroona High 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:—Ability to teach Information and Communication Technologies (ICT). 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 David Hamlett, Department of Education, phone (03) 6227 7700, email david.hamlett@education.tas.gov.au.

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

Taroona High School

#### ***Teacher Middle School (English/Society/History) (953006).***

Applications Close:—Friday, 25 April 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Taroona High School.

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 (English, Society and History). 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 David Hamlett, Department of Education, phone (03) 6227 7700, email david.hamlett@education.tas.gov.au.

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

## EDUCATION

### LEARNING SERVICES

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

Howrah Primary School

#### ***Advanced Skills Teacher (201762).***

Applications Close:—Friday, 25 April 2008.

Salary:—\$74,033 per annum.

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

Permanent full-time.

Location:—Howrah Primary School.

Description of the Role:—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 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 Anne Hay, Department of Education, phone (03) 6233 8090, email [anne.hay@education.tas.gov.au](mailto:anne.hay@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

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

#### Triabunna District High School

#### **Principal (202325).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$78,761 per annum.

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

Permanent full-time.

Location:—Triabunna District High School.

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

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

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

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

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

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

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

Enquiries to Debra Sealy, Department of Education, phone (03) 6233 8009, email [debra.sealy@education.tas.gov.au](mailto:debra.sealy@education.tas.gov.au).

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

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

### ENVIRONMENT

#### **Executive Support Officer (706231).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the operations of the office of the General Manager Environment providing high-level secretarial, administrative and clerical support services to the General Manager and meeting support to the Board of Environmental Management and Pollution Control ensuring the efficient flow of information to and from the office and high level of client service delivery.

Enquiries to Warren Jones, general Manager, phone (03) 6233 6336, email [Warren.Jones@environment.tas.gov.au](mailto:Warren.Jones@environment.tas.gov.au). For a copy of the Statement of Duties please contact, Carol Davenport, Department of Environment, Parks, Heritage and the Arts, phone (03) 6233 2405, email [Carol.Davenport@environment.tas.gov.au](mailto:Carol.Davenport@environment.tas.gov.au).

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

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

### PARKS AND WILDLIFE SERVICE

#### *Operations and Performance*

#### **Senior Ranger (Readvertised) (706209).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$49,523–\$51,358 per annum.

Parks and Wildlife Services Agreement 1996, Level 5.

Permanent full-time.

Location:—Arthur River.

Allowance:—In addition a loading of 31% under the Parks and Wildlife Industrial Agreement is payable to employees who meet the allowance conditions required by the Agreement. Total salary if meeting the conditions would be \$64,875-\$67,279.

Duties:—Manage the day to day operations of Arthur River and assist the Manager Parks and Reserves in managing the Region's operations, ensuring Departmental policies, guidelines and management plans are implemented. Implement delegated components of the Regional Business Plan and act as an integral part of the Region's management team. Undertake leadership and participate in the team management of functions across the Region.

Essential Requirements:—It is essential that you have a Diploma of Environmental and Cultural Resources (Park Management) or equivalent qualification from a recognised tertiary institution, a minimum of five years experience in parks and wildlife operations or an equivalent field, at least two of which have been in management, a current motor vehicle driver's licence and a workplace Level 2 First Aid Certificate, or equivalent or the ability to acquire prior to appointment.

Enquiries to Chris Arthur, Parks and Reserves Manager, West Coast, phone (03) 6472 6025, email [Chris.Arthur@parks.tas.gov.au](mailto:Chris.Arthur@parks.tas.gov.au). For a copy of the Statement of Duties please contact, Natasha Norman, phone (03) 6472 6020, email [Natasha.Norman@parks.tas.gov.au](mailto:Natasha.Norman@parks.tas.gov.au).

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to, Kristy Collier, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001, phone (03) 6233 5835, fax (03) 6233 5907, email [applications@depha.tas.gov.au](mailto:applications@depha.tas.gov.au).

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

*Business Services*

**Business Enterprise Manager (706228).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hastings caves.

Duties:—Manage the business activities and day to day operations of Hastings Caves to endure sustainable use and the delivery of a quality visitor experience.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current motor vehicle driver's licence and a Diploma or Certificate IV in Office or Business Administration or Equivalent.

Enquiries to Peter Stafford, Parks and Reserves Manager Huon Valley, phone (03) 6264 8470, email [Peter.Stafford@parks.tas.gov.au](mailto:Peter.Stafford@parks.tas.gov.au). For a copy of the Statement of Duties please contact, Brad Griggs, Administration Officer, phone (03) 6233 8532, email [Bradley.Griggs@parks.tas.gov.au](mailto:Bradley.Griggs@parks.tas.gov.au).

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to, Kristy Collier, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, TAS, 7001, phone (03) 6233 5835, fax (03) 6233 5907, email [applications@depha.tas.gov.au](mailto:applications@depha.tas.gov.au).

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Launceston General Hospital*

**Clinical Nurse (504063).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

Permanent part-time shift worker (fully rotational) working 68 hours per fortnight.

Location:—Womens and Childrens Services, Ward 4K.

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 Judy Leeson, Department of Health and Human Services, phone (03) 6348 7661, email [judith.leeson@dhhs.tas.gov.au](mailto:judith.leeson@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 Registrar (514724).**

Applications Close:—Friday, 25 April 2008.

Salary:—To be negotiated.

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

Fixed-term full-time day worker. To commence as soon as possible until 18 January 2009.

Location:—Department of Emergency Medicine, Launceston General Hospital.

Duties:—To provide high quality day to day medical services in the Medicine Department.

Essential Requirements:—A Medical Practitioner who holds general, conditional or conditional registration for special purposes, registration under the provisions of the Medical Practitioners Registration Act 1996 and who has had a minimum of two year's post graduate experience and is undertaking a course of study to obtain a specialist qualification which is recognised under the provisions of the Commonwealth/State Agreement on Mutual Recognition. To be employed at this level the medical practitioner must be employed in a recognised Registrar position.

Enquiries to Dr Karen Richards, Department of Health and Human Services, phone (03) 6348 7446, email [karen.richards@dhhs.tas.gov.au](mailto:karen.richards@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

*North West Regional Hospital*

**Ward Clerk (501864).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Fixed-term casual day work, working as and when required. To commence as soon as possible until 29 April 2009.

Location:—Nursing Services, Ward Clerk/Aide.

Duties:—Provide and maintain a high standard of customer focused clerical, administrative and reception services to inpatient units at the North West Regional Hospital. To maintain confidentiality and work according to all Agency and Hospital policies, procedures and guidelines.

Desirable Requirements:—High level of oral and written communication and interpersonal skills with a demonstrated ability to interact with public and staff at all levels. Demonstrated high level skills and application in word processing, development and maintenance of spreadsheets and databases. Knowledge and application of skills in the use of mainframe information systems or a demonstrated ability to acquire. Sound knowledge of office management practices, with the ability to undertake administrative and clerical duties efficiently and effectively.

Enquiries to Deirdre Saltmarsh, Department of Health and Human Services, phone (03) 64306513, email [deirdre.saltmarsh@dhhs.tas.gov.au](mailto:deirdre.saltmarsh@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

##### *Resources and Systems Performance*

#### **Senior Business Analyst (515711).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time day work.

Location:—Directorate, Resources and Systems Performance, 2/10 Murray Street.

Duties:—Provide advice to the Director, Resources and Systems Performance on budgetary and financial matters based on high quality research and analysis of financial and non-financial information. Assist the Director, Resources and Systems Performance, and provide direction and assistance to officers within the Group, in relation to:—the analysis and development of budgetary and financial information for inclusion in submissions, reports and other briefing documents and the analysis of Group expenditure; the review and monitoring of Group performance in relation to budgetary and financial targets and resource management; the Department's Master Lease Agreement for the lease of medical and surgical equipment. With limited direction from the Director, Resources and Systems Performance, assume responsibility for the management of specific branch projects or major tasks.

Desirable Requirements:—Demonstrated strategic, conceptual, analytical and creative skills including the ability to make sound judgements relating to financial management strategies and directions of the Agency. Experience in the planning, development and management of budgetary systems. High level interpersonal, communication, negotiation and conflict resolution skills and an ability to represent the Group and to identify and negotiate mutually acceptable solutions in situations of differing interests with a range of stake holders. Demonstrated knowledge of project management principles, with experience in project work either individually or as a member of a project team. Relevant tertiary qualifications.

Enquiries to John Smith, Department of Health and Human Services, phone (03) 6233 3775, email [john.smith@dhhs.tas.gov.au](mailto:john.smith@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*

#### **Administrative Assistant (509132).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent full-time day work.

Location:—Clinical Services, Surgery, Plastic Surgery, Royal, Hobart Hospital.

Duties:—Provide high level of administrative and clerical support, in particular to senior Medical Staff in the Division of Surgery. Undertake clerical and organisational duties associated with an efficient flow of information and co-ordinating the daily business of the office.

Desirable Requirements:—Demonstrated ability to organise, set priorities, meet deadlines together with a demonstrated capacity to handle a number of tasks concurrently in a demanding environment. Demonstrated ability to perform clerical duties with a minimum typing speed of 60 wpm. Ability to negotiate and liaise with a wide range of internal and external clients in a courteous and confidential manner. Ability to utilise the hospital information system, software applications and develop and maintain electronic data base information reports.

Enquiries to Ruth Pilkington, Department of Health and Human Services, phone (03) 6222 8528, email [ruth.pilkington@dhhs.tas.gov.au](mailto:ruth.pilkington@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—3 Vacancies.**

Applications Close:—Friday, 25 April 2008.

Salary:—\$32,898–\$33,620 per annum.

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

Vacancy No. 507895.

Permanent full-time shift worker.

Location:—Patient Support, Environmental Services, Royal, Hobart Hospital.

Vacancy No. 507897.

Permanent full-time shift worker.

Location:—Patient Support, Environmental Services, Royal, Hobart Hospital.

Vacancy No. 507911.

Permanent full-time day worker.

Location:—Patient Support, Environmental Services, Royal, Hobart Hospital.

Duties:—Maintain a high standard of cleaning in allocated areas, removal of garbage, and collection/distribution of linen.

Desirable Requirements:—Previous cleaning experience, preferably within a hospital environment. Awareness of, and familiarity with, equipment currently in use within the commercial cleaning industry. A basic knowledge of cleaning procedures and solutions. Understanding of safe manual handling techniques. Ability to work individually or in a team environment.

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 (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

#### **Customer Service Officer, PIMS (512428).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent full-time day worker.

Location:—Corporate and Support Service, Patient Information Service, Royal, Hobart Hospital.

Duties:—The Customer Service Officer PIMS, involves a high standard of customer focused reception skills and wide range of clerical functions in support of patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for patient services.

Desirable Requirements:—Demonstrated clerical experience with the ability to work within set Departmental policies and procedures. Demonstrated ability to enter data accurately and rapidly onto a computerised system with knowledge of health information systems an advantage. Demonstrated ability to set priorities and work with flexibility, speed and accuracy in a public environment with a demanding schedule. Knowledge of legal requirements relating to confidentiality including the ability to maintain, at all times, strict patient confidentiality. An ability to acquire a sound knowledge of medical terminology.

Enquiries to Philip Evans, Department of Health and Human Services, phone (03) 6222 8921, email [philip.evans@dhhs.tas.gov.au](mailto:philip.evans@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

#### **Medical Scientist (510225).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$65,522–\$75,155 pro rata.

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

Permanent part-time day work (with oncall), 38 hours per fortnight (2 positions available).

Location:—Pathology Department, Microbiology and Infectious Diseases, Royal, Hobart Hospital.

Duties:—Oversee the Quality Control of the Microbiology Laboratory section on a daily basis and provide direction and coordination of professional and technical staff in the area. Perform a range of specialised Microbiology tests and associated quality assurance procedures.

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

Enquiries to Mark Gardam, Department of Health and Human Services, phone (03) 6222 8417, email [mark.gardam@dhhs.tas.gov.au](mailto:mark.gardam@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

Royal, Hobart Hospital

#### **Senior Occupational Therapist (517290).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$65,522–\$75,155 pro rata.

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

Permanent part-time day work. Hours will be up to 22.8 hours per fortnight (Saturday, Sunday and Public Holidays). Applicants wishing to work at reduced hours are encouraged to apply.

Location:—Short Stay and Medical Assessment and Planning Units, Royal, Hobart Hospital.

Duties:—Undertake specialised Occupational Therapy clinical assessment and treatment to the patients admitted to the Emergency Department Short Stay Unit (ED SSU) and Medical Assessment and Planning Unit (MAPU) on weekends and Public Holidays. Utilise specialist knowledge of the clinical caseload whilst ensuring optimum patient care in order to achieve timely and safe discharges and to provide handovers to weekday staff for those patients admitted to units in the Royal, Hobart Hospital. Provide clinical direction, support and resource development in these clinical areas.

Assist the Specialist Occupational Therapist with the development of the occupational therapy service through planning, evidence based practice, quality improvement and research activities and clinical placements for undergraduate students.

Maintain the Code of Ethics of O.T. Australia, the Australian Association of Occupational Therapists.

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

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

Enquiries to Wendy Rowell, Department of Health and Human Services, phone (03) 6222 8633, email [wendy.rowell@dhhs.tas.gov.au](mailto:wendy.rowell@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***Senior Occupational Therapist (516740).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$65,522–\$75,155 pro rata.

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

Permanent part-time day work, 20 hours per fortnight.

Location:—Clinical Services, Occupational Therapy, Royal, Hobart Hospital.

Duties:—Undertake specialised Occupational Therapy clinical assessment and treatment of patients in the area of hand therapy with specialist knowledge of the clinical caseload while ensuring optimum patient care within a multidisciplinary team setting. Provide clinical direction, support and resource development in this clinical area. Assist the Specialist Occupational Therapist with the development of the occupational therapy service through planning, evidence based practice, quality improvement and research activities and clinical placements for undergraduate students. Maintain the Code of Ethics of O. T. Australia, the Australian Association of Occupational Therapists.

Highly Desirable:—Possession of a current driver's licence.

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

Enquiries to Wendy Rowell, Department of Health and Human Services, phone (03) 6222 8633, email [wendy.rowell@dhhs.tas.gov.au](mailto:wendy.rowell@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*Royal, Hobart Hospital***Senior Physiotherapist, Aged Coordination and Evaluation Team (514413).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Permanent full-time day work (with oncall).

Location:—Clinical Services, Physiotherapy, Royal, Hobart Hospital.

Duties:—In association with other members of the Aged Co-ordination and Evaluation Team (ACET). Provide a focal point of integrated care for patients presenting to Emergency Department (ED) between acute and community health services. Assist in discharge planning for patients presenting through ED and provide care options for patients to ensure they receive treatment, equipment and home modifications and / or community supports in the most appropriate setting following discharge.

To undertake specialised clinical assessment and treatment in a discrete work area with specialist knowledge of the clinical caseload while ensuring optimum patient care.

Highly Desirable:—Current drivers licence.

Essential Requirements:—Current registration as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999.

Enquiries to Jennie Delaney, Department of Health and Human Services, phone (03) 6222 8634, email [jennie.delaney@dhhs.tas.gov.au](mailto:jennie.delaney@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*Royal, Hobart Hospital***Supervisor Support Services (514006).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$41,681 per annum.

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

Permanent full-time day work.

Location:—Department of Medical Imaging, Royal, Hobart Hospital.

Duties:—Supervise and organise the Department of Medical Imaging Support Service Officers, to allow for the efficient operation of all modalities of the Medical Imaging Department.

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

Enquiries to Shane Morgan, Department of Health and Human Services, phone (03) 6222 8363, email [shane.morgan@dhhs.tas.gov.au](mailto:shane.morgan@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, Tasmania 7001.

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Mental Health Services*

North

**Allied Health Professional (504917).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Fixed-term full-time shiftwork, commencing As soon as possible to 28 August 2008.

Location:—Northern Adult Community Mental Health Services, Launceston.

Duties:—Provide specialist mental health services to consumers in the 0363 region of Tasmania in accordance with professional discipline skills and standards. Promote community awareness in relation to mental health, including first assessments, psychological therapies and case work / case management across a variety of settings.

Essential Requirements:—Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers, or a Masters Degree in Clinical Psychology and registrable to practice as a Psychologist in the State of Tasmania; or a four year degree in Psychology with two years supervised clinical experience and registrable to practice as a Psychologist in the State of Tasmania; or Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia (Australian Association of Occupational Therapists).

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

Enquiries to Shirley Coast, Department of Health and Human Services, phone (03) 6336 2185, email shirley.coast@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

#### ***Clinical Nurse Specialist (514823).***

Applications Close:—Friday, 25 April 2008.

Salary:—\$69,312 per annum.

Nurses (TPS) Award, Clinical Nurse Specialist.

Permanent full-time daywork.

Location:—Adult Community Mental Health Service, Launceston.

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 Specialist; Provides expert knowledge utilises an advanced clinical practice framework in the management of consumers with complex mental health needs within designated area of practice. Within the multi-disciplinary team, develops, implements, co-ordinates and evaluates relevant activities to improve patient outcomes. Participates as an active member of the Adult Community Mental Health team in delivering case management, carer education, consultation and collaboration with GP's and significant others in provision of care to a designated number consumers.

Essential Requirements:—All Nursing positions must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. Mental Health positions must also have a psychiatric nursing certificate or

be authorised by the Nursing Board of Tasmania to practise psychiatric nursing. Midwifery positions must also hold authorisation to practise as a Midwife by the Nursing Board of 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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Shirley Coast, Department of Health and Human Services, phone (03) 6336 2185, email shirley.coast@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

#### ***Clinical Psychologist (504929).***

Applications Close:—Friday, 25 April 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Permanent full-time daywork.

Location:—Adult Community Mental Health Services, Launceston.

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 Psychologist; Undertakes the delivery of quality psychological services utilising evidence-based best practice, principles and within a collaborative and multi-disciplinary framework. Provides a specialist psychological assessment and treatment service to clients of an Adult Community Mental Health Team, and their families in relation to mental health issues in accordance with discipline specific skills and abilities. Acts as a consultant to other agencies with regard to the support and management of clients with mental health needs and promotes community awareness in relation to mental health.

Essential Requirements:—Eligible for registration as a psychologist in Tasmania and a Masters degree in Clinical Psychology or equivalent as deemed by the Psychologist Registration Board, or a four year degree in Psychology with two years supervised clinical experience.

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

Enquiries to Shirley Coast, Department of Health and Human Services, phone (03) 6348 7744, email shirley.coast@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

#### **Occupational Therapist (516703).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$65,522–\$75,155 pro rata.

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

Fixed-term part-time daywork, 45.6 hours per fortnight, commencing As soon as possible to 19 September 2008.

Location:—Adult Community Mental Health Service, Launceston.

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 Occupational Therapist; Undertakes the delivery of quality client care services utilising evidence-based, best practice and recovery principles within a collaborative and multi-disciplinary framework. Provides a specialist Occupational Therapy assessment and treatment service to clients of the Adult Community Mental Health Service and their families or carers in relation to mental health issues and in accordance with discipline specific skills and abilities. Acts as a consultant to other Agencies with regard to the support and management of clients with mental health needs and promotes community awareness in relation to mental health.

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

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

Enquiries to Shirley Coast, Department of Health and Human Services, phone (03) 6336 2185, email shirley.coast@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

#### **Senior Clinical Psychologist (515892).**

Applications Close:—Friday, 25 April 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 daywork.

Location:—Northern Area Management Mental Health Services, Launceston.

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 Senior Clinical Psychologist; Provides a specialist clinical psychological assessment, treatment and assertive case management service to clients of the regional Adult Community Mental Health Service utilising evidence-based best practice principles within a collaborative and multi-disciplinary framework. Assist the Principal Clinical Psychologist to ensure the quality of clinical psychological services in the Adult Mental Health Service through the implementation of the model of professional accountability and supervision. Takes a lead role in ongoing service development and intersectoral liaison. Acts as a consultant to other Agencies with regard to the support and management of clients with mental health needs and promotes community awareness in relation to mental health.

Essential Requirements:—Eligible for registration as a psychologist in Tasmania and a Masters degree in Clinical Psychology or equivalent as deemed by the Psychologist Registration Board, or a four year degree in Psychology with two years supervised clinical experience.

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

Enquiries to Shirley Coast, Department of Health and Human Services, phone (03) 6336 2185, email shirley.coast@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*

#### South

#### **Administrative Assistant, Relief (512517).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$38,464–\$41,681 pro rata.

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



Fixed-term casual day work, commencing As soon as possible for a period of twelve months.

Location:—Southern Region.

Duties:—The Administrative Assistant provides day to day Administrative Support to a designated team/unit and contributes towards optimal administrative and business support processes at the local level.

Desirable Requirements:—Ability to exercise initiative, judgement, and confidentiality to work in a senior management and clinical environment under pressured circumstances.

Ability to undertake administrative duties, including the efficient operation of keyboard and word processing equipment, office automation systems and facsimile machine and possess a high standard of secretarial skills.

Ability to work either individually or as a member of a team.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Salli Glass, Department of Health and Human Services, phone (03) 6230 7553, email [salli.glass@dhhs.tas.gov.au](mailto:salli.glass@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. Please do not send applications to the contact person.

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Population Health*

#### **Deputy Director Public Health (517733).**

Applications Close:—Friday, 25 April 2008.

Salary:—To be negotiated.

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

Permanent full-time day work.

Location:—Hobart, with intrastate and interstate travel required.

Duties:—Support strategic leadership and direction in the development and management of Population Health across the State in order to contribute to the health and well being of the Tasmanian population.

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.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Dr Roscoe Taylor, Department of Health and Human Services, phone (03) 6222 7730, email [roscoe.taylor@dhhs.tas.gov.au](mailto:roscoe.taylor@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. Please do not send applications to the contact person.

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### North

#### **Administrative Assistant (507435).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Fixed-term casual Day Work (hours as and when required) commencing as soon as possible for a period of two years.

Location:—St Marys Hospital.

Duties:—Provide administrative and clerical support to the Director of Nursing and staff of the St. Marys Hospital. This will include Manage the office of the Director of Nursing, including the input of data, records management, preparation of general correspondence and reports and reception services. Undertake basic purchasing and accounts processing functions for the hospital, including revenue generated by the Hospital. On behalf of the Director of Nursing undertake a general liaison role with other sections of the Agency and with external service providers and members of the general public.

Desirable Requirements:—Demonstrated ability to perform administrative and clerical duties with accuracy and provision. Demonstrated organisational skills, including time management, prioritising competing work demands and ability to work autonomously. Demonstrated ability to effectively communicate with clients, staff and external agencies, utilising discretion and confidentiality, as well as functioning effectively within a team environment.

Enquiries to Karen O'Shea, Department of Health and Human Services, phone (03) 6372 2111, email [smhc.manager@dhhs.tas.gov.au](mailto:smhc.manager@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

#### *Primary Health*

#### North

#### **Director of Nursing (George Town) (507621).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$80,978 per annum.

Nurses (TPS) Award, Registered Nurse, Level 5, Grade 1.

Permanent full-time daywork.

Location:—George Town Hospital and Community Centre.

Duties:—Manage a range of community and hospital based services provided from the relevant site, including

the management of resources and undertaking a leadership role in ensuring that clinical practice is in accordance with Agency performance objectives and community expectations. Facilitate the development and maintenance of strong communication links within the Agency and other government and non government agencies, community health service providers and other key groups and consumers regarding health service priorities. In collaboration with the ADON Clinical Performance and Quality Improvement Consultant develop and implement on-going quality improvement and client safety programmes. As part of a senior clinical practice management group, contribute to broader clinical management and service delivery issues, including policy review and the development of strategies to meet current and future service priorities.

**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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Sophie Legge, Department of Health and Human Services, phone (03) 6336 4140, email [sophie.legge@dhhs.tas.gov.au](mailto:sophie.legge@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

#### **Health Care Assistant (515097).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$34,812–\$35,533 pro rata.

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

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

Location:—Kings Meadows Community Health Centre.

**Duties:**—Under the supervision of a Registered/Community Nurse, the Health Care Assistant will provide assistance to clients with a range of activities of daily living that a person would normally do for themselves.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Louise Phillips, Department of Health and Human Services, phone (03) 6336 5109, email [louise.phillips@dhhs.tas.gov.au](mailto:louise.phillips@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

#### **Radiographer (504582).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$65,522–\$75,155 pro rata.

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

Fixed-term part-time Working 60.8 hours per fortnight, commencing 2 June 2008 to 5 March 2010.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

**Duties:**—Responsible for the use of ionizing and non-ionizing radiation to provide images of the highest diagnostic value. Perform medical imaging examinations at the NESM Hospital and supervise and assist activities of students and support staff. To undertake regular maintenance and/or Quality Control on the processor and equipment in order to keep it in proper working condition and report equipment faults to management. To maintain proper records on clients including computer data entry, prepare films for prompt reporting, file x-rays and reports and ensure Medicare, Workers Comp and MVA details are recorded and signed for billing purposes.

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

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Maureen Nichols, Department of Health and Human Services, phone (03) 6352 5523, email [maureen.nichols@dhhs.tas.gov.au](mailto: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

#### **Registered Nurse (506173).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$43,859–\$58,704 pro rata.

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

Permanent part-time shiftwork, 40 hours per fortnight.

Location:—Beaconsfield District Health Service.

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

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

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

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

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### North West

#### ***Bus Driver/Diversional Therapy Assistant (502530).***

Applications Close:—Friday, 25 April 2008.

Salary:—\$36,936–\$37,478 per annum.

Community and Health Services (Public Sector) Award, Operational Stream, Level 6.

Permanent full-time daywork.

Location:—Community Health Centre, Ulverstone.

Duties:—Assist the Day Centre Co-ordinator at the Ulverstone Day Centre, with planning and implementing individual and group client programmes. Work with the Day Centre Co-ordinator, clients, their carers and relevant health professionals to identify clients' personal care needs, and assist in the meeting of these care needs during day centre sessions. Research and organise relevant activities for the Day Centre clients. Recognise own abilities, limitations and safety issues and practice within this scope. Work within Occupational Health and Safety guidelines. Participate in quality assurance activities. Provide a transport service to clients of the Ulverstone Day Centre as a bus driver.

Essential Requirements:—A current Light Rigid (LR) Class Licence and an Ancillary Certificate (for driving public passenger vehicles).

The State Service 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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to David Frith, Department of Health and Human Services, phone (03) 6421 7839, email [david.frith@dhhs.tas.gov.au](mailto:david.frith@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

#### ***Community Health Nurse (503041).***

Applications Close:—Friday, 25 April 2008.

Salary:—\$54,463–\$65,071 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term part-time shiftwork, 10 hours per fortnight, commencing as soon as possible for a period of 2 years.

Location:—Community Health, Ulverstone.

Duties:—In accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies, the Community Health Nurse provides nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programmes. Collaborate with other members of the health care team to ensure the delivery of high quality health care.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Judy Lee, Department of Health and Human Services, phone (03) 6429 8425, email [judy.lee@dhhs.tas.gov.au](mailto:judy.lee@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*

#### South

#### ***Client Service Officer (517191).***

Applications Close:—Friday, 25 April 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Permanent part-time day work, working 45.6 hours per fortnight.

Location:—Community Rehabilitation Unit, South.

Duties:—Work as part of the community rehabilitation team in providing administrative support as required by the Unit including working with the RHH outpatient clinics conducted by the Unit.

Desirable Requirements:—Demonstrated knowledge of and experience in contemporary office management practices including high level keyboarding proficiency.

Demonstrated knowledge of and experience in the use of a wide range of PC software packages, including the MS Office suite.

High level written and oral communication; interpersonal skills and a demonstrated understanding of and experience in maintaining confidentiality and privacy in a health care environment.

Enquiries to Kerry Heap, Department of Health and Human Services, phone (03) 6222 7312, email [kerry.heap@dhhs.tas.gov.au](mailto:kerry.heap@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. Please do not send applications to the contact person.

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### South

#### **Enrolled Nurse (Medication Endorsed) (505533).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$44,751–\$46,010 pro rata.

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

Fixed-term part-time day work, working 32 hours per fortnight, commencing As soon as possible until 27 February 2009.

Location:—90 Davey Street, Hobart.

Duties:—In accordance with primary health care principles, Agency policies, legal requirements and ANMC competencies the Enrolled Nurse provides direct and indirect nursing care to the client under the direction and supervision of a Community Family Child Health Nurse.

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

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

Enquiries to Anne Correy, Department of Health and Human Services, phone (03) 6222 7602, email [anne.correy@dhhs.tas.gov.au](mailto:anne.correy@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

#### *Primary Health*

#### South

#### **Senior Physiotherapist (504188).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$65,522–\$75,155 pro rata.

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

Fixed-term part-time day work, working 68.4 hours per fortnight, from As soon as possible until 24 September 2008.

Location:—Community Rehabilitation Unit, South.

Duties:—Work as a senior physiotherapist in the multi-disciplinary community rehabilitation team and assist the Deputy Manager: Physiotherapy in providing clinical leadership, professional support and ensuring best practice standards for physiotherapy services provided by the Community Rehabilitation Unit (CRU).

Essential Requirements:—Current registration as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999.

Enquiries to Kerry Heap, Department of Health and Human Services, phone (03) 6222 7312, email [kerry.heap@dhhs.tas.gov.au](mailto:kerry.heap@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. Please do not send applications to the contact person.

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### South

#### **Social Worker (510774).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$42,638–\$68,410 pro rata.

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

Fixed-term part-time day work, working 45.6 hours per fortnight, from As soon as possible until 18 August 2008.

Location:—Community Rehabilitation Unit, South.

Duties:—To work as an effective member of the multidisciplinary rehabilitation team in the assessment, planning and delivery of social work services for clients and their carers referred to the Community Rehabilitation Unit in Southern Tasmania. To ensure best practice standards for social work services provided by the Community Rehabilitation Unit, in accordance with organisational policies and the professional code of conduct.

Essential Requirements:—Degree in Social Work giving eligibility for membership of Australian Association of Social Workers.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Kerry Heap, Department of Health and Human Services, phone (03) 6222 7312, email [kerry.heap@dhhs.tas.gov.au](mailto:kerry.heap@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. Please do not send applications to the contact person.

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

##### Northern Area

#### **Executive Assistant (515672).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work.

Location:—Northern Area Managers Office, Launceston.

Duties:—Provide high level administrative, clerical and reception support to Area Manager, Child and Family Services. Manage and coordinate the provision of a complete range of efficient and effective office management support services to the Area Management office. Coordinate the preparation of complex documents including Ministerial correspondence, provide support to meetings as required, and ensure the smooth administration operation of the Area Management office.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Alison Keable, Department of Health and Human Services, phone (03) 6336 4947, email [alison.keable@dhhs.tas.gov.au](mailto:alison.keable@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

#### *Children and Family Services*

##### South East Area

##### Child Protection

#### **Child Protection Worker—2 Vacancies.**

Applications Close:—Friday, 25 April 2008.

Salary:—\$42,638–\$68,410 per annum.

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

Vacancy No. 516365.

Permanent full-time day work.

Location:—Child Protection, South East.

Vacancy No. 514228.

Permanent full-time day work.

Location:—Child Protection, South East.

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

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

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

Enquiries to Sarah Lockley, Department of Health and Human Services, phone (03) 6230 7842, email [sarah.lockley@dhhs.tas.gov.au](mailto:sarah.lockley@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### SHARED SERVICES

#### *Finance*

#### **Finance Services Officer (500639).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—The Finance Services Officer undertakes the processing of transactions and reconciliations for the Department, in accordance with relevant service standards, legislation and Departmental policies and procedures.

Desirable Requirements:—A sound knowledge of financial instructions, legislation and accounting policies and procedures. Demonstrated ability to undertake a wide-range of financial and clerical duties with a stakeholder focus to a high degree of accuracy, including an ability to prioritise work and meet deadlines. Well developed interpersonal, communication, negotiation and conflict resolution skills including the ability to communicate with a diverse range of clients, staff and business organisations.

Enquiries to Anthony Grundy, Department of Health and Human Services, phone (03) 62334080, email [grundy@dhhs.tas.gov.au](mailto:grundy@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

##### SHARED SERVICES

###### *Information Services*

#### **Network Support Officer (517727).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$34,295–\$36,936 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 2.

Fixed-term full-time day work from As soon as possible for a period of 2 years.

Location:—North.

Duties:—Undertake general administrative tasks including troubleshooting, hardware support and software management to support the Agency's staff and associated Information Technology systems. Perform associated clerical/administrative functions as required.

Desirable Requirements:—A basic understanding of computer support procedures, with ability to solve problems in a computer environment. Demonstrated knowledge and experience in a range of computer applications. Well developed communication and interpersonal skills with the capacity to work well with users with diverse levels of computer literacy.

Enquiries to Gary Murphy, Department of Health and Human Services, phone (03) 64407063, email [gary.murphy@dhhs.tas.gov.au](mailto:gary.murphy@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

##### SHARED SERVICES

###### *Information Services*

#### **Network Support Officer—2 Vacancies.**

Applications Close:—Friday, 25 April 2008.

Salary:—\$34,295–\$36,936 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 2.

Vacancy No. 517728.

Fixed-term full-time day work from As soon as possible for a period of 2 years.

Location:—Hobart.

Vacancy No. 517726.

Fixed-term full-time day work from As soon as possible for a period of 2 years.

Location:—Hobart.

Duties:—Undertake general administrative tasks including troubleshooting, hardware support and software management to support the Agency's staff and associated Information Technology systems. Perform associated clerical/administrative functions as required.

Desirable Requirements:—A basic understanding of

computer support procedures, with ability to solve problems in a computer environment. Demonstrated knowledge and experience in a range of computer applications. Well developed communication and interpersonal skills with the capacity to work well with users with diverse levels of computer literacy.

Enquiries to Ian Mackintosh, Department of Health and Human Services, phone (03) 6233 3948, email [ian.mackintosh@dhhs.tas.gov.au](mailto:ian.mackintosh@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

##### SHARED SERVICES

###### *Planning, Performance and Communications*

#### **Senior Policy Analyst (500335).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide advice and assist in the development and maintenance of an effective framework for integrated planning and performance management systems for the Department. Provide advice and assist with strategic policy analysis of the impact of economic, demographic and technological changes on demand for services provided by the health and human services portfolio.

Desirable Requirements:—Demonstrated knowledge and experience in planning and performance management in a complex organisational environment, including the analysis of economic, social and demographic issues. Well-developed strategic, conceptual and analytical skills including the ability to understand the political, social and organisational environment and to identify relevant issues and make sound judgments about Agency strategies and directions. High-level research and investigative skills including the ability to assess and evaluate data and information to identify features, trends and issues.

Enquiries to Jayne Clarke, Department of Health and Human Services, phone (03) 62335985, email [jayne.clarke@dhhs.tas.gov.au](mailto:jayne.clarke@dhhs.tas.gov.au).

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

#### INFRASTRUCTURE, ENERGY AND RESOURCES

##### CORPORATE SERVICES DIVISION

###### *Information Management*

#### **Corporate Information Services Supervisor (371637).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Co-ordinate the delivery of client focused and effective records and information management services by supervising the activities of Corporate Information Services

(CIS) staff, setting priorities to ensure quality standards are met. Provide support to the Manager CIS in the management of the section and the administration of the agency's Computerised Records Management (CRM) system, TRIM.

Desirable Requirements:—Extensive experience in records management. Experience in using TRIM Context. Completion of, or progress toward a certificate in Records Management or equivalent.

Enquiries to Des Moores, Manager Corporate Information Services, Department of Infrastructure, Energy and Resources, phone (03) 6233 5189, email [desmond.moores@dier.tas.gov.au](mailto:desmond.moores@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 2077, 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 2077 or [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

#### INFRASTRUCTURE, ENERGY AND RESOURCES

##### LAND TRANSPORT SAFETY

##### *Road Safety Operations*

#### **Road Safety Consultant (371880).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Fixed-term full-time 2 years.

Location:—Launceston.

Duties:—Lead, facilitate and promote the development, delivery and evaluation of road safety programmes and policies through consultation with key stakeholders, and the formation of quality partnerships with government, community and business organisations.

Desirable Requirements:—Relevant tertiary qualifications.

Essential Requirements:—A Current Driver Licence.

Enquiries to Geoff Frier, Acting Manager RSO, Department of Infrastructure, Energy and Resources, phone (03) 6233 4861, email [geoff.frier@dier.tas.gov.au](mailto:geoff.frier@dier.tas.gov.au).

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

#### INFRASTRUCTURE, ENERGY AND RESOURCES

##### LAND TRANSPORT SAFETY

##### *Rail Safety*

#### **Administrative Assistant (372053).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time 36.75 hrs per fortnight.

Location:—Hobart.

Duties:—To provide a clerical and secretarial support service to facilitate the efficient and effective management of the Rail

Safety Unit and broad administrative and project support within the Unit.

Desirable Requirements:—Current driver's licence.

Enquiries to Craig Hoey, Manager Rail Safety, Department of Infrastructure, Energy and Resources, phone (03) 6233 2461, email [craig.hey@dier.tas.gov.au](mailto:craig.hey@dier.tas.gov.au).

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

#### INFRASTRUCTURE, ENERGY AND RESOURCES

##### PRIVATE FORESTS TASMANIA

##### *Private Forests Tasmania, North/West*

#### **Regional Private Forester (164035).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Fixed-term full-time for 18 months.

Location:—Camdale.

Duties:—To exercise professional judgement in the management and implementation of programmes and activities to facilitate and expand the development of the private forest resource in Tasmania in a manner, which is consistent with sound forest, land management practice.

Desirable Requirements:—At least 5 years practical post graduate Forestry experience of a professional nature. Ability to achieve an appointment as a Warranted Forest Practices Officer (Planning) under the Forest Practices Act 1985. A current driver's licence.

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

Enquiries to Jeff Battersby, Finance and Admin Manager, Department of Infrastructure, Energy and Resources, phone (03) 6336 5298, email [jeff.battersby@privateforests.tas.gov.au](mailto:jeff.battersby@privateforests.tas.gov.au).

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, 7001, phone (03) 6233 2077, 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 2077 or [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

#### INFRASTRUCTURE, ENERGY AND RESOURCES

##### ROADS AND TRAFFIC

##### *Programming and Delivery*

#### **Senior Compliance Officer (372113).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Provide sound Occupational, Health and Safety (OH&S) and Environmental Management advice and support to project work teams and operational areas that plan, develop

and deliver the Roads Programme. Responsible for developing and managing effective risk management processes and to work with project work teams and operational areas to establish appropriate control measures for mitigating the critical risks relating to the delivery of the Roads Programme.

Desirable Requirements:—Relevant qualification in OHS, Environment, Risk Management or a related field.

Essential Requirements:—Current Drivers Licence.

Enquiries to Martin Crane, Manager Business Services, Department of Infrastructure, Energy and Resources, phone (03) 6233 2444, email martin.crane@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 2077, fax (03) 6233 5337, email hr@dier.tas.gov.au.

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at www.jobs.tas.gov.au or by contacting Katherine Noonan on (03) 6233 2077 or hr@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

### ROADS AND TRAFFIC

#### *Traffic Engineering*

#### **Administrative Assistant (372104).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—Provide administrative support services to the Traffic Engineering Branch to facilitate the efficient and effective delivery of the Branch's business outcomes.

Enquiries to Janice Millhouse, Management Support Officer, Department of Infrastructure, Energy and Resources, phone (03) 6233 5339, email janice.millhouse@dier.tas.gov.au.

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### ROADS AND TRAFFIC

#### *Traffic Engineering*

#### **Senior Engineering Assistant, Traffic Signals (371684).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$62,286 per annum.

Technical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Duties:—Provide specialist technical support to the Systems Engineer for the technical management of the Branch's traffic technology operations across the State.

Essential Requirements:—An Associate Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work; OR.

Relevant training and/or experience determined in accordance with the provisions of Section 37 of the State Service Act 2000 appropriate to the nature of the work and current driver licence.

Desirable Requirements:—An electrician's licence. An Industrial Electronics Certificate or equivalent.

Enquiries to Mike Smith, Traffic Systems Engineer, Department of Infrastructure, Energy and Resources, phone (03) 6233 2002, email mike.smith@dier.tas.gov.au.

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### ROADS AND TRAFFIC

#### *Traffic Engineering*

#### **Senior Traffic Engineering Officer (372103).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$62,286 per annum.

Technical Employees Award, Level 5.

Permanent full-time.

Location:—Launceston.

Duties:—Provide high-level technical assistance and support to the Manager Traffic Management North in developing and managing traffic management policies, practices, programmes and projects in line with Government and Agency policies and priorities.

Essential Requirements:—An Associate Diploma from a recognised TAFE institution, or an equivalent qualification appropriate to the nature of the work. Qualification appropriate to the nature of the work: For the purpose of the previous section, the qualification.

Desirable Requirements:—Minimum 5 years demonstrated experience working in a traffic engineering environment.

Enquiries to Richard Burk, Department of Infrastructure, Energy and Resources, phone (03) 6336 2125, email richard.burk@dier.tas.gov.au.

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

## JUSTICE

### COMMUNITY CORRECTIONS

#### *Southern Region*

#### **Probation Officer—3 Vacancies.**

Applications Close:—Friday, 25 April 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Vacancy No. 350760.

Permanent full-time day work.

Location:—Southern Region.

Vacancy No. 350818.

Permanent full-time day work.

Location:—Southern Region.

Vacancy No. 354584.

Permanent full-time day work.

Location:—Southern Region.

Duties:—Undertake comprehensive investigations and make critical assessments and submit reports, written and oral, on complex matters as requested by the Courts and Parole Board and recommend where appropriate, departmental intervention in accordance with statutory requirements. Exercise supervisory and counselling skills, explore and confront offending behaviour with persons subject to Court and Parole Orders with the aim of assisting them to become socially



responsible members of the community. In consultation with offenders assess personal and social needs; develop, implement and regularly review case management plans; refer to and conduct appropriate programmes. Maintain accurate case notes and records.

**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, crimes involving dishonesty and serious traffic offences. Identification check.

**Desirable Requirements:**—Well developed interviewing, negotiation and conflict resolution skills including the ability to deal professionally with high risk offenders, critical situations and work related stress. Highly developed written and oral communication skills. Demonstrated understanding of and capacity to model appropriate pro social behaviour in order to facilitate change in offending behaviour.

Enquiries to Pamela Hooker, Regional Manager, Community Corrections, Department of Justice, phone (03) 6233 2729, email [pamela.hooker@justice.tas.gov.au](mailto:pamela.hooker@justice.tas.gov.au).

Applications to Daphne Webb, Administrative Support Officer, 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 Pamela Hooker on (03) 6233 2729.

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

### CONSUMER AFFAIRS AND FAIR TRADING

#### *Policy and Legislation*

#### **Senior Policy Officer (355003).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

**Duties:**—Research, develop, implement and evaluate a broad range of policies as they relate to the operations and objectives of the Consumer Affairs and Fair Trading Branch. Manage and/or participate in various projects under direction of the Branch Manager. Under the direction of the Manager discuss with key industry groups regulatory options to address market failure. Provide high level advice and prepare submissions, briefings, correspondence and reports as required.

**Desirable Requirements:**—Substantial experience and knowledge of policy development and project management including the marketing of relevant options. Demonstrated ability to identify strategic issues and develop imaginative solutions to problems to achieve goals. High level communication skills, including well developed written communication skills, liaison, negotiation and conflict resolution skills.

Enquiries to Chris Batt, Director, Consumer Affairs and Fair

Trading, Department of Justice, phone (03) 6233 4555, email [chris.batt@justice.tas.gov.au](mailto:chris.batt@justice.tas.gov.au).

Applications to Daphne Webb, Administrative Support Officer, 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 Chris Batt on (03) 6233 4555.

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

#### **Correctional Officer (Various).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$42,970–\$47,415 per annum.

Correctional Officers Agreement 2005, Correctional Officer.

Permanent full-time Day or Shift Work.

Location:—Hobart and Launceston.

There are two (2) working arrangements, Full Shift Work and Day Work. On Full Shift Work you can earn from \$54,273 and on Day Work you can earn from \$42,970.

The Tasmania Prison Service is seeking men and women who are looking for a career in a dynamic, challenging and forward-looking organisation.

Correctional Officers come from a wide range of backgrounds including finance, trades and hospitality. They join us because the work is rewarding, diverse and absorbing. Although it's not without its challenges, being a Correctional Officer carries a large amount of job satisfaction and the knowledge that they are playing an active role in contributing to the rehabilitation and reintegration of prisoners whilst at the same time contributing to the safety of the Tasmanian community.

Working in a prison environment requires personal integrity, great communication skills, confidence, the ability to work in a team and life experience.

To find out more about the role of Correctional Officer go to [www.justice.tas.gov.au](http://www.justice.tas.gov.au). This website provides an overview of the type of work a Correctional Officer does, conditions of employment, salary, uniform, training, recruitment assessment stages and includes answers to frequently asked questions.

Prior training, experience or qualifications are not required for the role of Correctional Officer. Applicants bring their life skills and maturity to the job and the Tasmania Prison Service provides all the training needed to develop the skills and abilities needed for the job. You will need to be fit and pass a Criminal History Background check. You will also be assessed for your suitability to perform the duties of a Correctional Officer. If you are successful, in the first twelve months you will be enrolled and undergo on and off the job training to complete a nationally recognised qualification, the Certificate III in Correctional Practice (Custodial).

To be considered for a position applicants need to send in a current Resume/Curriculum Vitae and the State Service Application Form. Copies of the Statement of Duties and the Tasmanian State Service Application for Employment form can also be downloaded from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website.

To learn more about this challenging career you are invited to attend an information night in either, Hobart or Launceston. Please contact Ms Alika Ertl on 1800 233 911 to obtain further information regarding dates and venues for the information nights.

Essential Requirements:—Physical fitness, medical suitability and psychological characteristics appropriate to the duties of Correctional Officer.

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, drug and alcohol related offences, crimes involving dishonesty, crimes involving deception, making false declarations, malicious damage and destruction to property, serious traffic offences, crimes against public order or relating to the administration of justice for the executive or the legislative power. Disciplinary action in previous employment check and identification check.

Enquiries to Ms Alika Ertl, Administrative Assistant, Staff Development and Training, Tasmania Prison Service, Department of Justice, phone 1800 233 911, email [correctional.officer.recruiting@justice.tas.gov.au](mailto:correctional.officer.recruiting@justice.tas.gov.au).

Applications to Ms Daphne Webb, Administrative Support Officer, 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 Alika Ertl on 1800 233 911.

Applications close on 25 April 2008. Please ensure that your application is received by the actual closing date and time. Late applications will not be accepted.

JUSTICE

WORKCOVER

**Statistical Officer (355806).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time 73.50 hours per fortnight.

Location:—Rosny.

Duties:—Undertake statistical research and analysis of workers compensation and OHS data to inform the development and evaluation of policy and legislation, including preparing advice for the WorkCover Board, the Minister and Government. Prepare reports, including scheduled WorkCover reports, reports to inform planned campaigns and activities and reports designed to meet national statistical reporting requirements. Design appropriate reporting structures for the presentation of statistical data. Develop appropriate statistical methodologies to meet the data analysis requirements of the WorkCover Board, senior management and stakeholders.

Desirable Requirements:—High level research and analytical skills, including the ability to interpret and report on statistical issues and to develop appropriate statistical reporting methodologies. Proven knowledge and experience of contemporary statistical collections, methodologies and techniques and an understanding of the Tasmanian workers compensation environment or the ability to quickly acquire this knowledge. High level written communication skills, including the ability to write clear and concise reports that are understandable to non-specialists and the ability to develop clear and logical reporting structures.

Enquiries to Damian Davidson, Senior Business Analyst, Scheme Improvement, WorkCover, Department of Justice, phone (03) 6233 2024, email [damian.davidson@justice.tas.gov.au](mailto:damian.davidson@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 Damian Davidson on (03) 6233 2024.

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

WORKPLACE STANDARDS TASMANIA

**Regional Team leader (355704).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time 73.50 hours per fortnight.

Location:—Burnie.

Duties:—Manage and lead a team to achieve a high degree of productivity and, actively support contemporary leadership values by ensuring high standards of integrity and accountability and implementing Workplace Standards Tasmania's vision, mission and values. Provide support to the Regional Manager through the provision of consultative advice, guidance, coaching and mentoring. Provide leadership and management to teams in the development, promotion, implementation and evaluation of projects, programmes, policies and guidelines used to improve the social and economic performance of Tasmanian industry in line with Government objectives.

Essential Requirements:—Current driver's licence.

Desirable Requirements:—High level understanding of Workplace Standards Tasmania's role in promoting best practice workplace management within Tasmania, including the role of industrial regulation and compliance. High level communication and interpersonal skills including proven leadership qualities and the capacity to effectively negotiate, resolve conflict and provide advice and guidance to internal and external clients and stakeholders, enabling the preparation of reports, correspondence and guidance material for use in workplaces and government. Demonstrated ability to lead and support a team to achieve agency objectives in a structured environment with competing priorities. Proven self-management skills including a high level of adaptability and flexibility, an ability to deal with pressure, conflict, ambiguity, to modify and adapt to new situations.

Enquiries to Paul Carter, Regional Manager, Inspectorate, Workplace Standards Tasmania, Department of Justice, phone (03) 6434 6225, mobile 0407 045 636, email [paul.carter@justice.tas.gov.au](mailto:paul.carter@justice.tas.gov.au).

Applications to Daphne Webb, Administrative Support Officer, 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 Rebecca Smith on (03) 6434 6320.

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

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

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

*Employee Relations Services*

**Administration Officer (002951).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Provide administrative, clerical and keyboard support to work areas within Employee Relations (ER). Undertake preliminary research focussing on Departmental employment and Industrial Relations matters and maintain office information systems.

Enquiries to Ms Helen Jordan, Coordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2266, fax (03) 6230 2119, email [Helen.Jordan@police.tas.gov.au](mailto:Helen.Jordan@police.tas.gov.au).

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

POLICE AND EMERGENCY MANAGEMENT

EASTERN DISTRICT

*Police and Community Youth Club*

**Club Coordinator (002952).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Bridgewater.

Duties:—Coordinate day to day activities of staff / instructors at the Bridgewater Police and Community Youth Club. Promote the club's programmes, facilities and equipment to stakeholders including community organizations and evaluate programme effectiveness.

Desirable Requirements:—Current First Aid certificate is desirable. Holder of a current driver's licence.

Enquiries to Sergeant John McCormack, Early Intervention and Youth Action Unit, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2725, email [John.McCormack@police.tas.gov.au](mailto:John.McCormack@police.tas.gov.au).

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

POLICE AND EMERGENCY MANAGEMENT

FORENSIC SCIENCE SERVICE TASMANIA

*Forensic Biology*

**Manager, Forensic Biology (002287).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$92,610–\$99,354 per annum.

Forensic Scientist Agreement 2007, Level 5.

Permanent full-time.

Location:—New Town.

Duties:—As a member of FSST's management team, provide leadership and direction in the development and management of the Forensic Biology Section, including the development of strategies, policies, systems and processes to support the statewide delivery of forensic biology services, and the management of human, physical and financial resources under the control of the position.

Enquiries to Mr Laszlo Szabo, Director, Forensic Science Service Tasmania, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6278 5608, fax (03) 6278 5693, email [Laszlo.Szabo@fsst.tas.gov.au](mailto:Laszlo.Szabo@fsst.tas.gov.au).

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

POLICE AND EMERGENCY MANAGEMENT

FORENSIC SCIENCE SERVICE TASMANIA

*Forensic Chemistry*

**Forensic Scientist (Illicit Drugs and Criminalistics Specialist) (002288).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$75,893–\$83,860 per annum.

Forensic Scientist Agreement 2007, Level 4.

Permanent full-time.

Location:—New Town.

Duties:—Lead a team of scientists and technicians in providing an illicit drugs and physical evidence testing service to FSST clients, including the conduct of routine and complex examination of case items and the provision of reports and court testimony.

Essential Requirements:—A degree in science, majoring in organic/analytical chemistry, or equivalent qualifications from a tertiary institution.

Enquiries to Mr Laszlo Szabo, Director, Forensic Science Service Tasmania, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6278 5608, fax (03) 6278 5693, email [Laszlo.Szabo@fsst.tas.gov.au](mailto:Laszlo.Szabo@fsst.tas.gov.au).

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

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

*FireComm*

**Communications Officer (521453).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$41,881–\$55,841 pro rata.

Tasmania Fire Fighting Industry Employees Award 2000, Communications Officer.

Permanent part-time 50% of full-time.

Location:—Hobart.

Duties:—As a member of a team, monitor and operate emergency dispatch systems to provide a highly efficient communications centre for the Tasmania Fire Service.

Desirable Requirements:—Previous experience in a similar communications receipt and dispatch environment.

Have no criminal convictions (excluding minor traffic offences).

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Each applicant is requested to provide three copies of their application. Statement of Duties including selection criteria and Application for Employment form is available from Paul Salter on (03) 6230 8403 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquires to Paul Salter on 6230 8403. Applications to Tasmania Fire Service, GPO, Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email [fire@fire.tas.gov.au](mailto:fire@fire.tas.gov.au).

PORT ARTHUR HISTORIC SITE MANAGEMENT  
AUTHORITY

ADMINISTRATION

**Senior Administration Officer (020408).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$57,128–\$60,768 per annum.

Port Arthur Historic Site Staff Agreement 2004, Administration Stream, Level 7.

Permanent full-time.

Location:—Port Arthur.

Duties:—Perform a broad range of functions, including but not limited to providing accurate and efficient accounts processing, providing key support to the Director, Corporate Services and overseeing Administration staff.

Desirable Requirements:—Diploma in accounting or significant progress towards completion.

Enquiries to David Nowell, Director, Corporate Services, Port Arthur Historic Site Management Authority, phone (03) 6251 2303, mobile 0437 253770, email [david.nowell@portarthur.org.au](mailto:david.nowell@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).

PORT ARTHUR HISTORIC SITE MANAGEMENT  
AUTHORITY

ADMINISTRATION

**Executive Projects Co-ordinator (010408).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$57,128–\$60,768 per annum.

Port Arthur Historic Site Staff Agreement 2004, Administration Stream, Level 7.

Permanent full-time.

Location:—Port Arthur.

Duties:—Support the Chief Executive Officer and the Director, Tourism Operations by the provision of high level administrative support and to investigate, report and monitor complex and/or sensitive matters, including coordination and preparation of reports, briefings, correspondence and submissions.

Desirable Requirements:—Tertiary qualification in a relevant discipline or equivalent experience.

Enquiries to Carol Armstrong, Human Resources Manager, Port Arthur Historic Site Management Authority, phone (03) 6251 2305, mobile 0407 836211, email [carol.armstrong@portarthur.org.au](mailto:carol.armstrong@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

COMMUNITY DEVELOPMENT DIVISION

*Multicultural Tasmania*

**Senior Policy Analyst (001435).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake major policy research, analysis, development, implementation and review at a strategic level. Provide broad based authoritative policy advice and comment from a government-wide perspective on issues that has an impact on Tasmania's culturally and linguistically diverse community. Undertake and manage specific projects as required using the principles and the practices of contemporary project management.

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

Enquiries to Janet Ong, Manager Multicultural Tasmania, Department of Premier and Cabinet, phone (03) 6233 3439, email [Janet.Ong@dpac.tas.gov.au](mailto:Janet.Ong@dpac.tas.gov.au).

Applications to Darlene Svamvur, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart 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

CORPORATE SERVICES DIVISION

*Human Resources Management Branch*

**Human Resources Manager (001434).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Duties:—Within a broad framework lead a high quality Human Resource Management service for the Department of Premier and Cabinet, the Office of the Premier, Ministerial offices and other parliamentary offices. Apply a strategic approach to the development and review of HR policies and practices to ensure they contribute effectively toward the achievement of the Government's objectives and the Agency's corporate goals. Provide informed and authoritative advice to the Department of Premier and Cabinet, the Office of the Premier, Ministerial offices and other parliamentary offices on strategic HRM issues to effect appropriate employment related outcomes.

Desirable Requirements:—Tertiary qualifications in a relevant discipline or research experience to a similar level would be an advantage.

Enquiries to Jeff Reeve, Director Corporate Services, Department of Premier and Cabinet, phone (03) 6233 6349, email [Jeff.Reeve@dpac.tas.gov.au](mailto:Jeff.Reeve@dpac.tas.gov.au).

Applications to Darlene Svamvur, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart 7001, phone (03) 6233 3788, fax (03) 6233 2769, email [jobs.application@dpac.tas.gov.au](mailto:jobs.application@dpac.tas.gov.au).

#### PRIMARY INDUSTRIES AND WATER

##### CORPORATE SERVICES

##### *Corporate Information Technology*

#### **Computer Systems Officer (700648).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$38,927–\$51,357 per annum.

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

Permanent full-time.

Location:—Hobart.

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:—To undertake information technology duties in one or more of the following areas: technical support of computer systems and databases; technical support of computer networks; client support; and consultancy and planning.

Desirable Requirements:—Appropriate qualifications at a tertiary level. Experience in maintaining Unix/Linux systems would be an advantage.

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

Enquiries to Michael Grubits, phone (03) 6233 3300, email [michael.grubits@dpiw.tas.gov.au](mailto:michael.grubits@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](mailto:jonathan.horne@dpiw.tas.gov.au).

#### PRIMARY INDUSTRIES AND WATER

##### INFORMATION AND LAND SERVICES

##### *Office of the Valuer General*

#### **Clerk (VISTAS) (702231).**

Applications Close:—Friday, 25 April 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:—Provide a range of clerical, keyboard and general support services for the VISTAS (Valuation Information System Tasmania) Unit and the Office of the Valuer General, including data maintenance and validation and the processing and distributing of reports and related documentation. Assist with routine Branch projects as required.

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

Enquiries to Tony Wright, phone (03) 6216 4202, email [anthony.wright@dpiw.tas.gov.au](mailto:anthony.wright@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](mailto:jonathan.horne@dpiw.tas.gov.au).

#### PRIMARY INDUSTRIES AND WATER

##### INFORMATION AND LAND SERVICES

##### *Service Tasmania Operations*

#### **Client Service Officer (701891).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$40,547–\$44,938 per annum.

Administrative and Clerical Employees Award, Customer Service Officer (Level 3-3 to 4-2).

Permanent part-time (56.75 hours per 4 week roster).

Location:—Deloraine/North West Region.

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

Pro rata salary is based on the above full-time rates.

Duties:—To provide accurate and efficient client focused services for a broad range of Government business transactions and information services on behalf of the three tiers of Government. These service delivery activities will include the accurate collection, receipt and reconciliation of monies and the provision of information.

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

Desirable Requirements:—12 months experience in a customer service environment, or clerical and administrative environment involving cash handling and reconciliation of monies and the use of current technology.

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

Enquiries to Kevin McCrossen, phone (03) 6429 8412, email [kevin.mccrossen@dpiw.tas.gov.au](mailto:kevin.mccrossen@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](mailto:jonathan.horne@dpiw.tas.gov.au).

#### PRIMARY INDUSTRIES AND WATER

##### PRIMARY INDUSTRIES

##### *Licensing and Administration*

#### **Senior Licensing and Fisheries Monitoring Officer (25783).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

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

Duties:—Co-ordinate and supervise the day to day operations of the Licensing and Fisheries Monitoring Section to deliver an efficient and client oriented customer service. Ensure the provision of licensing, fisheries monitoring and data gathering processes; and the use, maintenance and development

of information systems and relational databases to meet the operational needs of fisheries resource management.

Desirable Requirements:—Tertiary qualifications in business administration or resource management. A current motor vehicle drivers licence.

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

Enquiries to Craig Midgley, phone (03) 6233 6632, email [craig.midgley@dpiw.tas.gov.au](mailto:craig.midgley@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](mailto:jonathan.horne@dpiw.tas.gov.au).

#### TAFE TASMANIA

##### CORPORATE SERVICES

##### *Facilities and Planning*

#### **Project Officer (331480).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Provide project, business analysis and research support in relation to Facilities Management systems and processes within the Facilities and Planning Branch.

Desirable Requirements:—Experience in project work.

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 Mark Bowerman, Statewide Manager Facilities, TAFE Tasmania, phone (03) 6233 4674, mobile 0409 507 805, email [Mark.Bowerman@tafe.tas.edu.au](mailto:Mark.Bowerman@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](mailto:HRRecruitment@tafe.tas.edu.au).

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

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

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

#### TAFE TASMANIA

##### DELIVERY TEAMS

##### *Environment*

#### **Teacher (Fire Safety) (100240).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Permanent full-time 0.8 FTE, 56 hours per fortnight.

Location:—Clarence Campus.

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

This position involves coordinating and teaching a range

of courses in the fire and emergency services area, including qualifications from the Public Safety Training Package (Fire) and the Asset Maintenance Training Package (Fire Protection Equipment).

Desirable Requirements:—Successful completion of an apprenticeship and trade certificate or equivalent technical or commercial qualifications (including a technician certificate) or a Degree, Diploma, or Associate Diploma deemed appropriate to the teaching area and a minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority. Certificate IV in Assessment and Workplace Training, or equivalent. Experience of and a demonstrated knowledge in distance education.

Please note: to be considered for an interview an applicant must address in writing each of the selection criteria, outlined in the Statement of Duties, which is available as part of the Job Kit for this position.

Enquiries to Jane Bell, Team Leader, Environment, TAFE Tasmania, phone (03) 6245 8150, mobile 0407 325 384, email [Jane.Bell@tafe.tas.edu.au](mailto:Jane.Bell@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](mailto:HRRecruitment@tafe.tas.edu.au).

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#### TAFE TASMANIA

##### DRYSDALE INSTITUTE

#### **Administrative Assistant (Hospitality) (330802).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—Experienced clerical level involved in maintenance of TAFE Tasmania's processes and/or maintenance of databases. This role provides a client focussed reception/restaurant service, including reservations, processing financial transactions and stock control.

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 Michelle Crawford, A/Team Leader, Hospitality, TAFE Tasmania, phone (03) 6233 7195, mobile 0417 012 816, email [Michelle.Crawford@tafe.tas.edu.au](mailto:Michelle.Crawford@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](mailto:HRRecruitment@tafe.tas.edu.au).

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TAFE TASMANIA  
DRYSDALE INSTITUTE

**Technical Employee (Kitchen and Restaurant Operations) (000613).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$47,675–\$51,358 per annum.

Technical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—To efficiently and effectively manage the commercial kitchen operations within Drysdale, encompassing the Drysdale Restaurant, Café 59, Collins Room and Functions. To provide complex technical support requiring significant technical knowledge to teachers engaged in the delivery of programmes, requiring the application of conventional practices.

Essential Requirements:—An Associate Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work OR relevant training and/or experience determined in accordance with the provisions of Section 37 of the State Service Act 2000 appropriate to the nature of the work.

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 Michelle Crawford, A/Team Leader, Hospitality, TAFE Tasmania, phone (03) 6233 7195, mobile 0417 012 816, email [Michelle.Crawford@tafe.tas.edu.au](mailto:Michelle.Crawford@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](mailto:HRRecruitment@tafe.tas.edu.au).

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

TAFE TASMANIA  
LEARNING AND INNOVATION  
*Student Support Services*

**Student Counsellor (000690).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—To provide students with guidance on career

and course selection, provide personal counselling services to minimise the impact of psychological and/or emotional factors upon student academic performance and assist student achievement of their educational and vocational goals.

Desirable Requirements:—A degree in Social Work, Psychology or similar. Eligibility for membership of an appropriate professional association e.g. AASW, APA.

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 June Mezger, Team Leader, Student Support Services, TAFE Tasmania, phone (03) 6336 4223, mobile 0418 144 936, email [June.Mezger@tafe.tas.edu.au](mailto:June.Mezger@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](mailto: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  
BUDGET AND FINANCE DIVISION  
*Government Finance and Accounting Branch*

**Financial Analyst (722463).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Participate in the preparation of the Department's whole-of-government financial reports which form a key component of the State's financial reporting framework.

In the context of the selection criteria, to be successful in the position applicants will have:—sound financial analysis and accounting skills; sound verbal and written communication skills; an ability to understand complex issues and identify possible solutions and good organisational and self-management skills.

Desirable Requirements:—Relevant tertiary qualifications or progress thereto is desirable.

Enquiries to Gabrielle Woods, Principal Financial Analyst, Government Finance and Accounting Branch, Department of Treasury and Finance, phone (03) 6233 4475, email [gabrielle.woods@treasury.tas.gov.au](mailto:gabrielle.woods@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](mailto: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.

## TREASURY AND FINANCE

## CORPORATE SUPPORT DIVISION

*Finance and Administration Branch***Administrative Officer (723172).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time 22.05 hours per week.

Location:—Hobart.

Duties:—The key function of this position is to provide accounts receivable, accounts payable and specialist clerical services which support the Department's financial and accounting activities.

In the context of the selection criteria, to be successful in the position applicants will possess:—knowledge of, or the ability to acquire knowledge of applicable Treasurer's Instructions and guidelines relating to financial operations, the capacity to organise, schedule and deliver output with a stakeholder focus and experience in the use of computerised financial management information systems.

Enquiries to Chris Robertson, Finance Officer, Finance and Administration Branch, Department of Treasury and Finance, phone (03) 6233 3950, email [chris.robertson@treasury.tas.gov.au](mailto:chris.robertson@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](mailto: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**

## PRIMARY INDUSTRIES AND WATER

## SECRETARIAT

**Deputy Secretary (702786).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$126,481–\$139,128 per annum.

Senior Executive, Level 3.

Fixed-term full-time office for 5 years.

Location:—Hobart.

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

Duties:—The Deputy Secretary has responsibility for direct oversight of the management and strategic direction of the Water Resources, Resource Management and Conservation

and Information and Land Services Divisions within the Department and will deputise for the Secretary as required. Responsible for the development and management oversight of a broad range of major government programmes and projects, including strategic direction, planning, performance monitoring and evaluation, communications and marketing and the development of best practice management and services. The Deputy Secretary will represent the Department on a range of high level Boards and Committees dealing with inter and intra Governmental business.

Desirable Requirements:—Relevant tertiary qualifications or demonstration of an equivalent level of skills.

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

Enquiries to Roxana Pryce, phone (03) 6233 4037, email [roxana.pryce@dpiw.tas.gov.au](mailto:roxana.pryce@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](mailto:jonathan.horne@dpiw.tas.gov.au).

## TREASURY AND FINANCE

## CORPORATE SUPPORT DIVISION

*Information Systems Branch***Director, Information Systems (723769).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$93,075–\$102,383 per annum.

Senior Executive, Level 1.

Senior Executive contract position for a period of up to 5 years.

Location:—Hobart.

Duties:—To provide strategic direction and high level advice in relation to the development and maintenance of the Department's information systems and supporting information technology infrastructure.

To manage the human, physical and financial resources of the Information Systems Branch in providing support for the Department's business information systems and supporting information technology infrastructure.

As a member of the Corporate Management Group and Information and Communications Steering Committee, to participate in the development of the strategic directions of the Department.

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

Enquiries to Jonathon Root, Director, Corporate Support, Department of Treasury and Finance, phone (03) 6233 3476, email [jonathon.root@treasury.tas.gov.au](mailto:jonathon.root@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](mailto: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 3478.



## 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>
Economic Development & Tourism	670010 Executive Assistant	J. Batchelor	6 months	21.03.08
Economic Development & Tourism	424296 Procurement Consultant North	G. House	6 months	17.04.08
Environment, Parks, Heritage & the Arts	424163 Program Officer	R. Miller	6 months	27.03.08
Environment, Parks, Heritage & the Arts	701496 Executive Assistant	A. Watson	6 months	31.03.08
Environment, Parks, Heritage & the Arts	706222 Field Officer	J. Scotney	N/A	03.04.08
Health & Human Services	514067 Clinical Nurse (Community)	D. Cook	6 months	06.04.08
Health & Human Services	516485 Executive Officer	K. Patmore	6 months	31.03.08
Health & Human Services	503512 Dietician	L. Luck	6 months	07.04.08
Health & Human Services	515286 Registered Nurse	A. Vandersluys	6 months	30.03.08
Health & Human Services	515286 Registered Nurse	B. Appleby	6 months	30.03.08
Health & Human Services	517708 Registered Nurse	M. Monk	6 months	02.04.08
Health & Human Services	509480 Registered Nurse	B. Overgaauw	6 months	30.03.08
Health & Human Services	515287 Registered Nurse	A. Marmion	6 months	30.03.08
Health & Human Services	509463 Registered Nurse	L. Hogg	6 months	30.03.08
Health & Human Services	509478 Registered Nurse	S. Wilson	6 months	30.03.08
Health & Human Services	517372 Administrative Officer	E. Slade	6 months	10.04.08
Health & Human Services	502227 Registered Nurse	G. Wilkie-King	6 months	06.04.08
Health & Human Services	502220 Registered Nurse	R. McArthur	6 months	06.04.08
Justice	355263 Maintenance Officer	S. Warring	Six months	07.04.08
Premier & Cabinet	001386 Project Support and Administration Officer	R. Wilson	6 months	03.04.08
Primary Industries & Water	702448 Client Service Officer	L. Weirman	6 months	31.03.08
Primary Industries & Water	701718 Surveyor	A. Downham	6 months	03.04.08
Treasury & Finance	723832 Systems Analyst	D. Davies	6 months	07.04.08

### *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>
Economic Development & Tourism	424572 Trainee (Finance and Facilities)	P. Ford	4 months	2 years
Environment, Parks, Heritage & the Arts	705125 Field Officer	N. Whiteley	16 weeks	2 years
Primary Industries & Water	702594 Project Officer (SMART Farming Water Development)	L. Bonar	16 weeks	2 years

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Health & Human Services	501204 Dental Therapist	S. Bali	28.03.08
Health & Human Services	516806 Registered Nurse	S. L. Thomas	29.03.08
Police & Emergency Management	002714 Senior Consultant, Business Projects Services	M. Sharp	09.04.08
Police & Emergency Management	002339 Senior Finance Officer	O. Cucuenco	28.03.08
Premier & Cabinet	001032 Communications Officer (voice)	K. Freeman	02.04.08
Primary Industries & Water	702435 Regional Water Management Officer	T. Mijak	28.03.08
Treasury & Finance	723832 Systems Analyst	C. Plottier	04.04.08

*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>
Economic Development & Tourism	424803 Project Manager	J. Wimmer	Economic Development & Tourism	424802 Project Manager	03.04.08
Environment, Parks, Heritage & the Arts	705802 Parks and Reserves Manager - Northwest Coast	S. Gall	Environment, Parks, Heritage & the Arts	706062 Manager Aboriginal Heritage Office	01.04.08
Health & Human Services	507621 Director of Nursing (George Town)	S. Price	Health & Human Services	516502 Executive Director of Nursing	31.03.08
Health & Human Services	505495 Project Support Officer	M. Denehey	Health & Human Services	515039 Community Options Case Manager	24.03.08
Health & Human Services	515239 Executive Assistant	J. Attrill	Health & Human Services	516666 Divisional Support Officer	07.04.08
Health & Human Services	500639 Finance Services Officer	J. Cowden	Health & Human Services	500629 Business Analyst	07.04.08
Health & Human Services	513976 Principal Policy Analyst	J. Clarke	Health & Human Services	517419 Manager, Planning and Performance	25.03.08
Health & Human Services	502794 Clinical Nurse	D. Gray	Health & Human Services	516327 Clinical Nurse Specialist	03.03.08
Health & Human Services	511055 Customer Support Officer	L. Parkinson	Health & Human Services	517022 Housing Access Officer	28.04.08
Health & Human Services	516739 Hospital Aide	K. Hepburn	Health & Human Services	508778 Endoscopy Technician	27.04.08
Premier & Cabinet	000950 Manager, Seniors Bureau	H. Cuthbertson	Premier & Cabinet	001379 Manger Seniors Bureau	03.04.08
Primary Industries & Water	701032 Computer Systems Officer (Spatial Operations)	S. Downie	Primary Industries & Water	702744 Geographic Information System Analyst	03.04.08
Primary Industries & Water	700752 Computer Systems Officer (Spatial Operations)	J. Anderson	Primary Industries & Water	702745 Geographic Information System Analyst	03.04.08

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Health & Human Services	500881 Administrative Assistant	B. Pinkett	28.03.08
Infrastructure, Energy & Resources	370824 Manager RPT Contract Bus Service & Administration	J. Stagg	02.04.08
Primary Industries & Water	340359 Geomatic Specialist	N. Bowden	04.04.08
Primary Industries & Water	700648 Computer Systems Officer	P. Billam	03.04.08



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