



# TASMANIAN STATE SERVICE NOTICES

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

Vacancy notices and statements of duties are also available at:  
**[www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)**

If you do not obtain access, contact your supervisor.

## Vacancies—General Information

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

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

All vacancies in this Gazette are normally only advertised once.

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

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

### Further Information

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

### Submission of Applications

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

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

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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

**Gazette**

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

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

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

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

**Order Information**

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

**Deadlines**

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

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

**These deadlines will be strictly adhered to.**

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

## ECONOMIC DEVELOPMENT AND TOURISM.

## ENTERPRISE DEVELOPMENT DIVISION.

*Business Development.***Project Manager (424535).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Develop, market, deliver and evaluate a range of programmes to support economic development through assisting Tasmanian micro, small and medium businesses to improve their performance, growth and productivity in a way that leads to increased investment.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and/or affiliations in a business related discipline. A current drivers licence.

Enquiries to Colleen Griffin for a copy of the Statement of Duties on (03) 6233 5787 or email [Colleen.Griffin@development.tas.gov.au](mailto:Colleen.Griffin@development.tas.gov.au) For further information about the position please contact Melissa Ford, Senior Programme Manager, phone (03) 6233 5768, email [Melissa.Ford@development.tas.gov.au](mailto:Melissa.Ford@development.tas.gov.au)

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

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

## ECONOMIC DEVELOPMENT AND TOURISM

## GOVERNANCE AND STRATEGY DIVISION

*Organisational Development and Strategy***Project Manager, Strategy and Research (424827).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

Duties:—Manage and undertake economic and industry policy research and investigation projects and develop and implement strategies which support the ongoing achievement of Departmental strategic goals and objectives.

Desirable Requirements:—A relevant tertiary or industry recognised qualifications and/or professional affiliations. A current drivers licence.

Enquiries to Briarna Hen for a copy of the Statement of Duties on (03) 6233 5762 or email [Briarna.Hen@development.tas.gov.au](mailto:Briarna.Hen@development.tas.gov.au) For further information about the position please contact Nic Waldron, Deputy Director, phone (03) 6233 5720, email [Nic.Waldron@development.tas.gov.au](mailto:Nic.Waldron@development.tas.gov.au)

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

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

## EDUCATION

## CLAREMONT COLLEGE

**Advanced Skills Teacher—2 Vacancies**

Applications Close:—Friday, 4 July 2008.

Salary:—\$77,046 per annum.

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

Vacancy No. 953250,.

Permanent full-time.

Location:—Claremont College.

Vacancy No. 953320,.

Permanent full-time.

Location:—Claremont College.

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

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

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

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

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

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

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

Enquiries to Lynne Hanlon, Department of Education, phone (03) 6249 6801, email [lynne.hanlon@education.tas.gov.au](mailto:lynne.hanlon@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) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au)

## EDUCATION

### CORPORATE SERVICES

#### *Finance, Facilities and Business Strategy*

#### Finance and Resource Services

#### Finance and Procurement Services

#### **Assistant Accountant (963640).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Description of the Role:—To interpret and analyse financial data, prepare financial reports and provide financial advice.

Desirable Requirements:—Eligible for membership of CPA Australia.

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 Andrew Wright, Department of Education, phone (03) 6233 7441, email [andrew.wright@education.tas.gov.au](mailto:andrew.wright@education.tas.gov.au)

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

## EDUCATION

### CORPORATE SERVICES

#### *Finance, Facilities and Business Strategy*

#### Finance and Resource Services

#### Finance and Procurement Services

#### **Senior Accounts Officer (596308).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Description of the Role:—To ensure effective and efficient daily processing operations for accounts receivable.

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 Vicki Bones, Department of Education, phone (03) 6233 7082, email [vicki.bones@education.tas.gov.au](mailto:vicki.bones@education.tas.gov.au)

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

## EDUCATION

### CORPORATE SERVICES

#### *Human Resources Management*

#### Workplace Relations

#### **Manager Workplace Relations (960262).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$80,382 per annum.

Administrative and Clerical Employees Award, Level 11.

Permanent full-time.

Location:—Hobart.

Description of the Role:—To provide specialist workplace relations support and advice to senior officers, managers and employees across the agency. To represent the Agency in negotiations with Unions and to represent the Agency in industrial tribunals and in matters before the State Service Commissioner.

Desirable Requirements:—Formal qualifications related to workplace relations or a significant background and experience in workplace relations.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the

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

For a copy of the Statement of Duties please contact Karen Crawford, phone (03) 6233 7358, email karen.crawford@education.tas.gov.au

Enquiries to Mark Watson, Department of Education, phone (03) 6233 7358, email mark.watson@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

### LIBRARY AND INFORMATION SERVICES

#### *State Library of Tasmania*

#### Public Library Services B

#### ***Manager (Reading Development and Support Programmes) (963413).***

Applications Close:—Friday, 27 June 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Lead, direct and co-ordinate an integrated range of cross-sectoral services and programmes to promote and support reading development across all ages and abilities, to be delivered through libraries, Online Access Centres or other community centres.

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 and serious drug offences.

Desirable Requirements:—Appropriate Tertiary Qualifications.

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

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

For a copy of the Statement of Duties please contact Cass Waker, phone (03) 6233 8634, email cass.walker@education.tas.gov.au

Enquiries to Jenny Rayner, Department of Education, phone (03) 6233 8631, email jenny.rayner@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

## HEALTH AND HUMAN SERVICES

#### ***Junior Doctors (Interns) Recruitment Campaign 2009 (Various).***

Applications Close:—Friday, 4 July 2008.

Salary:—\$55,637 per annum.

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

Fixed-term full-time 12 month programme.

Location:—North West Regional Hospital, Launceston General Hospital and the Royal Hobart Hospital.

Intern positions are currently available at each of our major hospitals: the North West Regional Hospital (NWRH), the Launceston General Hospital (LGH) and the Royal Hobart Hospital (RHH)

Each major Tasmanian hospital runs an active Intern Education Programme. Facilitated by the Directors of Clinical Training and Medical Education Advisors, this programme provides support for the personal welfare of Interns and ensures that they receive quality supervision, feedback and experiences consistent with the requirements of registration.

Before applying online (below) please visit [www.dhhs.tas.gov.au/careers](http://www.dhhs.tas.gov.au/careers) for information about these hospitals and the opportunities they represent.

Enquiries:—Royal Hobart Hospital on (03) 6222 8114; Launceston General Hospital on (03) 6348 7008; North West Regional Hospital on (03) 6440 8000.

Essential Requirements:—A medical practitioner who holds conditional registration under the provisions of the Medical Practitioners Registration Act 1996 and is employed in a position normally occupied by an Intern.

## HEALTH AND HUMAN SERVICES.

#### ***Junior Doctors (Registrars) Recruitment Campaign 2009 (Various).***

Applications Close:—Friday, 25 July 2008.

Salary:—\$72,020–\$101,909 per annum.

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

Fixed-term full-time 12 month programme.

Location:—North West Regional Hospital, Launceston General Hospital and the Royal Hobart Hospital.

Registrar positions are currently available at each of our major hospitals: the North West Regional Hospital (NWRH), the Launceston General Hospital (LGH) and the Royal Hobart Hospital (RHH).

Before applying online (below) please visit [www.dhhs.tas.gov.au/careers](http://www.dhhs.tas.gov.au/careers) for information about these hospitals and the opportunities they represent.

Enquiries:—Royal Hobart Hospital on (03) 6222 8114; Launceston General Hospital on (03) 6348 7008; North West Regional Hospital on (03) 6440 8000.

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



## HEALTH AND HUMAN SERVICES

**Junior Doctors (RMOs) Recruitment Campaign 2009  
(Various).**

Applications Close:—Friday, 11 July 2008.

Salary:—\$59,339–\$66,894 per annum.

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

Fixed-term full-time 12 month programme.

Location:—North West Regional Hospital, Launceston General Hospital and the Royal Hobart Hospital.

Resident Medical Officer positions are currently available at each of our major hospitals: the North West Regional Hospital (NWRH), the Launceston General Hospital (LGH) and the Royal Hobart Hospital (RHH).

Before applying online (below) please visit [www.dhhs.tas.gov.au/careers](http://www.dhhs.tas.gov.au/careers) for information about these hospitals and the opportunities they represent.

Enquiries:—Royal Hobart Hospital on (03) 6222 8114; Launceston General Hospital on (03) 6348 7008; North West Regional Hospital on (03) 6440 8000.

Essential Requirements:—A medical practitioner who holds full registration under the provisions of the Medical Practitioners Registration Act 1996 and has had a minimum of one year's post graduate experience. The entry point of the medical practitioner is determined by post graduate experience in a hospital recognised for teaching by the Australian Medical Council.

## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*Launceston General Hospital***Pharmacist (507709).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$42,638–\$68,410 per annum.

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

Permanent full-time day work.

Location:—Clinical Services, Pharmacy.

Duties:—To effectively and efficiently provide contemporary hospital pharmacy services to inpatients, outpatients, and staff of the Launceston General Hospital under the general direction and guidance of senior officers.

Essential Requirements:—Entitled to be granted registration by the Pharmacy Board of Tasmania.

Enquiries to Patrick Keefe, Department of Health and Human Services, phone (03) 63487733, email [patrick.keefe@dhhs.tas.gov.au](mailto:patrick.keefe@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*Launceston General Hospital***Pharmacist (503612).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$42,638–\$68,410 per annum.

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

Fixed-term full-time day work. To commence as soon as possible until 26 May 2009.

Location:—Clinical Services-Pharmacy.

Duties:—To effectively and efficiently provide contemporary hospital pharmacy services to inpatients, outpatients, and staff of the Launceston General Hospital under the general direction and guidance of senior officers.

Essential Requirements:—Entitled to be granted registration by the Pharmacy Board of Tasmania.

Enquiries to Patrick Keefe, Department of Health and Human Services, phone (03) 63487733, email [patrick.keefe@dhhs.tas.gov.au](mailto:patrick.keefe@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*Launceston General Hospital***Staff Specialist (511412).**

Applications Close:—Friday, 27 June 2008.

Salary:—To be negotiated.

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

Fixed-term full-time or part time day work. To commence as soon as possible until 30 June 2009.

Location:—Department of Surgery.

Duties:—To provide quality specialist and subspecialty medical services to the Launceston General Hospital within the limits of specified clinical privileges.

Desirable Requirements:—We require a general surgeon with a special interest in either hepatobiliary, colo-rectal or breast surgery.

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

Enquiries to Assoc. Professor B. Einoder, Department of Health and Human Services, phone 61 3 63487237, email [berni.einoder@dhhs.tas.gov.au](mailto:berni.einoder@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*Launceston General Hospital***Staff Specialist, Anaesthetist (517900).**

Applications Close:—Friday, 27 June 2008.

Salary:—To be negotiated.

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

Permanent full-time day work (with on call).

Location:—Department of Anaesthesia.

Duties:—To provide quality specialist medical services to the Launceston General Hospital within the limits of specified clinical privileges.

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

Enquiries to Jennie Bracken, Department of Health and Human Services, phone (03) 6348 7872, email [jennie.bracken@dhhs.tas.gov.au](mailto:jennie.bracken@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*North West Regional Hospital***Occupational Therapy Assistant—2 Vacancies.**

Applications Close:—Friday, 27 June 2008.

Salary:—\$36,936–\$37,478 per annum.

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

Vacancy No. 501995.

Permanent part-time day work, working 40 hours per fortnight.

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

Vacancy No. 514341.

Fixed-term casual day work, working as and when required.

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

Duties:—To provide support to Occupational Therapists in the provision of clinical services to clients of the Occupational Therapy Department, NWRH. To exercise initiative and independent judgement in undertaking these tasks under the general supervision of Occupational Therapists.

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 in the following areas—crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Brad Birleson, Department of Health and Human Services, phone (03) 64306600, email [brad.birleson@dhhs.tas.gov.au](mailto: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.

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Administrative Assistant (509087).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Permanent part-time daywork, working 38 hours per fortnight.

Location:—W P Holman Clinic, Royal Hobart Hospital.

Duties:—Provide a clerical and reception support for the Department. Maintain an accurate Medical Record Information System.

Desirable Requirements:—The ability to type accurately, at a minimum speed of 60wpm, using audio equipment. Previous experience with medical terminology. A sound knowledge of clerical/reception duties with an understanding of the requirements of an acute health care environment.

Enquiries to Christine Lyons, Department of Health and Human Services, phone (03) 6222 7954, email [christine.lyons@dhhs.tas.gov.au](mailto:christine.lyons@dhhs.tas.gov.au)

You are encouraged to apply on line (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](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Clinical Nurse (516586).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time daywork (with on call).

Location:—Endoscopy Unit, Royal Hobart Hospital.

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

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

Enquiries to Michelle Muir, Department of Health and Human Services, phone (03) 6222 7365, email [michelle.muir@dhhs.tas.gov.au](mailto:michelle.muir@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

*Royal Hobart Hospital.*

#### **Executive Support Officer (516390).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Permanent full-time daywork.

Location:—Rehabilitation and Aged Care Department, Royal Hobart Hospital.

Duties:—Provide administrative and executive support to the Director, Consultants and junior medical staff in the Rehabilitation and Aged Care Department. Manage and co-ordinate the day to day running of medical services in the Rehabilitation and Aged Care department. This includes the efficient flow of information and correspondence relating to department activities, including medical staff rosters, co-ordination of applications and claims for conferences and travel, and co-ordination and implementation of ongoing education and training sessions. Participate in projects and provide co-ordination and executive support to working groups and committees. Assist and support the Director, senior clinical staff and RHH Business Manager in the management of human, material and financial resources for the Rehabilitation and Aged Care Department.

Desirable Requirements:—Well developed interpersonal and communication skills including the ability to liaise with a wide range of stakeholders at different levels of the organization, including negotiating, and ensuring that the best outcome is met. A proven ability to plan, organize, set priorities and work effectively in an environment subject to work pressures and change. Ability to problem solve exercise initiative, judgement and discretion and recommend or decide on appropriate action.

Enquiries to Dr Jane Tolman, Department of Health and Human Services, phone (03) 6222 7893, email [jane.tolman@dhhs.tas.gov.au](mailto:jane.tolman@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

*Royal Hobart Hospital*

#### **Graduate Midwife—4 Vacancies.**

Applications Close:—Wednesday, 27 August 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Vacancy No. 509832,.

Fixed-term part-time shift work (fully rotational) 40 hours per fortnight, commencing 7 December 2008 until 5 December 2009.

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

Vacancy No. 511892,.

Fixed-term part-time shift work (fully rotational) 40 hours per fortnight, commencing 7 December 2008 until 5 December 2009.

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

Vacancy No. 513678,.

Fixed-term part-time shift work (fully rotational) 40 hours per fortnight, commencing 7 December 2008 until 5 December 2009.

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

Vacancy No. 515699,.

Fixed-term part-time shift work (fully rotational) 40 hours per fortnight, commencing 7 December 2008 until 5 December 2009.

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

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

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

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

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

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## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

*Royal Hobart Hospital.*

#### **Intranet Content Development Officer (515890).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$48,862–\$50,671 pro rata.

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

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

Location:—Safety and Quality Unit, Royal Hobart Hospital.

Duties:—Responsible for the development and maintenance of a facility on the Hospital Intranet site, enabling electronic access to all Hospital wide policies and procedures as well as clinical guidelines and protocols. Responsible for negotiating and implementing strategies ensuring the ongoing maintenance and updating of information, including Hospital policies and procedures held on the Hospital Intranet site.

Desirable Requirements:—A creative flair with knowledge and practical experience of web technologies and demonstrated ability to manage business processes associated with the

delivery of internet and intranet services, including significant knowledge and extensive experience in the development and implementation of corporate, government or business websites. Well developed computer skills – demonstrated experience in using Internet/Intranet products, work processing, spreadsheets and database computer soft software packages with a high level of accuracy. Demonstrated communication skills, including experience working with documents in a variety of communication formats applicable to intranet content.

Enquiries to Denise Walshe, Department of Health and Human Services, phone (03) 6222 7954, email denise.walshe@dhhs.tas.gov.au

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

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#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Royal Hobart Hospital*

#### ***Nurse Unit Manager General Surgical/Gynaecological Unit (509225).***

Applications Close:—Friday, 27 June 2008.

Salary:—\$74,792 per annum.

Nurses (TPS) Award, Nurse Unit Manager.

Fixed-term full-time day work, commencing 27 July 2008 until 27 December 2008.

Location:—Clinical Services-Surgery-General Surgical/Gynaecological Unit, Royal Hobart Hospital.

Duties:—Provide leadership within the General Surgical/Gynaecological Unit. Within a collaborative, multidisciplinary and risk management framework, ensure the delivery of efficient and effective evidence based care to all patients. Co-ordinate the unit's clinical, management activities and supports/facilitates education and nursing research activities.

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

Enquiries to Rae de Silva, Department of Health and Human Services, phone (03) 6222 8703, email rae.desilva@dhhs.tas.gov.au

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

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#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Royal Hobart Hospital*

#### ***Pharmacy Graduate Trainee—4 Vacancies.***

Applications Close:—Friday, 22 August 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. 515907,.

Fixed-term full-time day work, commencing 1 December 2008 for a period of 12 months.

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

Vacancy No. 512642,.

Fixed-term full-time day work, commencing 1 December 2008 for a period of 12 months.

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

Vacancy No. 515908,.

Fixed-term full-time day work, commencing 1 December 2008 for a period of 12 months.

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

Vacancy No. 508351,.

Fixed-term full-time day work, commencing 1 December 2008 for a period of 12 months.

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

Duties:—Assist in the provision of a comprehensive range of pharmacy services for the Royal Hobart Hospital while undertaking a structured pre-registration training programme such as the Pharmacy Board's Graduate Accreditation Programme.

Essential Requirements:—Satisfactory completion of a 4-year degree in Pharmacy from a recognised tertiary institution acceptable to 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. Disciplinary action in previous employment check.

Enquiries to Tom Simpson, Department of Health and Human Services, phone (03) 6222 8451, email tom.simpson@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 Resources, G.P.O. Box 125, Hobart, Tasmania 7001.

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#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Royal Hobart Hospital*

#### ***Registered Nurse, Introduction to Critical Care Programme and Neurosurgical High Dependency Programme (517824).***

Applications Close:—Friday, 27 June 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Fixed-term part-time with a minimum of 48 hours per fortnight, commencing 25 August 2008 until 13 March 2009.

Location:—Clinical Services Medicine, Royal Hobart Hospital.

Description:—The Royal Hobart Hospital is conducting the above 6 month programmes. Positions are available for nurses interested in undertaking these programmes with excellent opportunities following the programmes for career advancement



within Critical Care or Neurosurgical Unit environment. The programmes aim to: Increase participant's knowledge and skills in the nursing care of patients within the Critical Care or Neurosurgical setting. Facilitate the early detection of potential problems and prompt appropriate intervention by nursing staff caring for them. Facilitate and encourage developing a career in these specialised areas of nursing care.

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

**Referees:**—Applicants are to include the names of two professional referees.

Enquiries to Carl Graham, Department of Health and Human Services, phone (03) 6222 8212, email [carl.graham@dhhs.tas.gov.au](mailto:carl.graham@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Mental Health Services*

North West

#### **Community Psychiatric Registrar (Unaccredited)—2 positions (503166 and 502829).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$72,020–\$101,909 per annum.

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

Fixed-term full-time 12 month programme.

Location:—Adult Community Mental Health Service—North West, Devonport and Burnie.

Mental Health Services—North West wishes to employ a Registrar within the Adult Community Mental Health Service North West (Devonport) and the Adult Community Mental Health Service—North West (Burnie). Both positions are unaccredited positions.

The positions work as part of a multi-disciplinary team including Consultant Psychiatrists, Psychologist, Social Workers, Nurses and Occupational Therapists. Duties include: Provide clinical services, including assessment, treatment and further reviews of clients in the allocated service/training rotation; Ensure availability during working hours for emergencies as required, and provide out-of-hours service in accordance with an approved roster (remote call); Documentation of all clinical contacts in accordance with Department requirements; Seek supervision and support for clinical decisions in accordance with level of knowledge and experience; Participate in team meetings, staff meetings and quality improvement activities of Mental Health Services; Participate in supervision of Resident Medical Officers and teaching of medical students in psychiatry.

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

be employed at this level the medical practitioner must be employed in a recognised Registrar position.

Enquiries to Amanda-Jane Pearce, Department of Health and Human Services, phone (03) 6434 4078, email [amanda-jane.pearce@dhhs.tas.gov.au](mailto:amanda-jane.pearce@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.

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Mental Health Services*

North West

#### **Registered Nurse (502795).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$43,859–\$58,704 pro rata.

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

Permanent part-time shift work (fully rotational) working 38 hours per fortnight.

Location:—Spencer Clinic, North West Regional Hospital, Burnie.

**Duties:**—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Registered Nurse utilises a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients, interacts effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes and remains actively involved in maintaining and continually improving the quality of client care provided by the service.

**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. Disciplinary action in previous employment check.

Enquiries to Linda Rose, Department of Health and Human Services, phone (03) 6430 6579, email [linda.rose@dhhs.tas.gov.au](mailto:linda.rose@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North

**Community Health Nurse (504713).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$54,463–\$65,071 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time daywork, working 64 hours per fortnight.

Location:—St Marys Community Health Centre.

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

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

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

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

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North

**Community Nurse (504711).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$54,463–\$65,071 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time daywork, working 64 hours per fortnight.

Location:—St Helens Hospital and Community Service Centre.

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

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

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

Enquiries to Miriam Deacon, Department of Health and Human Services, phone (03) 6376 5222, email [miriam.deacon@dhhs.tas.gov.au](mailto:miriam.deacon@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North

**Registered Nurse (504497).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$43,859–\$58,704 pro rata.

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

Fixed-term part-time shiftwork, working 72 hours per fortnight, commencing as soon as possible for a period of 6 months.

Location:—Campbell Town Multi Purpose Service.

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

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check in the following areas—crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification check. 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](mailto:kaye.mccoy@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North

***Specialist Rural Social Worker (513765).***

Applications Close:—Friday, 27 June 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Fixed-term part-time parttime daywork, working 64 hours per fortnight, commencing as soon as possible for a period of 12 months.

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. 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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North West

***Enrolled Nurse (502986).***

Applications Close:—Friday, 27 June 2008.

Salary:—\$44,751–\$46,010 per annum.

Nurses (TPS) Award, Enrolled Nurse Level 2.

Permanent full-time shiftwork (fully rotational).

Location:—West Coast District Hospital, Queenstown.

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

Full-time permanent position working full rotation roster in aged care, acute care and emergency.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as an Enrolled 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. Disciplinary action in previous employment check.

Enquiries to Bob Cartledge, Department of Health and Human Services, phone (03) 6472 2300, email bob.cartledge@dhhs.tas.gov.au

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## South

***Administrative Assistant (506943).***

Applications Close:—Friday, 27 June 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Fixed-term casual day work, hours (as and when required) for a period of 2 years.

Location:—Various locations in Southern Tasmania.

Duties:—The Administrative Assistant will be responsible for the provision of quality customer services via administrative and clerical support, reception duties and the co-ordination of Centre activities at various Primary Health facilities in southern Tasmania.

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 in the following areas—crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Skye Fraser, Department of Health and Human Services, phone (03) 6233 8727, email skye.fraser@dhhs.tas.gov.au

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

South

**Personal Care Worker (507114).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$34,812–\$35,533 pro rata.

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

Permanent part-time day work, working 30 hours per fortnight.

Location:—Southern Region.

Duties:—Within a Primary Health Care framework and in accordance with Agency policies and legal requirements, provide assistance with personal care as delegated and provide practical assistance with regular household duties. Work as a member of a multi disciplinary health care team maintaining close liaison with the Community Nurse and Clinical Nurse Consultant.

Desirable Requirements:—Demonstrate an interest and/or experience in working with clients whose independence is at risk; Understanding of the confidentiality and rights of clients and a knowledge of the basic care needs of the aged and disabled; Certificate Level 3 in Community Services (Aged Care) and a demonstrated willingness to increase knowledge and skills.

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. Disciplinary action in previous employment check.

Enquiries to Robyn Rylands, Department of Health and Human Services, phone (03) 6222 7618, email [homecaresouth@dhhs.tas.gov.au](mailto:homecaresouth@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

South

**Registered Nurse (506285).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$43,859–\$58,704 pro rata.

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

Fixed-term part-time shift work, working 40 hours per fortnight commencing as soon as possible until 31 December 2008.

Location:—Ouse District Hospital.

Duties:—Strengthen health outcomes through nursing by

provision of quality, clinically appropriate nursing care in partnership with clients and their families and other health professionals.

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

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. Disciplinary action in previous employment check.

Enquiries to Sandy Carmichael, Department of Health and Human Services, phone (03) 6287 1301, email [sandy.carmichael@dhhs.tas.gov.au](mailto:sandy.carmichael@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Statewide Specialist Services*

Alcohol and Drugs Service (North)

**Administrative Assistant (500789).**

Applications Close:—Friday, 27 June 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:—13 Mulgrave Street, Launceston.

Duties:—To provide comprehensive reception and administrative support to the Alcohol and Drug Service in the Northern Region.

Desirable Requirements:—Demonstrated skills in the provision of a confidential high quality receptionist service, with experience in community based service and client contact considered desirable. Demonstrated skills in accurate computer data processing, word processing, and database management. Demonstrated high levels of skills in maintaining an efficient and effective filing system of administrative and client files. Well developed interpersonal and communication skills. Demonstrated skills in organising and managing own time and prioritising workload. Ability to acquire knowledge of and adhere to Alcohol and Drug Service policies and procedures as they pertain to the position. Sound knowledge of, or ability to acquire, local health and welfare resources.

Enquiries to Lisa Newsum, Department of Health and Human Services, phone (03) 6336 5577, email [lisa.newsum@dhhs.tas.gov.au](mailto:lisa.newsum@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Statewide Specialist Services*

## Alcohol and Drugs Service (North)

**Alcohol and Other Drug Worker (500866).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$42,638–\$68,410 per annum.

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

Permanent full-time day work.

Location:—Alcohol and Drug (North West).

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

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check in the following areas—crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification check. 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](mailto:sally.richardson@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Statewide Specialist Services*

## Alcohol and Drugs Service (North)

**Clinical Nurse, Pharmacotherapy (517276).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time day work.

Location:—13 Mulgrave Street, Launceston.

Duties:—To work as part of a multi-disciplinary team to provide quality treatment and specialist interventions, specifically pharmacotherapy, for individuals 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 provide specialist alcohol and drug interventions and 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. Disciplinary action in previous employment check.

Enquiries to Anita Reimann, Department of Health and Human Services, phone (03) 6336 5577, email [anita.reimann@dhhs.tas.gov.au](mailto:anita.reimann@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services*

## Northern Area

## Child Protection

**Case Worker (516043).**

Applications Close:—Friday, 27 June 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, Launceston.

Duties:—In a multi skilled team environment provide support to Child Protection Workers in the provision of assessment and case management services to children and young persons and their families.

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. Disciplinary action in previous employment check.

Enquiries to Leonie Watson, Department of Health and Human Services, phone (03) 6336 2485, email [leonie.watson@dhhs.tas.gov.au](mailto:leonie.watson@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services*

## Programme Development and Statewide Services

**Project Support Officer (516764).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$52,481–\$54,291 per annum.

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

Permanent full-time day work.

Location:—Programme Development and Statewide Services, Hobart.

Duties:—This position provides assistance and support the Manager, Programme Development and Statewide Services in the development, planning and implementation of project and policy initiatives for the delivery of integrated Children and Family Services across the state. As a member of Children and Family Services, this position sits within a framework of human service reform that places priority on ensuring the safety and well being of Tasmanian children.

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 in the following areas—crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Meredith Hodgson, Department of Health and Human Services, phone (03) 6233 5088, email [meredith.hodgson@dhhs.tas.gov.au](mailto:meredith.hodgson@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Housing***Access and Support Planning Officer (517083).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Permanent full-time day work.

Location:—Housing, North West.

Duties:—Ensure client access to appropriate housing services and assist in the management of tenancies at risk in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Demonstrated analytical skills and experience in interpreting requirements and procedures and applying problem solving skills to make well-informed decisions and recommendations to match services to clients needs. Well developed interpersonal skills, including written and verbal communication skills, and the ability to develop and maintain relationships with a range of stakeholders to facilitate and negotiate early intervention and support planning for clients, and to prepare high level reports. Demonstrated understanding of the social housing system, including products

and services provided by Housing Tasmania, other service providers and referral options.

Enquiries to Sally Pugsley, Department of Health and Human Services, phone (03) 6434 6288, email [sally.pugsley@dhhs.tas.gov.au](mailto:sally.pugsley@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Housing***Manager, Housing Information Systems Unit (517652).**

Applications Close:—Friday, 27 June 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:—Housing, Hobart.

Duties:—As a member of the Housing Strategy branch, with the broad direction of the Manager, Planning, Performance and Information, be responsible for the functions of the Housing Information Systems Unit. As a senior member of the Housing Information Systems Unit, provide consultancy and advice that supports planning and directions of information communication and technology in Housing Tasmania. Oversee Housing Tasmania's information systems including: ensuring that all systems are maintained consistently; determining training needs; issue identification; documentation; change management; and problem resolution. This requires motivation and willingness to ongoing service improvement involving information communication and technology. Manage the development, analysis and reporting associated with Housing Tasmania's information systems. Initiate and implement high level projects and tasks that contribute to business improvement. Provide high level advice and expertise in relation to information management and technology for Housing Tasmania. Undertake management and mentoring for six staff within the Housing Information Systems Unit.

Desirable Requirements:—Well developed management skills including a demonstrated ability to manage financial, human and physical resources and to monitor effectiveness and efficiency and apply contemporary management techniques. High level interpersonal skills including conflict resolution, and the ability to liaise and negotiate effectively with internal and external key stakeholders. An ability to deal with ambiguity in a complex environment. A well developed understanding of the Tasmanian Housing Information System and a high level of knowledge of the tasks performed by Housing Tasmania, or the ability to quickly acquire such understanding and knowledge.

Enquiries to Kylie Fidanza, Department of Health and Human Services, phone (03) 6233 2964, email [kylie.fidanza@dhhs.tas.gov.au](mailto:kylie.fidanza@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Housing***Senior Asset Development Officer (514007).**

Applications Close:—Friday, 27 June 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:—State Administration, Hobart.

Duties:—As a senior member of the Strategic Asset Management Section, develop asset plans, analyse future development opportunities, identify disposal targets and manage development projects for a public housing portfolio.

Desirable Requirements:—Well developed ability to effectively design and implement programmes and undertake complex project management with a range of stakeholders. Demonstrated ability to manage human, physical and financial resources and to monitor efficiency and effectiveness within a strategic asset management framework. High level economic and financial analysis skills with demonstrated ability to interpret and analyse information, legislation and policy directions and to decide or recommend appropriate action.

Enquiries to Gordon McCrossen, Department of Health and Human Services, phone (03) 6233 2589, email [gordon.mccrossen@dhhs.tas.gov.au](mailto:gordon.mccrossen@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## SHARED SERVICES

*Information Services***IT Officer (516515).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$38,464–\$50,671 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream Computer Systems Officer, Level 3-1 to 5-3 (CSO 1).

Permanent full-time day work.

Location:—North.

Duties:—As a member of the ICT Infrastructure team you will provide first point of contact support for Information Services' clients and second level on-site support through the Statewide IT Service Centre. These services include problem resolution, logging, escalation, and follow-up to completion and client satisfaction.

Desirable Requirements:—Demonstrated understanding of information technology client support issues. Demonstrated ability in computer systems, network technical support, basic network administration and basic communication support. Demonstrated knowledge and ability in the provision of software support.

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

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

## LAND TRANSPORT SAFETY

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

Applications Close:—Friday, 27 June 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 drug offences; and crimes involving dishonesty. Disciplinary action in previous employment check.

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](mailto: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](mailto:hr@dier.tas.gov.au)

## INFRASTRUCTURE, ENERGY AND RESOURCES

## LAND TRANSPORT SAFETY

*Registration and Licensing Branch***Senior Business Analyst (371150).**

Applications Close:—Friday, 27 June 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:—The occupant is required to manage and co-ordinate the delivery of high-level project and policy management activities to support the activities and future directions of the Registration and Licensing Branch, and to provide high-level consultative advice to the Registration and Licensing Branch on policy and project-related issues.

Desirable Requirements:—Relevant tertiary qualifications.

Enquiries to Anne-Maree Mills, Manager Driver Licensing, Department of Infrastructure, Energy and Resources, phone (03) 6233 5328, email [Anne-Maree.Mills@dier.tas.gov.au](mailto:Anne-Maree.Mills@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](mailto:hr@dier.tas.gov.au)



## INFRASTRUCTURE, ENERGY AND RESOURCES

## LAND TRANSPORT SAFETY

*Vehicle Operations***Project Manager (371981).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Fixed-term full-time 73.5 hours per fortnight for 12 months.

Location:—Hobart.

Duties:—Manage the finalisation of the Heavy Vehicle Safety Code Project and ensure the timely execution of allocated activities as outlined in the project plan. Manage the Compliance and Enforcement Implementation Project.

Desirable Requirements:—Tertiary qualification in a relevant discipline.

Enquiries to John Bessell, Manager Vehicle Operations, Department of Infrastructure, Energy and Resources, phone (03) 6233 5390, email john.bessell@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

*Programming and Delivery***Network Supervisor (371730).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

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 southern 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 operational issues.

Essential Requirements:—A Current Driver Licence.

An Advanced Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work.

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

Enquiries to Daryl Watson, Manager Maintenance Services, Department of Infrastructure, Energy and Resources, phone (03) 6233 3011, email daryl.watson@dier.tas.gov.au

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

## JUSTICE

## CONSUMER AFFAIRS AND FAIR TRADING

*Policy and Legislation***Senior Policy Officer (350431a).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$64,096–\$67,714 pro rata.

Administrative and Clerical Employees Award, Level 8.

Fixed-term part-time working 36.75 hours per fortnight for a period of 6 months.

Location:—Hobart.

Duties:—Research, develop, implement and evaluate a broad range of policies as they relate to the operations and objectives of the Consumer Affairs and Fair Trading Division.

Desirable Requirements:—Substantial experience and knowledge of policy development and project management including the marketing of relevant options.

Enquiries to Chris Batt, Director, Consumer Affairs and Fair Trading, Department of Justice, phone (03) 6233 4555, email chris.batt@justice.tas.gov.au

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

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 Chris Batton (03) 6233 4555.

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

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

## JUSTICE

## LEGAL AID COMMISSION OF TASMANIA

**Grants/Accounts Processing Officer (354352).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Input relevant data and carry out all integrity checks on information provided by law firms via the Commission's Electronic Lodgment Programme into the Commission's Client Information Programme (Visualfiles) obtained from the web site. Provide information from the Grants Programme to private law firms and in-house legal practitioners relating to all claims for legal aid work.

Desirable Requirements:—Knowledge of the process of granting legal aid to Commission clients through use of the Grants Programme or the ability to quickly acquire such knowledge. Ability to interpret and analyse information relating to the Commission's various criteria for assisting clients and the ability to decide upon or recommend appropriate action to assignment officers.

Enquiries to Lisa Watson, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 9898, Hobart, Tas. 7001, phone (03) 6236 3820, fax (03) 6236 3811, email lisa.watson@legalaid.tas.gov.au

Applications to Lisa Watson, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 9898, Hobart, Tas. 7001, phone (03) 6236 3820, fax (03) 6236 3811, email lisa.watson@legalaid.tas.gov.au



## JUSTICE

## LEGAL AID COMMISSION OF TASMANIA

**Legal Secretary (355104).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—Co-ordinate the secretarial and administrative functions of an assigned group of solicitors to ensure smooth delivery of services to clients. Be the first point of contact between clients of the assigned practitioners, members of the public, legal profession and staff in other government agencies and instrumentalities, and receive all mail and incoming telephone calls.

Desirable Requirements:—A demonstrated ability to undertake secretarial and administrative duties, including the efficient operation of keyboard and word processing equipment. A demonstrated ability to communicate effectively with all individuals who seek service from the Legal Aid Commission. Well developed organisational and time management skills, and the ability to operate and work with conflicting priorities.

Enquiries to Lisa Watson, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 9898, Hobart, Tas. 7001, phone (03) 6236 3820, fax (03) 6236 3811, email [lisa.watson@legalaid.tas.gov.au](mailto:lisa.watson@legalaid.tas.gov.au)

Applications to Lisa Watson, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 9898, Hobart, Tas. 7001, phone (03) 6236 3820, fax (03) 6236 3811, email [lisa.watson@legalaid.tas.gov.au](mailto:lisa.watson@legalaid.tas.gov.au)

The Commission will consider applications from experienced Family Law secretaries who may wish to work part-time.

## JUSTICE

## LEGAL AID COMMISSION OF TASMANIA

**Legal Secretary (355901)**

Applications Close:—Friday, 27 June 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time.

Location:—Hobart.

Duties:—Co-ordinate the secretarial and administrative functions of an assigned group of solicitors to ensure smooth delivery of services to clients. Be the first point of contact between clients of the assigned practitioners, members of the public, legal profession and staff in other government agencies and instrumentalities, and receive all mail and incoming telephone calls.

Desirable Requirements:—A demonstrated ability to undertake secretarial and administrative duties, including the efficient operation of keyboard and word processing equipment. A demonstrated ability to communicate effectively with all individuals who seek service from the Legal Aid Commission. Well developed organisational and time management skills, and the ability to operate and work with conflicting priorities.

Enquiries to Lisa Watson, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 9898, Hobart, Tas. 7001, phone (03) 6236 3820, fax (03) 6236 3811, email [lisa.watson@legalaid.tas.gov.au](mailto:lisa.watson@legalaid.tas.gov.au)

Applications to Lisa Watson, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 9898, Hobart, Tas. 7001, phone (03) 6236 3820, fax (03) 6236 3811, email [lisa.watson@legalaid.tas.gov.au](mailto:lisa.watson@legalaid.tas.gov.au)

## JUSTICE

## VICTIMS SUPPORT SERVICES

**Court Support Officer (355531).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term part-time commencing as soon as possible until 31 December 2008, working 44.10 hours per fortnight (Tuesday, Wednesday and Thursday each week). Days and hours are subject to negotiation.

Location:—Burnie.

Duties:—The Court Support Officer will provide guidance, information, support, assistance and empowerment for victims of family violence.

Desirable Requirements:—Qualifications in counselling and/or trauma counselling. Sound knowledge of issues related to family violence and an understanding of and a commitment to the principles of the Safe at Home project.

Essential Requirements:—A current 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 drug offences; and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Vicki Tattersall, Team Leader Staffing and Service Delivery, Victims Support Services, Department of Justice, phone (03) 6336 2128, email [vicki.tattersall@justice.tas.gov.au](mailto:vicki.tattersall@justice.tas.gov.au)

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Josie McRaeon (03) 6233 5002.

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

## WORKERS REHABILITATION AND COMPENSATION TRIBUNAL

**Executive Assistant, 356057 and 356058—2 Vacancies.**

Applications Close:—Friday, 27 June 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Vacancy No. 356057,

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Vacancy No. 356058,

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Provide a comprehensive level of executive assistance and administrative support to the Chief Commissioner and Commissioner including checking and distribution of decisions, co-ordinating the Chief Commissioners and Commissioners work schedules, arranging travel, provide a

visitor reception and telephone service, maintaining paper and electronic files, obtaining and collating a range of background and general reference materials. Attend Workers Rehabilitation and Compensation Tribunal and Motor Accident Compensation Tribunal hearings throughout Tasmania, set up hearing rooms, co-ordinate attendance of parties, record proceedings, maintain and mark exhibits, call and swear in witnesses.

**Desirable Requirements:**—Sound knowledge and understanding of the Workers Rehabilitation and Compensation Act 1988, Motor Accident (Liabilities and Compensation) Act 1973 and general Court environment procedures or the capacity to acquire such knowledge quickly. A good knowledge of the administrative processes for the Tribunal, together with general knowledge of legal terminology or the capacity to acquire such knowledge quickly. Highly developed oral and written communication and liaison skills with an emphasis on the ability to communicate clearly, concisely and diplomatically at all levels, together with the capacity to liaise effectively with various organisations and individuals.

Enquiries to Tania Gorringer, Registrar, Workers Rehabilitation and Compensation Tribunal, Department of Justice, phone (03) 6233 4708, email [tania.gorringer@justice.tas.gov.au](mailto:tania.gorringer@justice.tas.gov.au)

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Tania Gorringer (03) 6233 4708.

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

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

#### JUSTICE

##### WORKPLACE STANDARDS TASMANIA

###### *Building Control*

###### **Administrative Assistant (355753).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Rosny.

**Duties:**—Assist the Building Control Branch to administer the Building Act 2000. Provide a high level of administrative and executive support to the Director and staff within Building Control.

**Desirable Requirements:**—Proven high level office management skills, including the provision of secretarial support, event organisation, minute taking, information management, resource management and the development of office systems.

Enquiries to Mark Smith, Director Building Control, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 7692, email [buildingcontrol@justice.tas.gov.au](mailto:buildingcontrol@justice.tas.gov.au)

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Mark Smithon (03) 6233 7692.

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

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

#### JUSTICE

##### WORKPLACE STANDARDS TASMANIA

###### *Building Control*

###### **Advisory Officer (355752).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time 73.50 hours per fortnight.

Location:—Rosny.

**Duties:**—Undertake high level research and analysis in relation to legislation, policy and technical matters, ministerial briefs, providing reports, assessment and recommendations as necessary. Maintain a watching brief on legislation impacting on the area, and provide input and advice into the development and review of legislative instruments and relevant codes. Develop, present and arrange distribution of promotional material, reports bulletins and advisory notes to stakeholders.

**Desirable Requirements:**—Sound knowledge and understanding of the Building Act in order to provide information, advice and interpretation of legislation to stakeholders. Demonstrated ability to undertake high level research and participate in the development and review of policy, legislative instruments and relevant codes, including experience in providing assessments and recommendations while acting with fairness, equity and integrity at all times. High level communication skills with the proven ability to develop training material, and produce publications, articles and promotional material, reports, correspondence and guidelines in a clear and concise manner for use by stakeholders internal and external to Government and in all dealings act in a respectful manner.

Enquiries to Mark Smith, Director of Building Control, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 7692, email [buildingcontrol@justice.tas.gov.au](mailto:buildingcontrol@justice.tas.gov.au)

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Mark Smithon (03) 6233 7692.

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

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

## JUSTICE

## WORKPLACE STANDARDS TASMANIA

*Building Control***Project Officer (356082).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Fixed-term full-time commencing as soon as possible for a period of 12 months.

Location:—Rosny.

Duties:—Provide high level project management of Building Control projects ensuring that Building Control outputs are delivered in a timely manner and those projects are effectively implemented and evaluated in accordance with Branch policies. Develop a process of continuous improvement of policies and procedures in consultation with the Director.

Desirable Requirements:—Tertiary qualifications in the area of project management or proven knowledge and experience in project management.

Enquiries to Mark Smith, Director of Building Control, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 7692, email [buildingcontrol@justice.tas.gov.au](mailto:buildingcontrol@justice.tas.gov.au)

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Mark Smithon (03) 6233 7692.

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

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

## POLICE AND EMERGENCY MANAGEMENT

## TASMANIA FIRE SERVICE

*Human Services***Systems Co-ordinator Organisational Learning (521476).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$56,379–\$58,321 per annum.

Tasmania Fire Service Finance and Administration Agreement 1996, Administration and Clerical, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Co-ordinate and continuously improve Tasmania Fire Service (TFS) organisational learning and development databases, systems, processes, learning and assessment resources and services for TFS members to ensure excellence in learning and development and to meet TFS obligations as a Registered Training Organisation (RTO).

Desirable Requirements:—Vocational Education and Training and/or tertiary qualifications in human resource management, learning and development or other relevant discipline; Certificate IV in Training and Assessment; A current drivers licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Each applicant is requested to provide three copies of their application. Statement of Duties including selection criteria and Application for Employment form is available from Suzanne Bacon on (03) 6230 8817 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

Enquiries to Suzanne Bacon on 6230 8817.

Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email [fire@fire.tas.gov.au](mailto:fire@fire.tas.gov.au)

## POLICE AND EMERGENCY MANAGEMENT

## TASMANIA FIRE SERVICE

*Operations***Co-ordinator, Statewide Breathing Apparatus Services (520135).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$58,321 per annum.

Tasmania Fire Service Finance and Administration Agreement 1996, General Employee, Level 10.

Permanent full-time.

Location:—Statewide.

Duties:—Develop and co-ordinate systems and procedures for the use, servicing and maintenance of breathing apparatus and associated protective equipment to ensure the effective performance of this equipment on a statewide basis.

Essential Requirements:—Competent PUA FIR207B Operate Breathing Apparatus (Public Safety Training Package) or equivalent for the use and maintenance breathing apparatus.

Desirable Requirements:—The employee undertaking these duties is required to be able to transport breathing apparatus and associated equipment to all TFS workplaces and to emergency incident sites. Accordingly, it is highly desirable that the employee hold a current driver's licence.

Hold a relevant trade qualification preferably as an instrument fitter or equivalent.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Each applicant is requested to provide three copies of their application. Statement of Duties including selection criteria and Application for Employment form is available from Chris Arnol on (03) 6230 8406 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

Enquiries to Chris Arnol on 6230 8406.

Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart 7001 or fax (03) 6234 6647 or email [fire@fire.tas.gov.au](mailto:fire@fire.tas.gov.au)

## PRIMARY INDUSTRIES AND WATER

## BIOSECURITY AND PRODUCT INTEGRITY

*Diagnostic Services***Utility Officer (Animal Care and Handling) (702417 and 702418) (2 positions).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$34,648 per annum.

Operational Employees Award, Level 3.

Permanent full-time including regular weekend work, in accordance with an approved roster.

Location:—Mt Pleasant/Prospect.

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 rate.

Duties:—To provide an efficient and effective animal care and handling support service to the Devil Facial Tumour Project at the Animal Health Laboratory (AHL) Mt Pleasant. A major challenge for this position is learning how to deal safely with animals that can be aggressive.

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

Desirable Requirements:—Construction experience with appropriate certificates for operation of associated equipment, including chainsaws.



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

Enquiries to Bronwyn Gardner, phone (03) 6336 5335, email [bronwyn.gardner@dpiw.tas.gov.au](mailto:bronwyn.gardner@dpiw.tas.gov.au)

Applications to Bronwyn Gardner, Administrative Assistant, Diagnostic Services, Department of Primary Industries and Water, P.O. Box 46, Kings Meadows 7249, phone (03) 6336 5335, fax (03) 6336 5374, email [bronwyn.gardner@dpiw.tas.gov.au](mailto:bronwyn.gardner@dpiw.tas.gov.au)

PRIMARY INDUSTRIES AND WATER

BIOSECURITY AND PRODUCT INTEGRITY

*Diagnostic Services*

**Utility Officer (Animal Care and Handling) (702010 and 702854) (2 positions).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$34,648 per annum.

Operational Employees Award, Level 3.

Fixed-term part-time for 2 years (51.31 hours per fortnight, including regular weekend work, in accordance with an approved roster).

Location:—Mt Pleasant/Prospect.

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

Duties:—To provide an efficient and effective animal care and handling support service to the Devil Facial Tumour Project at the Animal Health Laboratory (AHL) Mt Pleasant. A major challenge for this position is learning how to deal safely with animals that can be aggressive.

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

Desirable Requirements:—Construction experience with appropriate certificates for operation of associated equipment, including chainsaws.

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

Enquiries to Bronwyn Gardner, phone (03) 6336 5335, email [bronwyn.gardner@dpiw.tas.gov.au](mailto:bronwyn.gardner@dpiw.tas.gov.au)

Applications to Bronwyn Gardner, Administrative Assistant, Diagnostic Services, Department of Primary Industries and Water, P.O. Box 46, Kings Meadows 7249, phone (03) 6336 5335, fax (03) 6336 5374, email [bronwyn.gardner@dpiw.tas.gov.au](mailto:bronwyn.gardner@dpiw.tas.gov.au)

PRIMARY INDUSTRIES AND WATER

INFORMATION AND LAND SERVICES

*Service Tasmania Operations*

**Project Officer (701077).**

Applications Close:—Friday, 27 June 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:—As the Service Tasmania shop operation Project Officer provide advice and assistance in the identification, development and documentation of new services to be delivered on behalf of major Client Agencies. Co-ordinate projects to facilitate the implementation of these new services. Represent the Service Tasmania Shop Operations Group on relevant working groups and committees.

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

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

Enquiries to Bob Avery, phone (03) 6233 3377, email [bob.avery@dpiw.tas.gov.au](mailto:bob.avery@dpiw.tas.gov.au)

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

PRIMARY INDUSTRIES AND WATER

WATER RESOURCES

*Water Management*

**Administrative Assistant (Water Licence and Dam Administration) (702774).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time (29.4 hours per week).

Location:—Hobart.

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

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

Duties:—As a member of the Water Management Team, assist with the administration of the water licences under the Water Management Act 1999 and provide administrative and clerical support for the water licensing and allocation processes.

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

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

Enquiries to Bill Shackcloth, phone (03) 6233 2613, email [bill.shackcloth@dpiw.tas.gov.au](mailto:bill.shackcloth@dpiw.tas.gov.au)

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

TAFE TASMANIA

DELIVERY TEAMS

*Community Services and Health*

**Teacher (Enrolled Nursing) (000723).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$44,085–\$65,971 pro rata.

TAFE Teachers Award, Teacher.

Permanent part-time 0.5.

Location:—North West.

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

Essential Requirements:—Hold a current Practising Certificate issued by the Nursing Board of Tasmania.

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; NBT Approved Preceptor (Nursing Board of Tasmania).

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



Enquiries to Cheryl Smith, Team Leader, TAFE Tasmania, phone (03) 6421 5586, email Cheryl.Smith@tafe.tas.edu.au

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

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

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

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

TAFE TASMANIA  
DELIVERY TEAMS  
*Construction*

**Teacher (Ceramic Wall and Floor Tiling) (000733).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Permanent full-time.

Location:—South.

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

Enquiries to Bill Vince, Team Leader, TAFE Tasmania, phone (03) 6245 8177, email Bill.Vince@tafe.tas.edu.au

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

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TAFE TASMANIA  
DELIVERY TEAMS  
*Languages*

**Teacher (Language) (330615).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Permanent full-time.

Location:—South.

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

Essential Requirements:—A recognised undergraduate degree or Diploma ie; a Bachelor Degree or Advanced Diploma from an Australian University or Tertiary Institution or its overseas equivalent and; a recognised Post Graduate or undergraduate Teaching English to Speakers of Other Languages (TESOL) qualification with a focus on TESOL methodology and a practicum of at least 60 hours of supervised practice teaching.

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

Enquiries to German Duarte, A/Team Leader, TAFE Tasmania, phone (03) 6233 7119, email German.Duarte@tafe.tas.edu.au

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

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TAFE TASMANIA

ORGANISATIONAL AND BUSINESS DEVELOPMENT  
*Organisational Policy and People Development*

**Administrative Assistant (331042).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—South.

Duties:—The Administrative Assistant plays an integral role in supporting the Organisational Policy and People Development team by providing responsive and accurate administrative assistance, relating to the provision of professional development opportunities to TAFE Tasmania employees.

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

Enquiries to Shari Rieder, A/Manager Organisational Policy and People Development, TAFE Tasmania, phone (03) 6434 5732, mobile 0418 394 258, email Shari.Rieder@tafe.tas.edu.au

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

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

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

THE PUBLIC TRUSTEE  
TRUSTEE SERVICES

**Northern Branch Manager (790108).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Launceston.

Duties:—The Northern Manager will lead, manage and develop the human, physical and financial resources of the Branch to ensure attainment of the required service standards. They will contribute to the critical evaluation and improvement of workplace and service delivery practices, undertake regular file review of technical and quality controls and develop the technical skills within the branch through training and coaching. This person will manage a small complex estate and trust administration caseload in accordance with relevant legislation, procedural guidelines and client instructions as well as engaging in proactive client service and relationship building including public presentations.

Desirable Requirements:—Applicants for this position will possess a demonstrated understanding of commercial business management practices with experience in the trustee or an associated industry an advantage. A demonstrated ability to identify strategic issues and develop imaginative solutions. Experience in developing and managing the delivery of a proactive client service. Proven skills in organisational improvement directed towards continual improvement in client service. Proven contemporary management and leadership skills and a practical knowledge of contemporary human resource management. Demonstrated self management skills and sound judgement in complex situations. High level communication skills including written, liaison, negotiation and conflict resolution skills and a commitment to contemporary workplace practice.

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

Enquiries to Peter Maloney, Chief Executive Officer, The Public Trustee, G.P.O. Box 1565, Hobart 7001, phone (03) 6233 7611, email [pmaloney@publictrustee.tas.gov.au](mailto:pmaloney@publictrustee.tas.gov.au)

Applications to Karyne Johns, Human Resource Officer, The Public Trustee, 116 Murray Street, Hobart 7000, phone (03) 6233 7706, email [kjohns@publictrustee.tas.gov.au](mailto:kjohns@publictrustee.tas.gov.au)

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

TREASURY AND FINANCE  
ECONOMIC AND FINANCIAL POLICY DIVISION  
*Economic Policy Branch*

**Assistant Director, Economic Research (723850).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$80,382–\$85,813 per annum.

Administrative and Clerical Employees Award, Executive Manager, Level 11/12.

Permanent full-time.

Location:—Hobart.

Duties:—The Assistant Director, as a senior member of the Economic and Financial Policy Division, will be required, both individually and as a member of a team, to manage economic research projects and investigations and assist in the provision of economic policy advice to the Government.

In the context of selection criteria, to be successful in the position applicants will need to demonstrate the capacity to initiate, plan and direct research, investigations and analysis on economic issues to support the formulation of policy proposals and advice — with a focus on gaining a better understanding of the factors that underpin the State's performance and can improve the wellbeing of Tasmanians; and provide leadership, and manage the resources and work programme of the Economic Research Unit within the Economic Policy Branch.

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

Enquiries to Chris Lock, Director, Economic Policy Branch, Department of Treasury and Finance, phone (03) 6233 2646, email [chris.lock@treasury.tas.gov.au](mailto:chris.lock@treasury.tas.gov.au)

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

Applications MUST address the selection criteria outlined in the Statement of Duties. Statement of Duties and Job Kits are available on the internet at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or alternatively by phoning Penni Butler on (03) 6233 2966.

## 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	517202 Dental Officer	I Ditthebe	22.05.08
Health & Human Services	516746 Registered Nurse	V. Skerritt	01.06.08
Health & Human Services	511542 Site Manager	B Thompson	06.06.08
Health & Human Services	511558a Registered Nurse	P Thompson	06.06.08
Justice	344745 Admin and Clerical Officer	L. Stevenson	06.06.08
Police & Emergency Management	520039 Purchasing Officer	K. Shields	05.06.08

*Permanent Appointments*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Date of Appointment</i>
Economic Development & Tourism	705943 Business Development Advisor Victoria	M. Imber	Nil	14.04.08
Economic Development & Tourism	705940 Business Development Advisor NSW	R. Scicluna	Nil	14.04.08
Economic Development & Tourism	705942 Business Development Advisor QLD	A. Polley	Nil	14.04.08
Economic Development & Tourism	705945 Business Development Advisor NSW	M. Chapman	Nil	14.04.08
Economic Development & Tourism	705941 Business Development Advisor Victoria	J. Reed	Nil	14.04.08
Economic Development & Tourism	705944 Business Development Advisor NSW	A. Treanor	Nil	14.04.08
Economic Development & Tourism	671569 International Marketing Manager	K. Fraser	Nil	14.04.08
Economic Development & Tourism	424183 Athlete Career and Education Consultant	S. Pither	6 months	02.06.08
Economic Development & Tourism	424204 Head Cycling Coach	M. Gilmore	6 months	10.06.08
Health & Human Services	500948 Child and Family Health Nurse	K. Grubb	6 months	30.06.08
Health & Human Services	514390 Project Officer	S. Hood	6 months	16.06.08
Health & Human Services	507856 Cleaner	B. Turnbull	6 months	10.06.08
Health & Human Services	508183 Triage Clerk	J. Goodrick	6 months	12.05.08
Health & Human Services	504313 Enrolled Nurse (Medication Endorsed)	T. Page	6 months	03.06.08
Health & Human Services	509657 Registered Nurse	J. De Silva	6 months	02.06.08
Health & Human Services	517434 Clinical Nurse	J. Pohle	6 months	08.06.08
Health & Human Services	509368 Registered Nurse	V. McGinty	6 months	18.05.08
Health & Human Services	509371 Registered Nurse	E. Klein-Otis	6 months	18.05.08
Health & Human Services	515253 Clinical Nurse TCU	L. Jenkins	6 months	15.06.08
Health & Human Services	517014 Team Leader Service Improvement	V. Alomes	6 months	10.06.08
Infrastructure, Energy & Resources	370114 HR Advisor	S. Streeten	6 months	03.06.08
Premier & Cabinet	001407 Senior Program Manager	J. Lerch	6 months	10.06.08
Treasury & Finance	720056 Senior Policy Analyst	M. Bowles	6 months	16.06.08
Treasury & Finance	724072 Senior Policy Analyst	S. Bronstein	6 months	10.06.08
Port Arthur Historic Site Management Authority	-- Training Officer	E. Jilg	6 Months	29.05.08
Port Arthur Historic Site Management Authority	-- Senior Administration Officer	R. Carnevale	6 Months	26.05.08

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>New Agency</i>	<i>New Position No. and Title</i>	<i>Date of Movement</i>
Health & Human Services	515408 Registered Nurse	G. Reid	Health & Human Services	506432 Community FCH Nurse	08.06.08
Health & Human Services	511364 Registered Nurse	T. Lonergan	Health & Human Services	504063 Clinical Nurse	02.06.08
Health & Human Services	513483 Registered Nurse	S. Nye	Health & Human Services	507629 Clinical Nurse	15.06.08
Health & Human Services	504229 Registered Nurse	M. Perry	Health & Human Services	504205 Clinical Nurse	15.06.08
Health & Human Services	515913 Customer Service Officer - PIMS	T. Ridgeway	Health & Human Services	508183 Triage Clerk	12.05.08
Health & Human Services	508070 Cook	L. Quigley	Health & Human Services	508069 Food Production Supervisor	04.06.08
Health & Human Services	515930 Administrative Assistant	P. Barron	Health & Human Services	515968 Project Support Officer	30.05.08
Health & Human Services	509553 Registered Nurse	B. Gilham	Health & Human Services	517433 Clinical Nurse	15.06.08
Health & Human Services	512602 Registered Nurse	K. Turnbull	Health & Human Services	516478 Quality Officer	07.07.08

*Promotion of Permanent Employees (continued)*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>New Agency</i>	<i>New Position No. and Title</i>	<i>Date of Movement</i>
Justice	355323 Legislative Policy Officer	E. Gunn	Justice	350318 Principal Policy Officer	02.06.08
Justice	354947 Clerk	P. Harwood	Justice	356061 Executive Support Officer	02.06.08
Justice	355271 Administrative Manager	E. Robertson	Justice	355495 District Registrar & Manager (Civil Division)	02.06.08
Justice	355767 Research Officer	N. Boxall	Justice	356071 Advisory Program Coordinator	23.06.08
Tasmanian Audit Office	40251 Auditor	M. Joseph	Primary Industries & Water	702748 Fisheries Officer (Audit and Financial Analysis)	10.06.08
Primary Industries & Water	700246 Finance Systems Officer	J. McMaster	Primary Industries & Water	702746 Manager (Corporate Finance Systems)	09.06.08

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>New Agency</i>	<i>New Position No. and Title</i>	<i>Date of Movement</i>
Education	009447 Educational Review Officer	F. De Cesare	Economic Development & Tourism	705928 Coordinator Market Analysis	16.06.08
Environment, Parks, Heritage & the Arts	702030 Environmental Officer	B. Terry	Environment, Parks, Heritage & the Arts	702259 Environmental Officer	09.06.08
Premier & Cabinet	000493 Administrative Assistant	S. Stacey	Premier & Cabinet	000230 Corporate & Administrative Assistant	10.06.08

*Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Duration</i>
Economic Development & Tourism	424908 Netball Coach	E. Carter	4 months	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	507110 Home Help	S. Hodge	20.04.08
Health & Human Services	507454 Health Care Assistant	D. Donahoo	28.06.08
Infrastructure, Energy & Resources	370936 Administrative Officer	J. Burrage	29.05.08
Justice	355146 Executive Officer	M. Conway	03.06.08

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