



TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY
AUTHORITY
ISSN 0039-9795

WEDNESDAY 14 MAY 2008

OVER THE COUNTER
SALES \$1.10
INCLUDING G.S.T.

CONTENTS

VACANCIES—	
Economic Development and Tourism.....	891
Education	892
Environment, Parks, Heritage and the Arts ...	895
Health and Human Services	895
Infrastructure, Energy & Resources	908
Justice	911
Port Arthur Historic Site Management	
Authority	913
Primary Industries and Water	913
TAFE.....	914
The Public Trustee	915
Treasury and Finance.....	915
TASMANIAN GOVERNMENT—	
SENIOR EXECUTIVE SERVICE	
Health and Human Services	916
Primary Industries and Water	916
STAFF MOVEMENTS—	
Appointments.....	918
Promotions.....	919
Resignations.....	917
Retirements.....	918
Transfers	919

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

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

If you do not obtain access, contact your supervisor.

Vacancies—General Information

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

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

All vacancies in this Gazette are normally only advertised once.

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

The new supervisor



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

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

	Public	Hobart	In-house (max 16 people)
The new supervisor	\$595	4 & 5 June	\$1650/day
Satisfying difficult clients	\$275	10 June	\$1650
Emotional Intelligence	\$275	18 June	\$1650
Effective business writing	\$275	13 June	\$1650



Developing Potential (Australia) Pty Ltd

Email: training@developingpotential.com.au

Website: www.developingpotential.com.au

Phone: 6224 1066

Gazette

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

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

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

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

Order Information

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

Deadlines

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

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

These deadlines will be strictly adhered to.

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

ECONOMIC DEVELOPMENT AND TOURISM

TOURISM TASMANIA

Project Officer (705893).

Applications Close:—Friday, 30 May 2008.

Salary:—\$53,188–\$55,020 per annum.

Tourism Tasmania Staff Award, Administrative and Clerical, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Provide project, research and high level administrative support to a business unit to enable Tourism Tasmania to achieve its corporate objectives.

Enquiries to Maria Pate, Head of National Markets and Creative Services, Department of Economic Development and Tourism, phone (03) 6230 8207, email Maria.Pate@tourism.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

TOURISM TASMANIA

Project Officer (425001).

Applications Close:—Friday, 30 May 2008.

Salary:—\$53,188–\$55,020 per annum.

Tourism Tasmania Staff Award, Administrative and Clerical, Level 6.

Fixed-term full-time to 30 June 2009.

Location:—Hobart.

Duties:—Provide project, research and high level administrative support to a business unit to enable Tourism Tasmania to achieve its corporate objectives.

Enquiries to Jennifer Fitzpatrick for a copy of the Statement of Duties on (03) 6230 8100 or email Jennifer.Fitzpatrick@tourism.tas.gov.au. For further information about the position please contact Ruth Dowty, Head of Destination Promotion, phone (03) 6230 8173, email Ruth.Dowty@tourism.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

TOURISM TASMANIA

Project Officer (705994).

Applications Close:—Friday, 30 May 2008.

Salary:—\$53,188–\$55,020 per annum.

Tourism Tasmania Staff Award, Administrative and Clerical, Level 6.

Fixed-term full-time to 26 September 2008.

Location:—Hobart.

Duties:—Provide project, research and high level administrative support to a business unit to enable Tourism Tasmania to achieve its corporate objectives.

Enquiries to Mark Poll, Manager Consumer Research, Department of Economic Development and Tourism, phone (03) 6230 8135, email Mark.Poll@tourism.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

TOURISM TASMANIA

Project Officer (425002).

Applications Close:—Friday, 30 May 2008.

Salary:—\$53,188–\$55,020 per annum.

Tourism Tasmania Staff Award, Administrative and Clerical, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Provide project, research and high level administrative support to a business unit to enable Tourism Tasmania to achieve its corporate objectives.

Enquiries to Nicki Broughton, Executive Assistant, Department of Economic Development and Tourism,

phone (03) 6230 8296, email Nicki.Broughton@development.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Summerdale Primary School

School Attendant (Cleaning) (952069).

Applications Close:—Friday, 23 May 2008.

Salary:—\$33,637 per annum.

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

Permanent full-time out of hours penalty rates applicable.

Location:—Summerdale Primary School.

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

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

Applicants should forward an Application for Employment Form 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 Alison Tuskin, Department of Education, phone (03) 6344 5333, email alison.tuskin@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Ogilvie High School

School Attendant (Cleaning) (953950).

Applications Close:—Friday, 30 May 2008.

Salary:—\$33,637 per annum.

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

Permanent full-time.

Location:—Ogilvie High School.

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

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

Applicants should forward an Application for Employment form, 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.

Local Task List is available.

Enquiries to Maree Voss, Department of Education, phone (03) 6228 8800, email maree.voss@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Cambridge Primary School

School Office Clerk (953954).

Applications Close:—Friday, 30 May 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time 50 hours per fortnight 40 weeks per year.

Location:—Cambridge Primary School.

Description of the Role:—To provide general clerical and administrative support in the school/college office, including client service, maintenance of the School Administration and Accounting System database, records management, word processing and other duties as required.

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 Kim Harvey, Department of Education, phone (03) 6248 5168, email kim.harvey@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Kempton Primary School

School Attendant (Grounds) (963619).

Applications Close:—Friday, 30 May 2008.

Salary:—\$33,637 pro rata.

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

Permanent part-time 20 hours per fortnight 52 weeks per year.

Location:—Kempton Primary School.

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

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

Applicants should forward an Application for Employment Form 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 Sweis Meijers, Department of Education, phone (03) 6259 1245, email sweis.meijers@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Lauderdale Primary School

School Office Clerk (953826).

Applications Close:—Friday, 30 May 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Lauderdale Primary School.

Description of the Role:—To provide general clerical and administrative support in the school/college office, including client service, maintenance of the School Administration and Accounting System database, records management, word processing and other duties as required.

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.

For a copy of the Statement of Duties please contact Gail Reeves phone (03) 6248 6270 email gail.reeves@education.tas.gov.au.

Enquiries to Mike Woods, Department of Education, phone (03) 6248 6270, email michael.woods@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Richmond Primary School

School Office Clerk (961241).

Applications Close:—Friday, 30 May 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time 21.5 hours per fortnight 40 weeks per year.

Location:—Richmond Primary School.

Description of the Role:—To provide general clerical and administrative support in the school/college office, including client service, maintenance of the School Administration and Accounting System database, records management, word processing and other duties as required.

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.

For a copy of the Statement of Duties please contact Anne Oakford phone (03) 6260 2191 email anne.oakford@education.tas.gov.au.

Enquiries to Martin Hilliard, Department of Education, phone (03) 6260 2191, email martin.hilliard@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Triabunna District High School

Teacher, Maths/Science (202339).

Applications Close:—Friday, 23 May 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Fixed-term full-time from as soon as possible to 19 December 2008.

Location:—Triabunna 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 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 Annette Parker, Department of Education, phone (03) 6257 3199, email annette.parker@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Programmes, Students

Aboriginal Education

Aboriginal Education Officer (962621).

Applications Close:—Friday, 30 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Fixed-term full-time from 1 June 2008 to 31 March 2009.

Location:—Hobart.

Description of the Role:—Assist school communities to improve the participation rate of aboriginal students from Grade 7 to 10 through the provision of culturally sensitive support to students, families/carers, and the community. Provide programme/project support.

Essential Requirements:—Aboriginality. The State Service Commissioner has determined that this is an Aboriginal Identified position and it will be filled in accordance with the Ministerial Direction No 12: Aboriginal and Torres Strait Employment in the Tasmanian State Service. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences.

Applicants should forward an Application for Employment Form 201 with a statement addressing the selection criteria and relevant personal details and work history.

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

For a copy of the Statement of Duties please contact Carla Jennings phone (03) 6233 7968 email carla.jennings@education.tas.gov.au.

Enquiries to Greg Lehman, Department of Education, phone (03) 6233 7187, email greg.lehman@education.tas.gov.au.

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

EDUCATION

SKILLS TASMANIA

Policy and Services

Manager Strategic Directions (963272).

Applications Close:—Friday, 30 May 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Responsible for the strategic planning, development and evaluation of skills development policies, strategies and outcomes.

Applicants should forward an Application for Employment Form 201 with a statement addressing the selection criteria and relevant personal details and work history.

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

For a copy of the Statement of Duties, please contact Karen Hay on (03) 6233 4699, email karen.j.hay@education.tas.gov.au.

Enquiries to Mark Sayer, Department of Education, phone (03) 6233 4603, email mark.sayer@education.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

Visitor Reception Officer (705406).

Applications Close:—Friday, 30 May 2008.

Salary:—\$29,502–\$37,378 per annum.

Administrative and Clerical Employees Award, Level 1/2.

Permanent part-time (minimum 20% FTE).

Location:—Cradle Mountain/Lake St Clair National Park.

Duties:—To collect and account for entry fees from visitors to national parks, check park passes, and provide advice and information to visitors regarding recreational activities, safety, minimal impact park use, features and facilities of national parks.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current motor vehicle drivers licence and a current Workplace Level 2 First Aid Certificate.

Enquiries to Greg Wall, Visitor Services Officer for a copy of the Statement of Duties or for further information about the position phone (03) 6492 1133, email Greg.Wall@parks.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to, Viki Loring, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, TAS, 7001, phone (03) 6233 3903, fax (03) 6233 5907, email applications@depha.tas.gov.au.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

TASMANIAN MUSEUM AND ART GALLERY

Project Assistant, Markree Museum (706242).

Applications Close:—Friday, 30 May 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Fixed-term full-time until 1 July 2010.

Location:—Hobart.

Duties:—To assist the Curator primarily with the transport and storage aspects of the Markree Museum's collection; assist with Registration documentation of collection material; and as requested to supervise registration staff associated with the movement and storage of collections.

Essential Requirements:—The Commissioner has

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

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have post-graduate qualifications in Museum Studies or related discipline with extensive experience and a current motor vehicle driver's licence.

Enquiries to Peter West, Promotions and Programmes Manager, phone (03) 6211 4140, email Peter.West@tmg.tas.gov.au. For a copy of the Statement of Duties please contact, Rohan Astley, Administration and Project Officer, phone (03) 6211 4116, email Rohan.Astley@tmg.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to, Viki Loring, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, TAS, 7001, phone (03) 6233 3903, fax (03) 6233 5907, email applications@depha.tas.gov.au.

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Launceston General Hospital

Clinical Nurse Consultant, Continence and Spinal (504015).

Applications Close:—Friday, 30 May 2008.

Salary:—\$69,869–\$74,792 per annum.

Nurses (TPS) Award, Registered Nurse, Level 3.

Permanent full-time day work.

Location:—Medicine-ADON.

Duties:—The Spinal and Continence Clinical Nurse Consultant provides professional clinical leadership in the development of nursing competencies in the specialty fields of spinal support and continence management practices. This position will drive the implementation of evidence based practices through teaching, research, and policy and protocol development and through direct example within the practice setting. The position will undertake a broad consultative role by initiating and maintaining comprehensive care network with community and support groups, professional associates with either a government or non-government background and develop professional collaborative linkages with other health professionals within the Agency. The Continence and Spinal Clinical Nurse Consultant will manage the allocated budget and plan for future growth and development of the Northern Tasmanian Spinal and Continence Service.

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

Enquiries to Catherine Austen, Department of Health and Human Services, phone (03) 63487588, email catherine.austen@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Launceston General Hospital***Diabetes Research Nurse (504896).**

Applications Close:—Friday, 30 May 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

Permanent part-time day work, working 48 hours per fortnight.

Location:—Medicine-Diabetes Research.

Duties:—Provide support to the Director of Medicine in establishing, undertaking and supervising research projects in the field of diabetes. This includes: Undertaking a liaison role with the Research and Ethics Committee when preparing submissions for new research projects, including the development of protocols and project plans, reporting on completed trials and informing the Committee of any changes that may impact on existing approved trials. Establishing and supervising the collection of information from patients participating in research and as required acting as resource to Research Co-ordinators in relation to the collection and analysis of data. Contributing to the Diabetes Research Units quality improvement programme, including post research evaluations and general education to clinical units of the Hospital in respect to activities of the Unit.

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

Enquiries to Catherine Austen, Department of Health and Human Services, phone (03) 63487588, email catherine.austen@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Launceston General Hospital***Emergency Department Support Officer (515872).**

Applications Close:—Friday, 30 May 2008.

Salary:—\$34,059–\$34,606 per annum.

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

Permanent full-time shift work. To commence 17 August 2008.

Location:—Medicine-DEM.

Duties:—To provide support to medical and nursing staff of DEM. To assist in the maintenance of a safe environment in DEM. To assist Tasmanian Ambulance Service and other allied services as necessary. To undertake duties as assigned by Management Team in DEM.

Desirable Requirements:—Comprehensive knowledge of aggression management and the ability to apply same. Knowledge of safe lifting practice and Occupational Health and Safety principles. High level of verbal, written, communication and interpersonal skills.

Highly Desirable:—Security Qualifications.

Enquiries to Maree Dakin, Department of Health and Human Services, phone (03) 63487392, email maree.dakin@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Launceston General Hospital***Emergency Management Co-ordinator (503516).**

Applications Close:—Friday, 30 May 2008.

Salary:—\$56,101–\$59,721 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 7.

Permanent full-time day work.

Location:—Corporate-Building and Engineering.

Duties:—Plan and co-ordinate the systemic implementation throughout the Launceston General Hospital (LGH) of a comprehensive emergency response strategy for internal and external threats. Plans and processes will take a risk management approach. Maintain current emergency management standards, policies and procedures within emergency risk management framework in the LGH.

Desirable Requirements:-

It is desirable that the occupant has undertaken an appropriate course of study from a recognised tertiary education institution, preferably relevant to emergency management.

Sound knowledge of Australian Standards as they pertain to Fire Safety and Emergency Management. Experience in planning, evaluation and implementation of policies and procedures. Demonstrated knowledge and understanding of emergency risk management, including experience in emergency management, preferably within a health environment.

Enquiries to Cameron Matthews, Department of Health and Human Services, phone (03) 63487434, email matthews@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Launceston General Hospital***Medical Scientist (503678).**

Applications Close:—Friday, 30 May 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 shift work, working 38 hours per fortnight. To commence 14 July 2008 until 13 March 2009.

Location:—Clinical Services-Pathology.

Duties:—To contribute to the provision of an effective Pathology Service. To perform professional work in one or more sections of the Pathology Department, under general professional guidance from the Scientist in Charge. To perform normal professional work and complex or critical laboratory work under professional supervision.

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

Enquiries to Paul Targett, Department of Health and Human Services, phone (03) 63487690, email p.targett@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Launceston General Hospital

Medical Scientist (503675).

Applications Close:—Friday, 30 May 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 shift work, working 38 hours per fortnight. To commence 18 June 2008 until 20 March 2009.

Location:—Clinical Services-Pathology.

Duties:—To contribute to the provision of an effective Pathology Service. To perform professional work in one or more sections of the Pathology Department, under general professional guidance from the Scientist in Charge. To perform normal professional work and complex or critical laboratory work under professional supervision.

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

Enquiries to Paul Targett, Department of Health and Human Services, phone (03) 63487690, email p.targett@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Launceston General Hospital

Private Patient Liaison Officer (517786).

Applications Close:—Friday, 30 May 2008.

Salary:—\$43,431–\$47,038 pro rata.

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

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

Location:—Corporate CEO, Admin.

Duties:—Co-ordinate and manage all aspects of patient

billing and revenue on behalf of hospital specialists for services provided to chargeable patients. Provide an efficient and effective liaison service for private and compensable patients at the Launceston General Hospital. Provide day-to-day co-ordination of information, forms and correspondence and documents associated with chargeable patients at the Launceston General Hospital. Co-ordinate and audit the collection of data for private practice and revenue generation in the Launceston General Hospital.

Desirable Requirements:—Ability to maintain confidentiality, exercise initiative, judgement and discretion and to work without supervision. An understanding of the Hospital's patient billing systems, the provision of the Private Practice Plan, the Medicare Benefits Schedule, the Health Insurance Act and its relation to the Health Service Agreement or the ability to quickly acquire same. Ability to interpret and analyse information and recommend or decide on appropriate course of action.

Enquiries to Susan Jay, Department of Health and Human Services, phone (03) 6348 7027, email susan.jay@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Launceston General Hospital

Registered Nurse (516341).

Applications Close:—Friday, 30 May 2008.

Salary:—\$43,859–\$58,704 pro rata.

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

Fixed-term part-time day work, working 48 hours per fortnight. To commence 10 August 2008 until 24 January 2009.

Location:—Medicine-Renal Unit.

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. Experienced renal nurse or anyone interested in training in renal nursing.

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

Enquiries to Rose Mace, Department of Health and Human Services, phone (03) 6348 7045, email rose.mace@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Launceston General Hospital

Senior Technical Officer (503687).

Applications Close:—Friday, 30 May 2008.

Salary:—\$52,481–\$56,100 per annum.

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

Permanent full-time shift work.

Location:—Clinical Services-Pathology.

Duties:—To contribute to the provision of an effective Pathology Service. The Laboratory Technician will work without direct supervision towards the logical solution of complex technical problems by selecting and applying standard procedures. Act as a technical resource for all staff within the Laboratory in relation to the use and maintenance of equipment. Within the scope of this position participate in, and provide continuing education for Laboratory staff. To perform the more complex technical work in one or more Sections of the Laboratory, under limited scientific direction and general supervision.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the position: 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 Tasmanian State Service Act 1984 appropriate to the nature of the work.

Enquiries to Paul Targett, Department of Health and Human Services, phone (03) 63487690, email p.targett@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

North West Regional Hospital

Domestic (Relief) (501983).

Applications Close:—Friday, 30 May 2008.

Salary:—\$32,898–\$33,620 pro rata.

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

Permanent part-time shift worker, working 21 hours per fortnight.

Location:—Corporate Services, Physical Resources.

Duties:—To provide an efficient, safe cleaning service in the wards, offices and residences of the hospital complex. To provide infection control cleaning to a level that will minimise spread of infection in the hospital.

Desirable Requirements:—The ability to use and control various items of industrial cleaning equipment, safely and efficiently. A working knowledge in the use of cleaning chemicals or the ability to acquire same. An awareness of universal precautions and all infection control policies, protocols and procedures relating to cleaning, or the ability to acquire it.

Enquiries to Andrew Groves, Department of Health and Human Services, phone (03) 64306512, email andrew.groves@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Population Health

Population and Health Priorities

Administrative Assistant (500881).

Applications Close:—Friday, 30 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:—25 Argyle Street, Hobart.

Duties:—Provide a high level of administrative and clerical support to the State Manager Population Health. Ensure an efficient secretarial service including the provision of information to and from the office. Provide an efficient reception service for incoming telephone calls and visitors. Provide administrative support to other members of the Population and Health Priorities Unit (PHP unit) as required.

Desirable Requirements:—Ability to exercise judgement and discretion and to maintain confidentiality.

Good communication skills, including the ability to function effectively as a member of a small team under pressured circumstances, to respond to enquiries courteously and discreetly and to effectively liaise with senior personnel.

Ability to prioritise workload to work calmly and effectively in order to meet deadlines.

Enquiries to Kerriane Taylor, Department of Health and Human Services, phone (03) 6222 7700, email kerriane.taylor@dhhs.tas.gov.au.

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

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Population Health

Population and Health Priorities

Programme Support Officer (505381).

Applications Close:—Friday, 30 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:—25 Argyle Street, Hobart.

Duties:—Support the Community Nutrition Unit team objectives by providing a high level of administrative and some business support to the Community Dietitians in the statewide Community Nutrition Unit and providing a prompt, efficient and flexible first point of call reception to the clients of the Community Nutrition Unit. (Our clients are generally health and community workers from within Tasmania).

Desirable Requirements:—Demonstrated ability to effectively provide prompt, efficient and personalised service to a range of clients.

Demonstrated ability to present and organise written information in a logical manner and ability to communicate effectively via email.

Well developed interpersonal communication skills with an ability to effectively liaise with other team members and a wide range of clients and service providers.

Enquiries to Julie Williams, Department of Health and Human Services, phone (03) 6222 7372, mobile 0409 419 661, email julie.williams@dhhs.tas.gov.au.

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

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Population Health

Public and Environmental Health Service

Deputy Chief Pharmacist (500854).

Applications Close:—Friday, 30 May 2008.

Salary:—\$91,873 per annum.

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

Permanent full-time day work.

Location:—Lower Ground Floor, 34 Davey St, Hobart.

Duties:—Develop and implement policies and legislation regulating the manufacture, distribution and use of drugs of dependence, medicines, poisons and therapeutic goods in Tasmania and as a senior professional specialist, implement compliance activities, including complex investigations, to ensure the safe distribution and use of medicines and poisons in Tasmania.

Essential Requirements:—Entitled to be granted registration by the Pharmacy 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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Mary Sharpe, Department of Health and Human Services, phone (03) 6233 3766, email mary.sharpe@dhhs.tas.gov.au.

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

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

Graduate Recruit—2 Vacancies.

Applications Close:—Friday, 30 May 2008.

Salary:—\$38,464–\$48,862 per annum.

Community and Health Services (Public Sector) Award, Administrative Trainee (Graduate Recruit), Level 3-1 to 5-1.

Vacancy No. 517827.

Permanent full-time daywork.

Location:—Business Support Unit, Launceston, Burnie or Hobart.

Vacancy No. 517828.

Permanent full-time daywork.

Location:—Business Support Unit, Launceston, Burnie or Hobart.

Duties:—Assist the management of Primary Health in undertaking work of a finance and business support nature, including resource management. This work will involve financial monitoring, problem solving, analysis of complex issues, investigation and research into finance issues and liaison with line managers on the broad range of finance issues.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the position: A degree or tertiary qualification in a relevant discipline.

Enquiries to Dan Longstaff, Department of Health and Human Services, phone (03) 6336 5596, email dan.longstaff@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

Business Support Unit

Area Business Manager (South) (513288).

Applications Close:—Friday, 30 May 2008.

Salary:—\$70,573–\$72,385 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 9.

Permanent full-time day work.

Location:—Repatriation Centre, Hobart.

Duties:—Provide the Area Manager specialist support and assistance in the Business Management of Primary Health, which includes strategic planning, business planning, management of procurement processes and management of both financial and non-financial operations of Primary Health Services. Act as the key link for the overall business management of the Area's operations. This includes financial management (both operational and capital), statistical information, budgetary issues, performance monitoring, specific or major research, investigations or reviews as required. Provide specialist consultancy advice to the Area Manager on business strategy, resource management and budget performance. As a member of the Area Executive, develop standards, performance indicators and financial targets for the Service. Represent the Area on committees as required.

Desirable Requirements:—Proven management skills including a demonstrated ability to manage financial, human and physical resources and to monitor effectiveness and efficiency and to apply contemporary management techniques. Knowledge of computer systems and skills in respect to financial information systems, including the preparation of financial reports. High level strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment, to identify relevant issues and make sound judgements about Agency strategies and directions.

Enquiries to Dan Longstaff, Department of Health and Human Services, phone (03) 6336 5596, email dan.longstaff@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North

Catering Assistant (Relief) (505910).

Applications Close:—Friday, 30 May 2008.

Salary:—\$34,059–\$34,606 per annum.

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

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

Location:—Campbell Town Health and Community Services.

Duties:—Clean allocated areas within the facility in compliance with established protocols and standards. Assist with the preparation, cooking and serving of food for all clients, Meals on Wheels and staff, as required.

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

Enquiries to Jim Dunn, Department of Health and Human Services, phone (03) 6381 3300, email jim.dunn@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North

General Repairs Handyperson/Ambulance Driver (504576).

Applications Close:—Friday, 30 May 2008.

Salary:—\$36,936–\$37,478 per annum.

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

Permanent full-time shift work.

Location:—NESM Hospital, Scottsdale.

Duties:—Carry out a wide range of non trade maintenance services for the North East Soldiers Memorial Hospital and ancillary buildings and equipment. Assist in the maintenance of gardens and grounds of the North East Soldiers Memorial Hospital. Assist in the provision of an efficient emergency and routine ambulance service for the North East Soldiers Memorial Hospital and the surrounding community.

Essential Requirements:—Current Driver's 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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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

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

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North

Personal Care Assistant (507546).

Applications Close:—Friday, 30 May 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:—Campbell Town Multi Purpose Service.

Duties:—To assist nursing staff in the provision of indirect and limited nursing care to the patients of the Campbell Town Health and Community Service and to ensure the maintenance of a high standard of care.

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

Enquiries to Kaye McCoy, Department of Health and Human Services, phone (03) 6381 3360, email kaye.mccoy@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North

Specialist Rural Social Worker (513765).

Applications Close:—Friday, 30 May 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 for a period of 2 years.

Location:—Deloraine Hospital and Community Health Services, Deloraine.

Duties:—To develop, provide and evaluate specialist rural social work services as part of a multi-disciplinary or inter-disciplinary service and in line with identified community needs. Enhanced access to multidisciplinary health care services with a Primary Health care focus. Increased participation and access to services, which assist clients to develop personal skills, strengthen community action, and develop environments, which are supportive of positive mental, psychological, and physical health.

Essential Requirements:—Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers. 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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Lester Jones, Department of Health and Human Services, phone (03) 6362 5000, email lester.jones@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North West

Administrative Assistant (512269).

Applications Close:—Friday, 30 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 daywork.

Location:—Devonport Community and Health Services Centre.

Duties:—To provide efficient and effective administrative assistance to support the Devonport Community and Health Services Centres business operations.

Desirable Requirements:—Sound knowledge of office organisation and procedures. High level of communication skills with the ability to deal with clients and staff. Knowledge of basic accounting and cashier procedures.

Enquiries to Toni Brown, Department of Health and Human Services, phone (03) 6421 7791, email toni.brown@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North West

Administrative Officer (502490).

Applications Close:—Friday, 30 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 daywork.

Location:—West Coast District Hospital, Queenstown.

Duties:—Provide an efficient and effective administrative support service to the West Coast District Hospital.

Desirable Requirements:—Previous experience with a telephone system. High level of interpersonal skills. Knowledge of hospital routines, forms and policies or the ability to acquire same.

Enquiries to Janice Seen, Department of Health and Human Services, phone (03) 6472 2303, email jan.seen@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North West

Co-ordinator North West Community Equip Scheme (Relief) (512714).

Applications Close:—Friday, 30 May 2008.

Salary:—\$43,431–\$47,038 per annum.

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

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

Location:—North West Community Equipment Scheme, Latrobe.

Duties:—In accordance with Statewide Community Equipment Scheme Guidelines and North West Spinal Account, the Co-ordinator: Ensures that eligible clients receive appropriate supplies, equipment, home modifications and repair services. Provides supervision and direction to support staff assigned to the Unit.

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

Enquiries to Brad Birleson, Department of Health and Human Services, phone (03) 6430 6600, email brad.birleson@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Statewide Specialist Services

Alcohol and Drugs Service (North)

Clinical Nurse Alcohol and Drugs (517284).

Applications Close:—Friday, 30 May 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time day work.

Location:—Grove Street, Ulverstone.

Duties:—To work as part of a multi-disciplinary team to provide evidence based treatment and prevention services for individuals and their families who may be physically and/or psychologically dependant on legal and/or illegal substances. Practice in accordance with Government legislation and regulations, Primary Health Care principles, Alcohol and Drug Service policies, Agency policies, legal requirements and professional competencies, to provision of specialist alcohol and drug interventions and in all aspects of nursing care. Work collaboratively with other agencies, health professionals, community members and organisations to ensure effective service provision to individuals with substance abuse issues. Inform, educate, support, liaise and provide other activities to community members and organisations that may be directly concerned or involved with people who use alcohol or other drugs.

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

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

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

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

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

North West Area

Family Violence Service

Provisional Psychologist (517844a).

Applications Close:—Friday, 30 May 2008.

Salary:—\$42,638–\$68,410 per annum.

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

Permanent part-time day work, 49.4 hours per fortnight.

Location:—Family Violence Counselling and Support Service, North West.

Please note: This vacancy is also advertised as a Psychologist

(517844) Allied Health Professional, Level 3. There is only one vacancy and one vacancy will be filled based on merit.

Duties:—Under regular professional supervision provide specialist services to children, young people and families affected by family violence in accordance with best practice principles and within a collaborative and multidisciplinary framework. The Department of Health and Human Services is a lead agency within the whole of government initiative known as Safe at Home. The Children and Young Persons' Programme (CHYPP) was established as part of the Safe at Home whole of government integrated response to family violence within Tasmania. CHYPP is located within the Family Violence Counselling and Support Service (FVCSS) in the Department of Health and Human Services (DHHS) and works in close collaboration with other key Safe at Home agencies.

Essential Requirements:—Eligible for provisional registration as a Psychologist in Tasmania and a four year degree in Psychology or equivalent as deemed by the Psychologists Registration 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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Diane Keygan, Department of Health and Human Services, phone (03) 6434 5484, email diane.keygan@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

North West Area

Family Violence Service

Psychologist (517844).

Applications Close:—Friday, 30 May 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Permanent part-time day work, 30.4 hours per fortnight.

Location:—Family Violence Counselling and Support Service, North West.

Please note: This vacancy is also advertised as a Provisional Psychologist (517844a) Allied Health Professional, Level 1-2. There is only one vacancy and one vacancy will be filled based on merit.

Duties:—Provide specialist services to children, young people and families affected by family violence in accordance with best practice principles and within a collaborative and multidisciplinary framework. The Department of Health and Human Services is a lead agency within the whole of government initiative known as Safe at Home. The Children and Young Persons' Programme (CHYPP) was established as part of the Safe at Home whole of government integrated response to family violence within Tasmania. CHYPP is located within the Family Violence Counselling and Support Service (FVCSS) in the Department of Health and Human

Services (DHHS) and works in close collaboration with other key Safe at Home agencies.

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Diane Keygan, Department of Health and Human Services, phone (03) 6434 5484, email diane.keygan@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

Northern Area

Child Health and Parenting Services

Child and Family Health Nurse (500897).

Applications Close:—Friday, 30 May 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term part-time day work, working 22.8 hours per fortnight, commencing as soon as possible until 24 December 2008.

Location:—Tasmanian Aboriginal Centre, Launceston.

Duties:—This vacancy will work with and from the Tasmanian Aboriginal Centre in Launceston.

Within a Primary Health Care framework and in accordance with the philosophies of the Child Health and Parenting Service and the Tasmanian Aboriginal Centre, DHHS policy and legal requirements, the Child and Family Health Nurse will: provide assessment, care and support to individuals/groups; undertake all aspects of early identification and early intervention activities; and participate in community development and health promotion activities.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A 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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Christine Long, Department of Health and Human Services, phone (03) 6336 2138, email christine.long@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

South West Area

Administrative Officer (501472).

Applications Close:—Friday, 30 May 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:—Child Protection, Hobart.

Duties:—In a multi skilled environment, provide a high level of administrative support as required to professional field workers, management and clients to ensure the efficient and effective delivery of Child and Family Services.

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

Enquiries to Lee-Ann Russell, Department of Health and Human Services, phone (03) 6230 7666, email leeann.russell@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

South West Area

Child and Family Health Nurse—2 Vacancies.

Applications Close:—Friday, 30 May 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Vacancy No. 517607.

Permanent part-time day work, working 38 hours per fortnight.

Location:—Child Health and Parenting Service, South West.

Vacancy No. 500928.

Fixed-term full-time day work, or consideration will be given to job share part-time day work, commencing as soon as possible until 23 October 2009.

Location:—Child Health and Parenting Service, South West.

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child

and Family Health Nurse will: provide assessment, care and support to individuals/groups; undertake all aspects of early identification and early intervention activities; and participate in community development and health promotion activities.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A 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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Judy Austen, (517607), Department of Health and Human Services, phone (03) 6230 7865, email judith.austen@dhhs.tas.gov.au or Kate Albury, (500928), Department of Health and Human Services, phone (03) 6230 7879, email kate.albury@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

South West Area

Child Protection

Child Protection Worker—3 Vacancies.

Applications Close:—Friday, 30 May 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. 516194.

Permanent full-time day work.

Location:—Child Protection, South West.

Vacancy No. 516198.

Permanent full-time day work.

Location:—Child Protection, South West.

Vacancy No. 516196.

Permanent full-time day work.

Location:—Child Protection, South West.

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

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

The Commissioner has determined that the person nominated

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

Enquiries to Lee-Ann Russell, Department of Health and Human Services, phone (03) 6230 7666, email leeann.russell@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

South West Area

Child Protection

Client Support Officer (501467).

Applications Close:—Friday, 30 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:—Child Protection, Hobart.

Duties:—In a multi skilled environment, provide a high level of administrative and secretarial support as required to professional staff, management and clients to ensure the efficient and effective delivery of Child and Family Services.

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

Enquiries to Lee-Ann Russell, Department of Health and Human Services, phone (03) 6230 7666, email leeann.russell@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability Services

Professional Officer, Clinical Psychologist (505690).

Applications Close:—Friday, 30 May 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 day work commencing as soon as possible until 31 December 2008.

Location:—Disability South.

Duties:—Provide specialist habilitation Psychological services to people with disabilities in a range of settings within a transdisciplinary model. Provide and co-ordinate supportive and specialist educational and consultancy services to carers, service providers and the wider community. Initiate and facilitate the establishment and development of services and resources for clients. Initiate and develop professional and policy advice on specialist Psychological services and related issues for senior and corporate management.

Desirable Requirements:—Relevant post graduate experience working with people with disabilities and a well developed ability to effectively design and manage specialist Psychological programmes. Ability to demonstrate by example, actions and behaviors valued by the community, which enhances the image of people with disabilities. Demonstrated specialist skills in the disability field and contemporary knowledge clinical psychology.

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 Australian Association of Occupational Therapists (AAOT); OR A degree or diploma in Applied Science, Speech Pathology, or equivalent and eligibility for membership of the Speech Pathology Australia (SPA).

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

Enquiries to Rosmarie Baker, Department of Health and Human Services, phone (03) 6230 7600, email rosemarie.baker@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability Services

Professional Officer Occupational Therapist (505693).

Applications Close:—Friday, 30 May 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 or part-time day work commencing as soon as possible until 31 December 2008.

Location:—Disability South.

Duties:—Provide specialist habilitation services to people with disabilities in a range of settings within a transdisciplinary model. Provide and co-ordinate supportive and specialist educational and consultancy services to carers, service providers and the wider community. Initiate and facilitate the establishment and development of services and resources for clients. Initiate and develop professional and policy advice on specialist Occupational Therapy services and related issues for senior and corporate management.

Desirable Requirements:—Relevant post graduate experience working with people with disabilities and a well developed ability to effectively design and manage specialist programmes. Ability to demonstrate by example, actions and behaviors valued by the community, which enhances the image of people with disabilities. Demonstrated specialist skills in the disability field and contemporary knowledge of occupational therapy.

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

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

Enquiries to Rosemarie Baker, Department of Health and Human Services, phone (03) 6230 7600, email rosemarie.baker@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing

Co-ordinator Maintenance Services (514262).

Applications Close:—Friday, 30 May 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:—Housing Tasmania, Hobart.

Duties:—To help ensure the health and well being of Tasmanians by contributing to the sustainability of the social housing system through: The co-ordination and provision of quality customer services through the delivery of quality maintenance provisions to achieve the best housing outcomes for low income Tasmanians. Co-ordinate staff in the provision of contract administration of Housing Tasmania Maintenance and Supply Contracts Statewide and oversee the day-to-day co-ordination of the maintenance unit (South) as part of the Statewide Maintenance Services Unit. Assist in the management of financial and performance targets for the unit. Provide high level advice and project development for maintenance and procurement projects and ensuring the performance of consultants, contractors and relevant staff in conjunction with these projects. Develop to a high level, Business Case proposals, Project Plans, Communication Strategies and any other relevant project documentation required in the development and administration of projects.

Desirable Requirements:—Demonstrated ability to co-ordinate a team and to manage human, financial and physical resources in an environment subject to work pressure and competing priorities. High level strategic, conceptual and analytical skills, including an ability to understand the political, social and organizational environment, to identify relevant issues and make sound judgments and provide advice about Agency strategies and directions. High level communication, negotiation and conflict resolution skills with a demonstrated ability to liaise and negotiate effectively with service delivery staff, contractors, unions, tenants, government agencies and

industry organisations and to identify mutually acceptable solutions in situations of differing interests.

Enquiries to Robyn Massie, Department of Health and Human Services, phone (03) 6434 7233, email robyn.massie@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing

Senior Housing Consultant (514221).

Applications Close:—Friday, 30 May 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time Permanent.

Location:—Housing Tasmania South.

Duties:—As a member of the Community Partners unit, participate in the development of the strategic policy framework for Housing Tasmania, housing models and services, planning and performance frameworks and generally undertake high-level research and analysis as it pertains to the housing system. The position has a particular focus on the administration of community sector programmes within the Unit.

Desirable Requirements:—Highly developed strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment and identify relevant issues. High level interpersonal, communication, negotiation and conflict resolutions skills and an ability to represent the Division and to identify and negotiate mutually acceptable solutions in situations of differing interests. A well demonstrated ability to develop policy and programmes and to market options to affected parties.

Enquiries to Carolan Hands, Department of Health and Human Services, phone (03) 6233 4878, email carolan.hands@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

SHARED SERVICES

Finance

Financial Accountant (500354).

Applications Close:—Friday, 30 May 2008.

Salary:—\$70,573–\$72,385 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 9.

Permanent full-time day work.

Location:—Hobart.

Duties:—The Financial Accountant is responsible for assisting the Manager (Budget and Reporting) in ensuring

the integrity of the general ledger, completing the external reporting requirements of the Department, including financial reporting to Treasury and the completion of the Department's annual financial statements and developing relevant accounting policies and processes which improve controls and result in greater efficiencies.

Desirable Requirements:—Demonstrated experience in financial accounting, in particular general ledger maintenance and exposure to financial statement preparation. Ability to understand, research, analyse and investigate complex financial accounting issues. Demonstrated knowledge of, and experience in understanding, interpreting and applying accounting standards and awareness of contemporary accounting issues and emerging trends in accounting and reporting in the public sector.

Enquiries to Patrick Cummins, Department of Health and Human Services, phone (03) 62334059, email patrick.cummins@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

SHARED SERVICES

Finance

Principal Finance Officer (502356).

Applications Close:—Friday, 30 May 2008.

Salary:—\$76,007 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Assist the Manager, Budget and Reporting in financial management and reporting for the Department and the development and implementation of financial policies, procedures and controls throughout the Agency.

Desirable Requirements:—High-level management and leadership skills together with a knowledge of contemporary management and organisational practices. A demonstrated capacity to work as part of a team in a changing environment including an ability to implement and manage change, work under pressure and meet strict timeframes. Demonstrated ability to understand, research, investigate and analyse complex financial and budget management issues and make appropriate recommendations.

Enquiries to Patrick Cummins, Department of Health and Human Services, phone (03) 6233 4059, email patrick.cummins@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

SHARED SERVICES

Finance

Principal Finance Officer (500356).

Applications Close:—Friday, 30 May 2008.

Salary:—\$76,007 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Assist the Manager, Budget and Reporting in financial management and reporting for the Department and the development and implementation of financial policies, procedures and controls throughout the Agency.

Desirable Requirements:—High-level management and leadership skills together with a knowledge of contemporary management and organisational practices. A demonstrated capacity to work as part of a team in a changing environment including an ability to implement and manage change, work under pressure and meet strict timeframes. Demonstrated ability to understand, research, investigate and analyse complex financial and budget management issues and make appropriate recommendations.

Enquiries to Patrick Cummins, Department of Health and Human Services, phone (03) 62334059, email patrick.cummins@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

SHARED SERVICES

Finance

Project Systems Officer (517819).

Applications Close:—Friday, 30 May 2008.

Salary:—\$76,007 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Assist with the management of the Agency's financial management and information system (FMIS) and associated resources to ensure optimal access and availability to users and to support the Department's financial management objectives. Provide advice to the Finance Systems Manager and other senior executive staff of the Agency in relation to the operational management of FMIS and contribute to related business planning processes.

Desirable Requirements:—Highly developed knowledge and experience in information management, business analysis skills and project management expertise, including the ability to lead and manage a small team of staff involved in information technology and related business processes. Holds, or is working toward an appropriate tertiary qualification. Demonstrated capability to plan and deliver information systems developments within a complex service delivery environment, together with a proven ability to understand research, investigate, and analyse complex financial information which has an impact on the FMIS. High-level conceptual and analytical skills, including a demonstrated capacity to develop and provide high level consultative advice in a senior executive environment on a wide range of issues relating to information management systems.

Enquiries to Eleanor Patterson, Department of Health and Human Services, phone (03) 6233 4051, email eleanor.patterson@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

SHARED SERVICES

Finance

Senior Finance Services Officer (507779).

Applications Close:—Friday, 30 May 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Fixed-term full-time day work from as soon as possible for a period of 6 months.

Location:—North.

Duties:—As a member of the operational team assist the Finance Team Leader in supervising staff, undertaking reporting, quality improvement and training activities, assisting with special projects and providing financial services to the Agency.

Desirable Requirements:—Ability to supervise, motivate and train members of a team and the capacity to plan, organise and set priorities. Knowledge and understanding of Government accounting procedures and associated legislation. Good analytical and research skills and the ability to interpret information and recommend or decide on an appropriate course of action.

Enquiries to Andrea Bondeson, Department of Health and Human Services, phone (03) 6336 2089, email andrea.bondeson@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

SHARED SERVICES

Human Resources

Pay/Personnel Officer—2 Vacancies (516260).

Applications Close:—Friday, 30 May 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Fixed-term full-time day work from as soon as possible for a period of 6 months.

Location:—North.

Duties:—As a member of the Pay/Personnel Unit, perform tasks associated with the maintenance of human resource services, specifically those associated with pay and personnel activities.

Desirable Requirements:—Knowledge and understanding of payroll processing, personnel functions and legislative provisions, including policies, guidelines and protocols covering employees of the Department or ability to acquire this knowledge based on past experience. Demonstrated experience and ability with an electronic payroll/HR system (Empower, in particular) together with competency in the use of word processing, spreadsheet and database packages. Demonstrated ability to use initiative and a commitment to continuous quality improvement with the ability to interpret and analyse information and decided on an appropriate course of action.

Enquiries to Margaret Wilson, Department of Health and Human Services, phone (03) 6336 5556, email margaret.wilson@dhhs.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

*Human Resources***HR Advisor (370114).**

Applications Close:—Friday, 16 May 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Duties:—This is primarily a payroll and recruitment administration role. Within a relationship management framework, the position will deliver efficient and effective payroll functions, manage recruitment administration and processing, and provide an advisory and support service to clients on a broad range of other human resource management issues as required.

Enquiries to Shane Fish, Team Leader, HR Operations, Department of Infrastructure, Energy and Resources, phone (03) 6233 6396, email shane.fish@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, 7001, phone (03) 6233 2142, fax (03) 6233 5337, email hr@dier.tas.gov.au.

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 2142 or hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

FOREST PRACTICES AUTHORITY

Scientific Officer (Ecologist) (371394).

Applications Close:—Friday, 30 May 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Permanent full-time.

Location:—Hobart or Launceston.

Duties:—Undertake and assist with scientific assessments, research, training and scientific and technical tasks within the Forest Practices Authority's Biodiversity Programme.

Desirable Requirements:—Current driver's licence.

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

Enquiries to Fred Duncan, Manager (Biodiversity Programme), Department of Infrastructure, Energy and Resources, phone (03) 6233 7804, email fred.duncan@fpa.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, 7001, phone (03) 6233 2142, fax (03) 6233 5337, email hr@dier.tas.gov.au.

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 2142 or hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

*Registration and Licensing Branch***Driver Testing Officer (371805).**

Applications Close:—Friday, 30 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time 73.5 hours per fortnight or Permanent part-time 36.75 hours per fortnight.

Location:—Launceston.

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

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

Desirable Requirements:—Certificate IV in Training and Assessment (TAA).

Extensive work experience in a relevant field.

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

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, 7001, phone (03) 6233 5272, fax (03) 6233 5337, email hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

*Registration and Licensing Branch***Driver Testing Officer (371861).**

Applications Close:—Friday, 30 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time 73.5 hours per fortnight or Permanent part-time 36.75 hours per fortnight.

Location:—North-West.

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

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

Desirable Requirements:—Certificate IV in Training and Assessment (TAA).

Extensive work experience in a relevant field.

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

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, 7001, phone (03) 6233 5272, fax (03) 6233 5337, email hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

*Registration and Licensing Branch***Driving Testing Officer (371830).**

Applications Close:—Friday, 30 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time 73.5 hours per fortnight or Permanent part-time 36.75 hours per fortnight.

Location:—Hobart.

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

Essential Requirements:—A current full car driver licence.

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

Desirable Requirements:—Certificate IV in Training and Assessment (TAA).

Extensive work experience in a relevant field.

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

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, 7001, phone (03) 6233 5272, fax (03) 6233 5337, email hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

*Registration and Licensing Branch***Manager Driver Testing (371911).**

Applications Close:—Friday, 30 May 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Manage the planning, development and strategic direction of the Driver Testing Unit to ensure an effective state-wide programme of driver testing.

Essential Requirements:—A current full motor vehicle driver's licence.

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

Desirable Requirements:—Certificate IV in Training and Assessment (TAA).

Enquiries to Richard Fowler, Manager Registration and Licensing, Department of Infrastructure, Energy and Resources, phone (03) 6233 5284, email richard.fowler@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 5272, fax (03) 6233 5337, email hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

*Registration and Licensing Branch***Senior Driver Testing Officer (371909).**

Applications Close:—Friday, 30 May 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—To provide driver testing ensuring a fair and consistent on-road driving test across different car test types, including older drivers, provisional applicants and overseas applicants, in accordance with DIER's business rules, manuals and guidelines. Assist the Manager Driver Testing on a range of driver testing related issues.

Essential Requirements:—A current full car driver licence.

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

Desirable Requirements:—Certificate IV in Training and Assessment (TAA).

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

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, 7001, phone (03) 6233 5272, fax (03) 6233 5337, email hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

*Registration and Licensing Branch***Senior Driver Testing Officer (371908).**

Applications Close:—Friday, 30 May 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Launceston.

Duties:—To provide driver testing ensuring a fair and consistent on-road driving test across different car test types, including older drivers, provisional applicants and overseas applicants, in accordance with DIER's business rules, manuals and guidelines. Assist the Manager Driver Testing on a range of driver testing related issues.

Essential Requirements:—A current full car driver licence.

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

Desirable Requirements:—Certificate IV in Training and Assessment (TAA).

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

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, 7001, phone (03) 6233 5272, fax (03) 6233 5337, email hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

*Road Safety Operations***School Crossing Patrol Officer (904010).**

Applications Close:—Friday, 30 May 2008.

Salary:—\$35,933 per annum.

Operational Employees Award, Level 4.

Fixed-term casual 15 hours per fortnight.

Location:—George Town.

Duties:—To assist school children and other pedestrians to cross roads near schools in locations where provision of a Patrol Officer is warranted under Departmental guidelines.

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, serious Driving Offences; and.

Medical examination covering general health, medical history, vision and hearing.

Desirable Requirements:—Current drivers licence.

Possession of a current First Aid Certificate.

Enquiries to Zoe Ambrose, Road Safety Consultant, Department of Infrastructure, Energy and Resources, phone (03) 6336 2118, email zoe.ambrose@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 5272, fax (03) 6233 5337, email hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

MINERAL RESOURCES TASMANIA

*Royalty, Finance and Administration***Records Manager (372139).**

Applications Close:—Friday, 30 May 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time 73.5 hours per fortnight.

Location:—Rosny.

Duties:—To manage the staff, operations and resources of the Records Services section to ensure the ongoing delivery of effective records functions to members of the Division of Mineral Resources Tasmania, ensuring compliance with all relevant legal requirements and guidelines.

Desirable Requirements:—Associate status of the Records Management Association of Australia or equivalent.

Enquiries to Matt Fitzgerald, Manager Royalty, Finance and Administration, Department of Infrastructure, Energy and Resources, phone (03) 6233 8370, email matthew.fitzgerald@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 5272, fax (03) 6233 5337, email hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

PRIVATE FORESTS TASMANIA

Geographic Information Systems Officer (371770).

Applications Close:—Friday, 30 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Fixed-term full-time 73.5 hours per fortnight from 5/6/08 to 22/4/09.

Location:—Camdale, Launceston or Hobart. Subject to negotiation.

Duties:—To provide Geographic Information Systems (GIS) support and to carry out the maintenance and update of corporate spatial and non-spatial data sets.

Desirable Requirements:—Current Drivers Licence.

Qualifications and/or experience in geographic information systems (GIS), or an Information Technology qualification with a GIS component.

Enquiries to Phil Donnelly, GIS Manager, Department of Infrastructure, Energy and Resources, phone (03) 6434 7246, email phil.donnelly@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 5272, fax (03) 6233 5337, email hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

*Programming and Delivery***Network Supervisor (372138).**

Applications Close:—Friday, 30 May 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time 73.5 hours per fortnight.

Location:—Burnie.

Duties:—As a member of the Maintenance Services Group, to actively contribute to the delivery of the day-to-day operational requirements associated with the maintenance of the North West Road Network in accordance with established policies and procedures to ensure: The road network is maintained to set performance standards. Responsible financial management of minor works budgets. Effective and proactive management of operational issues.

Desirable Requirements:—Formal qualifications in line with the duties.

Essential Requirements:—Current Driver Licence.

Enquiries to John Fenech, Network Manager, Department of Infrastructure, Energy and Resources, phone (03) 6434 6347, email john.fenech@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 5272, fax (03) 6233 5337, email hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

*Transport Infrastructure***Senior Asset Officer Roads (372137).**

Applications Close:—Friday, 30 May 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Provide strategic management of the road infrastructure maintenance programme and provide high level consultative advice and strategic direction on the Road Network.

Desirable Requirements:—Current driver licence.

Relevant tertiary qualifications.

Enquiries to Graeme Nichols, Senior Asset Management

Engineer, Department of Infrastructure, Energy and Resources, phone (03) 6233 2070, email graeme.nichols@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 5272, fax (03) 6233 5337, email hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

SULLIVANS COVE WATERFRONT AUTHORITY

Development Planner (424962).

Applications Close:—Friday, 30 May 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Provide planning advice and undertake development assessment, review and enforcement activities of the Sullivans Cove Waterfront Authority to enable the Authority to meet its statutory responsibilities. From time to time, to assist the Authority's strategic planning and project activities with planning input.

Desirable Requirements:—A relevant tertiary or industry recognised qualifications and/or professional affiliations including membership of or eligibility for membership of the Planning Institute of Australia (PIA).

Enquiries to Claire Hynes, Senior Development Planner, Department of Infrastructure, Energy and Resources, phone (03) 6216 4285, email claire.hynes@waterfront.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, 7001, phone (03) 6233 2142, fax (03) 6233 5337, email hr@dier.tas.gov.au.

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 2142 or hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

SULLIVANS COVE WATERFRONT AUTHORITY

Senior Development Planner (701959).

Applications Close:—Friday, 30 May 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Fixed-term full-time for 9 months.

Location:—Hobart.

Duties:—Provide planning advice and manage and co-ordinate the development, assessment, review and enforcement activities of the Sullivans Cove Waterfront Authority to enable the Authority to meet its statutory planning responsibilities. This should be in a manner that reflects the Authority's broader role in enhancing the cultural, historic, social and economic components of the planning area.

Desirable Requirements:—Corporate membership of the Planning Institute of Australia (PIA), or qualifications deemed acceptable for corporate membership of PIA, are highly desirable for this position. An appropriate number of years of statutory planning experience.

Enquiries to Marietta Wong, General Manager, Planning and Development, Department of Infrastructure, Energy and Resources, phone (03) 6216 4286, email marietta.wong@waterfront.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart,

7001, phone (03) 6233 2142, fax (03) 6233 5337, email hr@dier.tas.gov.au.

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 2142 or hr@dier.tas.gov.au.

JUSTICE

BIRTHS DEATHS AND MARRIAGES

Senior Search Clerk (350343).

Applications Close:—Friday, 30 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Provide effective delivery of professional service to clients of the Registry, particularly in relation to records of births, deaths, marriages, legitimations, adoptions, registration of change of name and change of sex and miscellaneous registrations.

Desirable Requirements:—Demonstrated understanding of the role of the Office of Births, Deaths and Marriages and comprehensive knowledge of the relevant State Service procedures and legislation, or the demonstrated ability to acquire such knowledge within a reasonable time frame.

Enquiries to Kerrie Lawrence or Marita Bullen, Assistant Manager, Registry of Births Deaths and Marriages, Department of Justice, phone (03) 6233 3788, email marita.bullen@justice.tas.gov.au; kerrie.lawrence@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 3705, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Kerrie Lawrence or Marita Bullen on (03) 6233 3788.

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

CORPORATE SERVICES

Strategic Systems

System Manager (FIND) (356076).

Applications Close:—Friday, 30 May 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Provide advice to the Business owners of systems and JSMC on the strategic direction of FIND and other business systems. (FIND is the joint system used to support the Monetary Penalties Enforcement Service [Department of Justice] and Traffic Liaison Services [Department of Police and Emergency Management]). In consultation with stakeholders, develop system management plans and related

budgets for FIND and other business systems for approval by the relevant management committee. Manage developed system management plans and related budgets in accordance with plans and budgets. Manage changes to business systems including the specification, development, testing and implementation of changes to procedures, application software, configuration, external interfaces, training, and documentation.

Desirable Requirements:—Significant experience in the operational management of complex technology systems and associated business processes required to deliver complex business systems in an across agency environment. High level knowledge of the operational and service delivery processes of government, the justice sector and the interaction between the different parts of the sector. High level conceptual and analytical skills, with specific reference to the area of business analysis of government service delivery processes, complex information systems and interfaces.

Enquiries to Jonathon Rees, Principal Consultant, Office of the Secretary, Department of Justice, phone (03) 6233 3971, email jonathon.rees@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.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Jonathon Rees on (03) 6233 3971.

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

OFFICE OF THE SECRETARY

Strategic Policy and Projects

Court Diversion Officer—3 Vacancies.

Applications Close:—Friday, 30 May 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Vacancy No. 355972.

Fixed-term full-time commencing as soon as possible until 31 December 2008.

Location:—Launceston.

Vacancy No. 356024.

Fixed-term full-time commencing as soon as possible until 31 December 2008.

Location:—Hobart.

Vacancy No. 356078.

Fixed-term full-time commencing as soon as possible until 30 September 2008.

Location:—Hobart.

Duties:—Provide assessment, case planning and co-ordination services to offenders, and programme development services to regionally based providers in the Court Mandated Diversion (CMD) pilot programme in order to develop a high quality, co-ordinated service response at the regional level for offenders referred into the CMD programme. Provide advice and reports to the Courts on: Offender eligibility and suitability for the CMD programme; The content, status and progress of Individual Management

Plans (IMP's) developed, managed and implemented under the CMD programme; Offender completion/compliance with CMD related orders.

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 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 and Identification check.

Enquiries to Sonya O'Beirne, Co-ordinator Special Programmes, Strategic Policy and Projects, Department of Justice, phone (03) 6233 8235, email sonya.o'beirne@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.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Sonya O'Beirne on (03) 6233 8235.

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

Integrated Offender Management

Administration Assistant, IOM Unit (355486).

Applications Close:—Friday, 30 May 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Fixed-term full-time commencing as soon as possible until 23 March 2009.

Location:—Risdon Prison.

Duties:—Provide data entry, filing, data base administration and general administrative assistance to the Programmes and Case co-ordination Units.

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

Enquiries to Jonathon Field, Co-ordinator, Programmes and Reintegration, Tasmania Prison Service, Department of Justice, phone (03) 6216 8099, email jonathon.field@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 3705, email applications@justice.tas.gov.au.

For further information, please download a copy of the

Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Jonathon Field on (03) 6216 8099.

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

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

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Cleaner (010508).

Applications Close:—Friday, 30 May 2008.

Salary:—\$35,753 pro rata.

Port Arthur Historic Site Staff Agreement 2004, Cleaner.

Permanent part-time 18.09 per hour plus penalties, 7 day roster.

Location:—Port Arthur.

Duties:—Provide key cleaning services to historic buildings, offices and amenities at the Port Arthur Historic Site.

Desirable Requirements:—Drivers Licence, Workplace First Aid Level 2, Certificate III in Asset Maintenance.

Enquiries to Ross Reid, Grounds and Gardens Supervisor, Port Arthur Historic Site Management Authority, phone (03) 6251 2335, mobile 0417 325345, email ross.reid@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.

PRIMARY INDUSTRIES AND WATER

INFORMATION AND LAND SERVICES

Geodata Services

Geographic Information System Analyst (702818).

Applications Close:—Friday, 30 May 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

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

Duties:—Undertake a range of Geographic Information System (GIS) duties supporting the management and delivery of LIST spatial data including the development and maintenance of production applications critical to Geodata Services day to day operations.

Assist in the development and delivery of training programmes for GIS support staff within the branch in GIS applications relevant to the management and delivery of LIST framework spatial data.

Desirable Requirements:—An appropriate tertiary qualification in surveying or geomatics. A current motor vehicle drivers licence.

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

Enquiries to Stuart Fletcher, phone (03) 6233 7144, email stuart.fletcher@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

RESOURCE MANAGEMENT AND CONSERVATION

Fox Eradication

Section Head (Monitoring and Investigations) (702715).

Applications Close:—Friday, 30 May 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Permanent full-time.

Location:—Prospect (Launceston).

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:—Manage the monitoring and investigation activities of the Fox Eradication Programme and provide specialist advice and technical support to senior management on complex technical, operational and policy issues. Manage high level projects and co-ordinate sub projects related to monitoring programmes and investigations. Undertake a leadership role in co-ordinating activities on a statewide basis.

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

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

Desirable Requirements:—A current motor vehicle driver's licence. Workplace Level 2 First Aid Certificate or equivalent.

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

Enquiries to Jodie Elmer, phone (03) 6336 5336, email jodie.elmer@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

RESOURCE MANAGEMENT AND CONSERVATION

Land Conservation

Monitoring and Evaluation Officer (701780).

Applications Close:—Friday, 30 May 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time from as soon as possible until 24 December 2008.

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 ensure effective and efficient monitoring, evaluation and reporting on Natural Resource Management (NRM) activities undertaken by the three Tasmanian NRM Regions. To facilitate effective data and information exchange between the various NRM stakeholders (including community, industry, governments, service providers, NRM Regions). To promote and develop the role of monitoring and evaluation in planning and decision making in the context of NRM.

Desirable Requirements:—A tertiary qualification in a relevant discipline. A current motor vehicle drivers licence.

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

Enquiries to Sue Reid, phone (03) 6233 2185, email sue.reid@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

STRATEGIC POLICY

Assistant Director (Urban Water Policy) (702803).

Applications Close:—Friday, 30 May 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Duties:—Assist the Director (Urban Water Policy) with all aspects of management of the Urban Water Policy Unit to ensure that statutory responsibilities are fulfilled and strategic priorities are achieved. Deputise for the Director as and when required. Provide high level strategic policy advice on urban water strategy and markets, including the regulatory framework, competition policy, market efficiency and water-related economic development issues. Assist in the management of Tasmania's urban water reform agenda including commitments under the National Water Initiative and other Commonwealth-State agreements. Assist in ensuring the effectiveness of the State's regulatory legislation as it relates to water, including ensuring effective relationships with the economic regulator (GPOC) and other regulators (such as environment and public health).

Desirable Requirements:—An appropriate tertiary qualification.

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

Enquiries to Annette Cupit, phone (03) 6233 2189, email annette.cupit@dpiw.tas.gov.au.

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

TAFE TASMANIA

DELIVERY TEAMS

Teacher (Workplace Learning Services) (331325).

Applications Close:—Friday, 30 May 2008.

Salary:—\$44,085–\$65,971 pro rata.

TAFE Teachers Award, Teacher.

Permanent part-time 0.5 FTE, 35 hours per fortnight.

Location:—North West.

The WLS team undertakes training and assessment activities which are delivered entirely off-campus in a wide range of business and industry sectors, include qualification levels Certificate I to Diploma from a number of different industry Training Packages.

The principal activity of the WLS team is to work in partnership with enterprise personnel to plan, develop and deliver vocational training programmes which support the business goals of their organisation.

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

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 Training and Assessment, or Certificate IV in Assessment and Workplace Training, or equivalent.

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

Enquiries to Jo Crothers, Team Leader, Workplace Learning Services, TAFE Tasmania, phone (03) 6434 5803, mobile 0408 234 227, email Jo.Crothers@tafe.tas.edu.au.

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

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

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

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

TAFE TASMANIA

ORGANISATIONAL AND BUSINESS DEVELOPMENT

Business and Industry Solutions

Business Solutions Co-ordinator—2 Vacancies.

Applications Close:—Friday, 30 May 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Vacancy No. 330190.

Permanent full-time.

Location:—North.

Vacancy No. 331255.

Permanent full-time.

Location:—South.

The occupant of this role will be an enthusiastic and driven individual who will embody a 'Working with Business, for Business, like Business' culture. In applying for this role the person will need to demonstrate their suitability to meet the selection criteria detailed and they will hold strong industry aligned values, and truly embrace the fact that TAFE Tasmania is a vital part of ensuring that Tasmania's economy remains strong and productive.

Duties:—Actively seek training opportunities with business and industry and support TAFE Tasmania's delivery teams to develop and maintain mutually beneficial relationships with

industry. Understand and apply commercial business principles leading to quality training outcomes and business improvement for businesses and industry.

Desirable Requirements:—Driver's License. Demonstrated skills in relationship management and/or business development. Commercial acumen. An understanding of the benefits of training to an organisation.

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

Enquiries to Kelly Taylor, Executive Assistant, Business and Industry Solutions, TAFE Tasmania, phone (03) 6233 7337, email kelly.taylor@tafe.tas.edu.au.

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

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

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

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

THE PUBLIC TRUSTEE

TRUSTEE SERVICES

Trust Officer/Client Account Manager (790218).

Applications Close:—Friday, 30 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—The Trust Officer/Client Account Manager will provide effective management of a basic estate and trust administration caseload in accordance with relevant legislation, procedural guidelines and client instructions while exercising a formal discretion in relation to the management of these estates and trusts.

Desirable Requirements:—Candidates should have a good knowledge of or experience in the trustee industry or an associated industry, or the ability to acquire such knowledge quickly. This person will have the ability to work effectively either individually or as part of a team, well developed communication and interpersonal skills including the ability to deal with a wide range of people in a sensitive and confidential manner and the ability to promote excellent client service through identifying and understanding client needs and building effective relationships.

The Public Trustee is committed to being a competitive, efficient and caring provider of quality, independent, trustee services to the Tasmanian Community. Further information about our services is available at www.publictrustee.tas.gov.au.

Enquiries to Jamie Lawrence, Southern Branch Manager, The Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6233 7607, email jlawrence@publictrustee.tas.gov.au.

Applications to Karyne Johns, Human Resource Officer, The Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone 6233 7706, email kjohns@publictrustee.tas.gov.au.

Applicants are encouraged to obtain further information about the advertised vacancy and submit applications addressing the criteria contained in the statement of duties. The statement of duties may be downloaded from the www.jobs.tas.gov.au website.

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

Revenue Branch

Principal Revenue Officer (724096).

Applications Close:—Friday, 30 May 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

Duties:—Manage a team to deliver effective and efficient operational processing. Provide advice to clients and staff on the interpretation of relevant taxation legislation and associated rulings and guidelines.

In the context of the selection criteria, to be successful in the position applicants will:—be able to apply sound judgement and make informed decisions and interpret legislation and analyse complex documents relevant to the assessment of duty, be able to manage people in a high pressure work environment with competing administrative priorities, have the demonstrated ability to develop, apply and evaluate a risk based approach to output management and decision making, be able to communicate complex issues to taxpayers and their representatives and to build effective relationships with other teams and ensure appropriate exchange of information and have a high level of adaptability and flexibility, including an ability to deal with ambiguity and a capacity to implement organisational change and policies over which they have little or no direct control.

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

Enquiries to Chrissie Berryman, Director, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 6647, email chrissie.berryman@treasury.tas.gov.au.

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

Applications MUST address the selection criteria outlined in the Statement of Duties. Statement of Duties and Job Kits are available on the internet at www.jobs.tas.gov.au or alternatively by phoning Nicole Reeve on (03) 6233 3483.

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

Revenue Branch

Revenue Officer (724094).

Applications Close:—Friday, 30 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—As part of a small team, administer the provisions of the Duties Act 2001 as it relates to dutiable transactions.

In the context of the selection criteria, to be successful in the position applicants will have:—the ability to operate successfully in a high work flow area while maintaining a good standard of attention to detail and a focus on quality, good written and verbal communication skills, including the ability to maintain relationships with a range of stakeholders, good computer skills and the ability to contribute effectively to a small team.

Enquiries to Chrissie Berryman, Director, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 6647, email chrissie.berryman@treasury.tas.gov.au.

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

recruitment@treasury.tas.gov.au.

Applications MUST address the selection criteria outlined in the Statement of Duties. Statement of Duties and Job Kits are available on the internet at www.jobs.tas.gov.au or alternatively by phoning Nicole Reeve on (03) 6233 3483.

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

Revenue Branch

Senior Revenue Officer (724095).

Applications Close:—Friday, 30 May 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high level support to the Principal Revenue Officer as required, in the administration of the Duties Act 2001 as it applied to dutiable transactions. Provide advice to clients and staff on the interpretation of relevant taxation legislation and associated rulings and guidelines.

In the context of the selection criteria, to be successful in the position applicants will: be able to apply sound judgement and make informed decisions and interpret legislation and analyse complex documents relevant to the assessment of duty, be able to assist in the supervision of people in a high pressure work environment with competing administrative priorities, have demonstrated ability to develop, apply and evaluate a risk based approach to output management and decision making, be able to communicate complex issues to taxpayers and their representatives and to build effective relationships with other teams and ensure appropriate exchange of information and have a high level of adaptability and flexibility, including an ability to deal with ambiguity and a capacity to implement organisational change and policies over which they have little or no direct control.

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

Enquiries to Chrissie Berryman, Director, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 6647, email chrissie.berryman@treasury.tas.gov.au.

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

Applications MUST address the selection criteria outlined in the Statement of Duties. Statement of Duties and Job Kits are available on the internet at www.jobs.tas.gov.au or alternatively by phoning Nicole Reeve on (03) 6233 3483.

Tasmanian Government Senior Executive Service

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing

Manager Housing Services (513958).

Applications Close:—Friday, 30 May 2008.

Salary:—\$93,075–\$102,383 per annum.

Senior Executive, Level 1.

Fixed-term full-time day work commencing as soon as possible for a term of 5 years.

Location:—State Administration, South.

Duties:—The Manager Housing Services reports to the Director Housing Tasmania, this position is responsible for leadership and day-to-day management of the four service

delivery areas together with the Operational Policy unit.

The senior management position has a primary responsibility for delivering housing services and to develop strategic and business frameworks to support consistent and high quality state-wide service delivery.

Objectives of the position are to:—Direct and lead the Housing Services Branch. Deliver appropriate, consistent and high quality housing services through the provision of housing and support assessment, allocation and tenancy management functions. Ensure services are co-ordinated and integrated with other programmes delivered by DHHS and other non-government providers and provide leadership, support and development opportunities to encourage ongoing strategic and innovative thinking to deliver the outcomes required from the branch.

Desirable Requirements:—High level management experience in a complex service delivery field, preferably social housing, and demonstrated ability to lead innovation and business reform through the implementation of major service change. Proven leadership qualities including high level people and resource management skills with experience and knowledge of contemporary management practice, especially change management and best practice, and the ability to monitor effectiveness and efficiency. High level knowledge and understanding of social housing policies, including an understanding of the complex social and economic factors that impact on Tasmania's housing market and the development of affordable housing options, together with the provision of public housing services.

Enquiries to Mercia Bresnehan, Department of Health and Human Services, phone (03) 6233 6133, email mercia.bresnehan@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

STRATEGIC POLICY

Director (Urban Water Policy) (702802).

Applications Close:—Friday, 30 May 2008.

Salary:—\$93,075–\$102,383 per annum.

Senior Executive, Level 1.

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:—Provide expert strategic policy advice on urban water strategy and markets, including the regulatory framework, competition policy, market efficiency and water-related economic development issues. Manage Tasmania's urban water reform agenda including commitments under the National Water Initiative and other Commonwealth-State agreements, and take the lead in planning for urban water supply and wastewater infrastructure. Assume responsibility for the effectiveness of the State's regulatory legislation as it relates to water, including ensuring effective relationships with the economic regulator (GPOC) and other regulators (such as environment and public health). Manage the operations and resources of the Urban Water Policy Unit to ensure that statutory responsibilities are fulfilled and strategic priorities are achieved.

Desirable Requirements:—Tertiary qualifications in a relevant discipline or an equivalent level of skills together with experience at a senior management level.

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

Enquiries to Annette Cupit, phone (03) 6233 2189, email annette.cupit@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

PRIMARY INDUSTRIES

Director (Marine Resources) (702830).

Applications Close:—Friday, 30 May 2008.

Salary:—\$93,075–\$102,383 per annum.

Senior Executive, Level 1.

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:—Provide expert advice and support to the General Manager (Primary Industries) through the provision of policy, regulatory and industry development services that ensure

sustainable development and maximum economic development of Tasmania's marine resources. Lead the development and implementation of strategies, systems and programmes that will result in improved efficiency, effectiveness and productivity for the Department's marine resources service functions. Manage the human, physical, financial and information resources of the Marine Resources Group. As a member of the Primary Industries senior management team contribute to the overall policy development, strategic planning, effective management and future directions of the Division.

Desirable Requirements:—Relevant tertiary qualifications or demonstration of an equivalent level of skills together with experience at a senior management level.

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

Enquiries to Lyn Bailey, phone (03) 6233 3046, email lyn.bailey@dpiw.tas.gov.au.

Applications to Lyn Bailey, Business Manager (Primary Industries), Department of Primary Industries and Water, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3046, fax (03) 6223 1539, email lyn.bailey@dpiw.tas.gov.au.

Staff Movements

Resignation of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Health & Human Services	512924 Service Broker - HACC Package	J. Brasch	28.04.08
Health & Human Services	504209 Registered Nurse	M. Grcar	26.04.08
Health & Human Services	504870 Attendant	D. Quinton	01.05.08
Health & Human Services	511676a Registered Nurse	L. Cuic	05.05.08
Health & Human Services	517568 Enrolled Nurse	J. Williams	05.05.08
Health & Human Services	510169 Senior Nuclear Medicine Technologist	S. Kokotos	02.05.08
Health & Human Services	516572 Senior Policy Consultant	S. B. Jones	28.04.08
Health & Human Services	506137 Administrative Assistant	H. Perry	02.05.08
Health & Human Services	507100 Home Care Worker	H. Dransfield	07.03.08
Health & Human Services	432286 Enrolled Nurse	C. Ash	01.03.08
Health & Human Services	511017 Diversional Therapy Assistant	J. Colrain	15.01.08
Health & Human Services	511866 Pay Personnel Officer	I. Marshall	16.01.08
Health & Human Services	504618 Registered Nurse	S. Jennings	26.04.08
Health & Human Services	510602 Ambulance Officer	A. Muir	20.04.08
Health & Human Services	501596 Youth Justice Worker	S. Karpinskyj	09.05.08
Infrastructure, Energy & Resources	371781 Executive Officer Programming	M. Colbourn	06.05.08
Infrastructure, Energy & Resources	370114 Human Resources Advisor	E. Conway	09.05.08
Primary Industries & Water	702059 Administrative Assistant	J. Wright	01.05.08
Treasury & Finance	724079 Senior Communications Officer	S. Calladine	09.05.08
The Public Trustee	790135 Trust Officer	L. Martin	14.05.08

Permanent Appointments

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Date of Appointment</i>
Economic Development & Tourism	705995 Project Officer	S. Dobson	6 months	05.05.08
Economic Development & Tourism	424198 Project Support Officer	C. Deavin	6 months	01.05.08
Education	962448 IT Consultant	G. Blakie	six months	12.05.08
Environment, Parks, Heritage & the Arts	517594 Enrolled Nurse	B. Caple	6 months	12.05.08
Environment, Parks, Heritage & the Arts	335461 Visitor Reception Officer	J. Westbrook	N/A	01.05.08
Health & Human Services	517743 IT Officer	D. Corbett	6 months	12.05.08
Health & Human Services	517595 Enrolled Nurse	A. Timms	6 months	12.05.08
Health & Human Services	516171 Hospital Aide	E. Stokes	6 months	02.05.08
Health & Human Services	517803 Registered Nurse	D. Bywaters	6 months	15.06.08
Health & Human Services	517536 Registered Nurse	B. Jack	6 months	04.05.08
Health & Human Services	517802 Registered Nurse	K. Gibson	6 months	15.06.08
Health & Human Services	516740 Senior Occupational Therapist	M. Seath	6 months	05.05.08
Health & Human Services	517561 Registered Nurse	R. Reece	6 months	18.05.08
Health & Human Services	511232 Customer Support Officer	G. Beer	6 months	07.05.08
Health & Human Services	517555 Enrolled Nurse	S. Marshall	6 months	11.05.08
Health & Human Services	505005 Clinical Psychologist	S. Maeder	6 months	15.03.08
Health & Human Services	515701 Registered Nurse - Midwife	C. Browning	6 months	11.05.08
Health & Human Services	506013 Health Care Assistant	M. Widdowson	6 months	08.05.08
Police & Emergency Management	002888 Senior Project Officer	B. Chapman	6 months	28.04.08
Premier & Cabinet	001394 TASINET Help Desk Officer	G. Ferguson	6 months	05.05.08
Premier & Cabinet	472472 Computer Support Officer	L. Jensen	6 months	05.05.08
Primary Industries & Water	702733 Senior Keeper	J. Hockley	6 months	12.05.08
Primary Industries & Water	700715 Human Resources Officer (Staffing and Establishment)	J. Horne	n/a	23.04.08
Primary Industries & Water	702764 GIS Officer	P. Fazackerley	6 months	08.05.08
Treasury & Finance	723471 Client Services Officer	T. Cooper	6 months	07.05.08
Treasury & Finance	723257 Policy Analyst	K. Smith	6 Months	12.05.08
Port Arthur Historic Site Management Authority	-- Day Guide	C. Martin	Nil	01.05.08
The Public Trustee	790216 Senior Finance Officer	G. Dunlop	6 months	05.05.08
The Public Trustee	790217 Senior Finance Officer	C. Campbell	6 months	05.05.08

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>
Environment, Parks, Heritage & the Arts	706247 Regional Asset Coordinator	P. Bonnefin	N/A	2 years

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	503687 Senior Technical Officer	P. Doolan	02.05.08
Health & Human Services	511488 Staff Specialist (Obstetrics & Gynaecology)	S. E. Jarrell	04.04.08
Premier & Cabinet	001004 Senior HR Consultant, Systems	R. Gunn	14.05.08

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>
Education	200008 Teacher	S. Dent	Education	200149 Principal	16.06.08
Environment, Parks, Heritage & the Arts	705557 Policy and Projects Manager	M. Percival	Environment, Parks, Heritage & the Arts	706160 Manager Community Engagement Group	02.04.08
Health & Human Services	504549 Registered Nurse	J. Atkins	Health & Human Services	511354 Clinical Nurse	05.05.08
Health & Human Services	511383 Business Analyst	L. D'Ettorre	Health & Human Services	515711 Senior Business Analyst	21.05.08
Health & Human Services	504348 Registered Nurse Level 1	K. Willis	Health & Human Services	517466 Clinical Nurse	07.05.08
Health & Human Services	513656 Registered Nurse Level 1	C. O'May	Health & Human Services	504377 Clinical Nurse	07.05.08
Health & Human Services	508872 Registered Nurse	M. Thompson	Health & Human Services	508897 Clinical Nurse - Tuberculosis	05.05.08
Health & Human Services	513459 Rehabilitation Nurse	J. Langley	Health & Human Services	513435 Rehabilitation Coordintor	05.05.08
Health & Human Services	512234 Occupational Therapist	S. Austin	Health & Human Services	505137 Occupational Therapist	12.05.08
Infrastructure, Energy & Resources	371389 Senior Systems Analyst	R. Roomes	Infrastructure, Energy & Resources	372044 Senior Project officer	01.05.08
Police & Emergency Management	002816 Financial Accountant	M. Harris	Police & Emergency Management	002942 Manager, Budget and Financial Systems	06.05.08
Premier & Cabinet	001121 Computer Systems Officer	B. Keygan	Premier & Cabinet	001356 Infrastructure Support Officer	01.05.08
Environment, Parks, Heritage & the Arts	705973 Coordinator	D. Harrison	Premier & Cabinet	000815 Policy Analyst	14.05.08
Premier & Cabinet	001372 Communications Consultant	E. Fyfe	Premier & Cabinet	001325 Communications Consultant	02.05.08
Primary Industries & Water	330081 Property Officer	T. Ferraro-Quin	Primary Industries & Water	702742 Project Officer- Sales	12.05.08
Treasury & Finance	723253 Analyst	C. Flint	Treasury & Finance	724000 Senior Business Analyst	12.05.08

Transfer of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupants Name</i>	<i>New Agency</i>	<i>New Position No. and New Title</i>	<i>Date of Movement</i>
Health & Human Services	512168 Principal Finance Officer	D. Smith	Health & Human Services	512168 Manager Planning and Funding	12.05.08



Institute of
TAFE Tasmania

Certificate IV in Government/Diploma of Government

Get qualified and advance your career!

You can achieve your qualification through workshops, supported independent study and recognition of current competency. Workshops commence early July 2008.

An information session will be held:

Hobart

When: Wed 14 May 2008, 5.30 - 6.30pm.

Where: Hobart Campus, 75 Campbell St, Hobart. Level 1, Room A1-85.

Launceston

When: Wed 21 May 2008, 5.30 - 6.30pm.

Where: Alanvale Campus, 54a Alanvale Rd, Newnham. C Block, Room C2-19.

To be eligible to enrol you must be currently employed in the public sector or have worked in the public sector in the last three years.

Achieve your government qualification with Australia's leading provider of vocational education and training - a reputation built on our commitment to providing high quality learning experiences that are relevant, positive and contribute to the achievement of our students' career goals.

For more information, email
govtadmin@tafe.tas.edu.au
or phone 6233 7728.



General enquiries: 1 300 655 307 www.tafe.tas.edu.au

Disclaimer

Products and services advertised in this publication are not endorsed by the State of Tasmania and the State does not accept any responsibility for the content or quality of reproduction. The Contractor reserves the right to reject any advertising material it considers unsuitable for government publication.

Copyright

The Tasmanian Government Gazette and Tasmanian State Services are subject to the Copyright Act. No part of any material published in the Tasmanian Government Gazette or the Tasmanian State Services Notices may be reproduced except in accordance with the Copyright Act.

Printed by Print Applied Technology Pty Ltd under authority of the Government of the State of Tasmania