



# TASMANIAN STATE SERVICE NOTICES

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

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

If you do not obtain access, contact your supervisor.

## Vacancies—General Information

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

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

All vacancies in this Gazette are normally only advertised once.

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

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

### Further Information

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

### Submission of Applications

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

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

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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

**Gazette**

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

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

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

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

**Order Information**

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

**Deadlines**

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

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

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

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

## 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

## INTERNAL AUDIT

**Manager Internal Audit (590840).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Internal Audit.

**Description of the Role:**—Brief the Secretary on the strategic execution of the Department's Internal Audit programme and advise on remedial action taken or required. Manage the provision of a high level, efficient and effective internal audit service, ensuring the performance and discharge of functions and duties conferred or imposed by the Financial Management and Audit Act 1990 or any other Act or Law. Act as the Department's Procurements Complaints Officer.

**Desirable Requirements:**—Membership of a relevant professional organisation and/or relevant academic 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.

Enquiries to Michelle Peck, Department of Education, Phone (03) 6233 7061, email [michelle.peck@education.tas.gov.au](mailto:michelle.peck@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

## LEARNING SERVICES

*Learning Services (North)*

South George Town Primary School

**Principal (203559).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$92,640 per annum.

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

Permanent full-time.

Location:—South George Town Primary School.

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

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

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

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

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

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

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

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

Applications to HR Staffing and Establishment Services, Department of Education, 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

## LEARNING SERVICES

*Learning Services (North)*

St Helens District High School

**School Attendant (Cleaning) (963099).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$33,637 pro rata.

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

Permanent part-time 50 hours per fortnight 52 weeks per year.

Location:—St Helens District High School.

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

Essential Requirements:—The Commissioner has determined that the person nominated for this position is

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

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

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

Enquiries to Christine Treloggen, Department of Education, Phone (03) 6376 1214, email [christine.treloggen@education.tas.gov.au](mailto:christine.treloggen@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

## LEARNING SERVICES

*Learning Services (North)*

St Helens District High School

**Teacher Aide (306003).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$34,648–\$37,378 pro rata.

Administrative and Clerical Employees Award, Level 2.

Fixed-term part-time 53 hours per fortnight from 22 September 2008 to 18 December 2009.

Location:—St Helens District High School.

Working within Early Childhood environment as well as supporting children with additional needs.

Description of the Role:—Provide assistance to the teacher(s) by assisting with the management and learning of students.

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

Desireable Requirements:—College or TAFE studies in health and/or education.

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

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

Enquiries to Christine Treloggen, Department of Education, Phone (03) 6376 1214, email [christine.treloggen@education.tas.gov.au](mailto:christine.treloggen@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  
LEARNING SERVICES  
*Learning Services (North)*  
St Leonards Primary School

**School Executive Officer (306033).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—St Leonards Primary School.

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

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

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

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

Enquiries to Jane Bovill, Department of Education, Phone (03) 6339 1462, email jane.bovill@education.tas.gov.au.

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

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

**School Attendant (Grounds) (952552).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$33,637 pro rata.

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

Permanent part-time 64 hours per fortnight 52 weeks per year.

Location:—Summerdale Primary School.

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

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

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

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

Enquiries to Alison Tuskin, Department of Education, Phone (03) 6344 5333, email alison.tuskin@education.tas.gov.au.

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

EDUCATION  
LEARNING SERVICES  
*Learning Services (North-West)*  
Burnie High School

**Teacher, Health and Physical Education (Girls Programmes) (200063).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Burnie High School.

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

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

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

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

Desirable Requirements:—Ability to teach Health and Physical Education (Girls Programmes). Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

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

Enquiries to Judith Fahey, Department of Education, Phone (03) 6431 2744, email judith.fahey@education.tas.gov.au.

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Burnie High School

**Teacher, Middle School, Maths, HPE, Science (200070).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Burnie High School.

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

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

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

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

Desirable Requirements:—Ability to teach Maths, Health and Physical Education, Science and Middle School. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

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

Enquiries to Judith Fahey, Department of Education, Phone (03) 6431 2744, email [judith.fahey@education.tas.gov.au](mailto:judith.fahey@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

## LEARNING SERVICES

*Learning Services (North-West)*

## Mountain Heights School

**School Attendant (300395).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$33,637 per annum.

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

Permanent full-time.

Location:—Mountain Heights School.

Description of the Role:—Under supervision perform various facets of the school attendant position which may

involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable level.

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

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

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

Enquiries to Judy McCauley, Department of Education, Phone (03) 6471 1977, email [judy.mccauley@education.tas.gov.au](mailto:judy.mccauley@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

## LEARNING SERVICES

*Learning Services (North-West)*

## Parklands High School

**Teacher, English, SOSE (200348).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Parklands High School.

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

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

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

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

Desirable Requirements:—Ability to teach English/SOSE. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies

of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Ann Walker, Department of Education, Phone (03) 6433 0206, email [ann.walker@education.tas.gov.au](mailto:ann.walker@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

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

Parklands High School

#### **Teacher, Health and Physical Education (200352).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Parklands High School.

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

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

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

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

Desirable Requirements:—Ability to teach Health and Physical Education. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

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

Enquiries to Ann Walker, Department of Education, Phone (03) 6433 0206, email [ann.walker@education.tas.gov.au](mailto:ann.walker@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

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

Parklands High School

#### **Teacher, Middle School, Maths (209361).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Parklands High School.

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

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

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

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

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

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

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

Enquiries to Ann Walker, Department of Education, Phone (03) 6433 0206, email [ann.walker@education.tas.gov.au](mailto:ann.walker@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

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

Smithton High School

#### **Teacher, Maths, Science, Information and Communication Technologies (200472).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Smithton High School.

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

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

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

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

Desirable Requirements:—Ability to teach Maths, Science and Information and Communication Technology. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

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

Enquiries to Andrew Mahoney, Department of Education, Phone (03) 6452 1376, email [andrew.mahoney@education.tas.gov.au](mailto:andrew.mahoney@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

### LEARNING SERVICES

*Learning Services (South)*

Claremont High School

#### ***Teacher, HPE and Middle School Multidiscipline (202664).***

Applications Close:—Friday, 4 July 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Claremont High School.

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

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

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

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

Desirable Requirements:—Ability to teach Health and Physical Education. Ability to teach Middle School Multidiscipline. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

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

Enquiries to Angela Bird, Department of Education, Phone (03) 6249 1055, email [angela.bird@education.tas.gov.au](mailto:angela.bird@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

### LEARNING SERVICES

*Learning Services (South)*

Claremont High School

#### ***Teacher, Multi-media and Grade 9/10 Integrated Programme (952985).***

Applications Close:—Friday, 4 July 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Relief Teacher.

Permanent full-time.

Location:—Claremont High School.

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

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

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

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

Desirable Requirements:—Ability to teach Multi-media and Grade 9/10 Integrated Programme. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

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

Enquiries to Angela Bird, Department of Education, Phone (03) 6249 1055, email [angela.bird@education.tas.gov.au](mailto:angela.bird@education.tas.gov.au).

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

## EDUCATION

### LIBRARY AND INFORMATION SERVICES

#### *Adult and Community Learning Services*

#### ***Trainee Library Technician (653071).***

Applications Close:—Friday, 4 July 2008.

Salary:—\$34,003–\$37,378 pro rata.

Technical Employees Award, Level 1.

Permanent part-time 13 hours per fortnight.

Location:—Currie Library, King Island.

Description of the Role:—Undertake routine assistance in the provision of customer-focused library services, or to other technical employees in a library as required and undertake on the job training and work place development to complement studies for the Diploma in Library and Information Studies.

In accordance with award standards successful completion of the course will lead to advancement to Level 2.

Essential Requirements:—Eligibility for admission to a relevant course of study at a recognised TAFE Institution.

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

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

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

Enquiries to Jan Stoessiger, Department of Education, Phone (03) 6233 7918, email [jan.stoessiger@education.tas.gov.au](mailto:jan.stoessiger@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).

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

### ENVIRONMENT

#### ***Administrative Support Officer, CIS (706258).***

Applications Close:—Friday, 4 July 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the administrative needs of the Compliance and Investigations Section (CIS) by providing high-level secretarial, administrative and clerical support services to the section and ensuring the efficient flow of information to investigative staff and the public.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current motor vehicle driver's licence.

Enquiries to Kate Polglase, Investigator, CIS, for a copy of the Statement of Duties or further information about the position, Phone (03) 6233 9503, email [kate.polglase@environment.tas.gov.au](mailto:kate.polglase@environment.tas.gov.au).

Applications to address the selection criteria outlined in the Statement of Duties, quote position number, and be addressed to Sallyanne Fisher, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001. Phone (03) 6233 5914, Fax (03) 6233 5907, email [applications@depha.tas.gov.au](mailto:applications@depha.tas.gov.au).

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

### ENVIRONMENT

#### *Policy and Business*

#### ***Section Head, Policy (700062).***

Applications Close:—Friday, 4 July 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the Environmental Policy Section to develop, review and implement environmental policies, activities and programmes required to support the legislation administered by the Environment Division, including the Environmental Management and Pollution Control Act 1994. Provide high level policy advice on strategic environmental issues to senior management and the Board of the Environment Protection Authority.

Desirable Requirements:—To successfully undertake the duties of this position it is desirable that you have appropriate tertiary qualifications in a relevant discipline and a current motor vehicle driver's licence.

Enquiries to Diana Williams, Administrative Assistant for information regarding the position or a copy of the Statement of Duties, Phone (03) 6233 4028, email [Diana.Williams@environment.tas.gov.au](mailto:Diana.Williams@environment.tas.gov.au).

Applications to address the selection criteria as outlined in the Statement of Duties, quote vacancy number and be addressed to Sallyanne Fisher, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001. Phone (03) 6233 5914, Fax (03) 6233 5907, email [applications@depha.tas.gov.au](mailto:applications@depha.tas.gov.au).



## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

OFFICE OF THE SECRETARY

**Liaison Officer (706260).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

Duties:—To provide the highest level of a client liaison role for all Divisions of the Department to ensure a quality service delivery and information flow to the Minister, the Secretary, public and private sector organisations, and the community.

Desirable Requirements:—To successfully perform the duties of this position it is highly desirable that you have relevant tertiary qualifications. It is also desirable that you have demonstrated experience in positions related to policy, advice and research related to Government.

Enquiries to Heidi Jones, for more information about the position, Phone (03) 6233 5837, email Heidi.Jones@depha.tas.gov.au or Kristy Robinson, for a copy of the Statement of Duties, Phone (03) 6233 5512, email Kristy.Robinson@depha.tas.gov.au.

Applications to address selection criteria outlined in the Statement of Duties, quote position number, and be addressed to Sallyanne Fisher, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001. Phone (03) 6233 5914, Fax (03) 6233 5907, email applications@depha.tas.gov.au.

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

OFFICE OF THE SECRETARY

*Secretariat/Corporate Communications***Manager Secretariat (706180).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—To manage the operation of the Secretariat Unit, including managing the interaction between the Office of the Secretary and the Minister.

Desirable Requirements:—To successfully perform the duties of this position it is highly desirable that you have relevant tertiary qualifications. It is also desirable that you have demonstrated experience in policy, advice and research related to Government.

Enquiries to Bobbie O'Brien, Project Officer, for a copy of the Statement of Duties or further information about the position, Phone (03) 6233 5581, email bobbie.obrien@depha.tas.gov.au.

Applications to address selection criteria outlined in the Statement of Duties, quote position number, and be addressed to Sallyanne Fisher, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001. Phone (03) 6233 5914, Fax (03) 6233 5907, email applications@depha.tas.gov.au.

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

*Operations and Performance*

North West Region

**Administrative Officer (706272).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time (0.40 FTE).

Location:—Cradle Mountain.

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

Duties:—Provide clerical, keyboard, telephone, VHF radio and visitor reception services for the Cradle Mountain Field Centre.

Desirable Requirements:—To successfully undertake the duties of this position it is desirable that you have a current motor vehicle driver's licence and a workplace level 2 first aid certificate.

Enquiries to Robertia Dwyer for information regarding the position or for a copy of the Statement of Duties, Phone (03) 6492 1133, email Robertia.Dwyer@parks.tas.gov.au.

Applications to address the selection criteria as outlined in the Statement of Duties, quote vacancy number and be addressed to Sallyanne Fisher, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001. Phone (03) 6233 5914, Fax (03) 6233 5907, email applications@depha.tas.gov.au.

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

*Operations and Performance*

North West Region

**Field Officer (705182).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$34,648–\$35,933 per annum.

Parks and Wildlife Service Agreement 1996, Level 1.

Permanent full-time.

Location:—Stanley.

Duties:—To assist with the day-to-day operations and project activities, in particular of a minor construction or maintenance nature, associated with the management of parks and reserves.

Desirable Requirements:—To successfully undertake the duties of this position it is desirable that you have a current workplace level 2 first aid certificate, a current driver's licence, accreditation in fire suppression and fire management procedures as well as law enforcement training.

Enquiries to Merv Bishop, A/Ranger in Charge for further information regarding the position Phone (03) 6452 4997 or email Merv.Bishop@parks.tas.gov.au. For a copy of the Statement of Duties please Phone Robyn Lyn, Administration Officer, Phone (03) 6457 1225, email Robyn.Lyn@parks.tas.gov.au.

Applications to address the selection criteria as outlined in the Statement of Duties, quote vacancy number and be addressed to Sallyanne Fisher, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001. Phone (03) 6233 5914, Fax (03) 6233 5907, email applications@depha.tas.gov.au.

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

## PARKS AND WILDLIFE SERVICE

*Operations and Performance*

## North West Region

**Ranger (705807).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$38,927–\$40,547 per annum.

Parks and Wildlife Service Agreement 1996, Level 2.

Permanent full-time.

Location:—Queenstown.

Allowance:—In addition, a loading of 31% under the Parks and Wildlife Industrial Agreement is payable to employees who meet the allowance conditions required by the Agreement. Total salary if meeting the conditions would be \$50,994, \$53,117.

Duties:—Assist the Senior Ranger or Ranger In Charge in managing, maintaining and protecting of areas under the jurisdiction of the Department, including departmental assets, bio and geo diversity, historic and Aboriginal heritage within the Region.

Essential Requirements:—A current motor vehicle driver's licence Workplace Level 2 First Aid Certificate or the ability to acquire prior to appointment.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you progress towards a Diploma of Environmental and Cultural Resources (Park Management) or have an equivalent qualification from a recognised tertiary institution, along with an ability to pass the PWS fire fighter fitness assessment at the "moderate" or "arduous" level.

Enquiries to Sandra Beams, Acting Ranger in Charge, for more information about the position, Phone (03) 6471 2511, email [sandra.beams@parks.tas.gov.au](mailto:sandra.beams@parks.tas.gov.au) or Natasha Norman, for a copy of the Statement of Duties, Phone (03) 6472 6020, email [natasha.norman@parks.tas.gov.au](mailto:natasha.norman@parks.tas.gov.au).

Applications to address the selection criteria outlined in the Statement of Duties, quote position number, and be addressed to Sallyanne Fisher, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001. Phone (03) 6233 5914, Fax (03) 6233 5907, email [applications@depha.tas.gov.au](mailto:applications@depha.tas.gov.au).

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

## PARKS AND WILDLIFE SERVICE

*Operations and Performance*

## Southern Region

**Regional Volunteer Facilitator (701282).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Huonville.

Duties:—Manage the Regional volunteer programme including the facilitation of community conservation groups and co-ordination of volunteers to assist the Parks and Wildlife Service achieve corporate goals whilst providing rewarding experiences for volunteers.

Desirable Requirements:—To successfully undertake the duties of this position it is desirable that you have an ability to pass the PWS fire fighter fitness assessment at the 'Moderate' level. It is also desirable that you have a Tasmanian Drivers Licence Class C or equivalent.

Enquiries to Peter Stafford, Parks and Reserves Manager, for more information about the position or for a copy of the Statement of Duties, Phone (03) 6264 8470, email [Peter.Stafford@parks.tas.gov.au](mailto:Peter.Stafford@parks.tas.gov.au).

Applications to address the Selection Criteria outlined in the Statement of Duties, quote vacancy number and be addressed to SallyAnne Fisher, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001. Phone (03) 6233 5914, Fax (03) 6233 5907, email [applications@depha.tas.gov.au](mailto:applications@depha.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*Launceston General Hospital***Clinical Nurse (504008).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Fixed-term full-time day work, not working weekends but working public holidays. To commence 21 July 2008 until 17 July 2009.

Location:—Parkside-Burnie, Renal Unit.

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

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

Enquiries to Jennifer Reynolds, Department of Health and Human Services, Phone (03) 64344130, email Jennifer Reynolds.

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***Enrolled Nurse EBA (517554).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$44,751–\$46,010 pro rata.

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

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

Location:—Medicine-Specialist Clinic.

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

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

Enquiries to Jan Coull, Department of Health and Human Services, Phone (03) 63487198, email [jan.coull@dhhs.tas.gov.au](mailto:jan.coull@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***Patient Services Officer—2 Vacancies.**

Applications Close:—Friday, 4 July 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Vacancy No. 504443.

Permanent full-time day work.

Location:—Medicine-Specialist Clinic.

Vacancy No. 504445.

Permanent full-time day work.

Location:—Medicine-Specialist Clinic.

Duties:—To provide an efficient clerical/reception support within the Specialist Clinic Outpatient Department. Ensure all duties performed are in keeping within established procedures and guidelines.

Desirable Requirements:—Demonstrated knowledge of and ability to operate a computerised appointment scheduling system. Demonstrated knowledge of clerical/reception and booking procedures with the ability to prioritise workloads and to function in a multi-disciplinary team environment. Comprehensive knowledge and accurate processing of compensable pay class categories including detailed knowledge of the Referred Medicare outpatient process. Well developed verbal and written communication skills with the ability to empathise meaningfully with patients and/or families in stressful situations whilst maintaining strict patient confidentiality.

Enquiries to Jan Coull, Department of Health and Human Services, Phone (03) 63487198, email jan.coull@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***Ward Clerk (Casual Pool)(503229).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Fixed-term casual shift work, working as and when required. To commence 1 August 2008 until 5 August 2009.

Location:—Nursing Services-Nursing Pool.

Duties:—To provide an effective and efficient clerical, administration and reception support in the hospital wards, with functions undertaken under general direction, based on established procedures and practice. To provide an effective front line service to the public.

Desirable Requirements:—Ability to organise and prioritise workflow unsupervised according to demand. A comprehensive knowledge of hospital resources with ability to co-ordinate and implement clerical procedures and policies at unit level assisting medical/nursing staff and clients. Well developed interpersonal and high level of communication skills with the ability to participate in a multi disciplinary teamwork

environment. Ability to empathise with patients and or families in stressful situations, maintaining strict patient confidentiality.

Enquiries to Robyn Liddington, Department of Health and Human Services, Phone (03) 63487901, email robyn.liddington@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***Clinical Nurse (502176).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time day work.

Location:—Nursing Services-Diabetes.

Duties:—To provide advanced clinical care that is in accordance with requirements and meets the psychological, physical and spiritual needs of patients. Collaborates with other members of the health care team to ensure the delivery and evaluation of nursing care.

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

Desirable Requirements:—Graduate Certificate in Diabetes Education or working towards a Graduate Certificate in Diabetes Education.

Enquiries to Maria Smith, Department of Health and Human Services, Phone (03) 64265214, email maria.smith@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*North West Regional Hospital***Occupational Therapist—2 Vacancies.**

Applications Close:—Friday, 4 July 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. 502058.

Permanent full-time day work.

Location:—Clinical Services-Occupational Therapy.

Vacancy No. 502773.

Permanent full-time day work.

Location:—Clinical Services-Occupational Therapy.

Duties:—To assess, plan and carry out treatment programmes, in accordance with organisational policies and professional code of conduct, for clients referred to occupational therapy

services. Rotation across clinical work areas in the region will be required including medical/surgical inpatients, orthopaedic inpatients, outpatients, community clients, and paediatrics. Assist senior occupational therapists in ensuring best practice standards for occupational therapy services provided by the North West Regional Hospital, including actively promoting the role of occupational therapy within both an acute hospital and community setting, and participate in education of service users.

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

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

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*

#### **Clinical Coder (517670).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$43,431–\$47,038 pro rata.

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

Permanent part-time day work for 34 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—Perform accurate and timely Clinical Coding for inpatient separations, utilizing the current edition of the International Classification of Diseases, Revision 10, Australian Modification (ICD10AM), Australian Classification of Health Interventions (ACHI) and Australian Coding Standards (ACS), in accordance with Hospital, State and Commonwealth data standards and reporting requirements.

Desirable Requirements:—Successful completion of a Clinical Coding course approved by the Health Information Management Association of Australia (HIMAA). Proven ability to undertake relevant internal and external education programmes is essential. Working knowledge of the national Classification of Diseases Revision 10 Australian Modification (ICD 10 AM), Australian Classification of Health Interventions (ACHI) and Australian Coding Standards (ACS). Evidence of competency in the current edition of ICD-10-AM coding in a tertiary level hospital is highly desirable. Working knowledge of medical terminology and medical science and the ability to apply this knowledge in the clinical classification.

Enquiries to Karen Reynolds, Department of Health and Human Services, Phone (03) 6222 8460, email karen.reynolds@dhhs.tas.gov.au.

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

## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Enrolled Nurses at the Royal Hobart Hospital (Stacks of nurses available).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$44,751–\$46,010 per annum.

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

Permanent full-time shiftwork and part-time shiftwork vacancies available.

Location:—Various wards/units within the Royal Hobart Hospital.

Duties:—Enrolled Nurses- Royal Hobart Hospital.

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

Vacancies are available in the General Surgical Unit.

Please contact: Val Smith on (03) 6222 8528 or email [vlsmith@dhhs.tas.gov.au](mailto:vlsmith@dhhs.tas.gov.au).

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

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, Hobartmania, 7001.

Important Reminder- if you are submitting a hard copy application please indicate the vacancy/vacancies you are applying for.

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## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Executive Assistant, TCU and GEM (515239).**

Applications Close:—Friday, 4 July 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:—Repatriation Centre, Hobart.

Duties:—Provide high-level business, secretarial and administrative support for the Transition Care Unit (TCU), Geriatric Evaluation and Management unit (GEM) and Peacock Reception at the Repatriation Centre. This will include the management of clinical/financial/administrative information, and the input and retrieval of patient information.

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; crimes involving dishonesty; and serious traffic offences. Identification check. Disciplinary action in previous employment check.

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

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

## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Pathology Supply Co-ordinator (516363).**

Applications Close:—Friday, 4 July 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:—Pathology Department, Administration, Royal Hobart Hospital.

Duties:—Co-ordinate the effective and efficient operation of the Royal Hobart Hospital Pathology supply area, ensuring appropriate monitoring and rotation of products. Duties involve the purchasing, receiving, issuing, ordering and monitoring of general and specific supply items.

Desirable Requirements:—Demonstrated knowledge of pathology and medical goods, hardware products, stationery items and provisions, including knowledge of local and interstate medical and diagnostic suppliers. Ability to use finance and stock maintenance computer systems. Demonstrated ability to exercise initiative and problem solving skills in the performance of tasks. Understanding of the IS Standards and AS 4187 Section 9 for the Management and Handling of Sterile Products and current Royal Hobart Hospital Infection Control Policies and Guidelines.

Enquiries to Dr Peter Vervaart, Department of Health and Human Services, Phone (03) 6222 8240 or, mobile 0409 233 738, email [peter.vervaart@dhhs.tas.gov.au](mailto:peter.vervaart@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.

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Physiotherapy Assistant (508287).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$36,936–\$37,478 per annum.

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

Fixed-term full-time day work, commencing as soon as possible until 10 November 2008.

Location:—Physiotherapy Department, Royal Hobart Hospital.

Duties:—To assist the daily functioning of the Physiotherapy Services. Exercise initiative and independent judgement in undertaking tasks under general supervision including assisting therapists in the rehabilitation of patients, preparation of equipment for use in treatment and other related tasks.

Desirable Requirements:—Tasmanian Therapy Assistant Certificate or equivalent/relevant qualifications and/or equivalent competencies and skills within a hospital or therapy setting. Ability to exercise initiative, independent judgement and flexibility, and carry out safe working practices whilst within a multi disciplinary team. Demonstrated interpersonal and communication skills (verbal and written) and the ability to establish a rapport with a wide range of people, including people with a disability.

Enquiries to Jennie Delaney, Department of Health and Human Services, Phone (03) 6222 7491, email [jennie.delaney@dhhs.tas.gov.au](mailto:jennie.delaney@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.

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Registered Nurses, Royal Hobart Hospital (Stacks of nurses available).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Permanent full-time shiftwork and part-time shiftwork vacancies available.

Location:—Various wards/units within the Royal Hobart Hospital.

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

The Royal Hobart Hospital is seeking to appoint experienced nurses in the following areas: Department of Critical Care Medicine.

Contact: Felicity Geeves on (03) 6222 8856 or email [felicity.geeves@dhhs.tas.gov.au](mailto:felicity.geeves@dhhs.tas.gov.au). Neonatal Paediatric Intensive Care Unit.

Contact: Jane Stebbins on (03) 6222 8629 or email [jane.stebbins@dhhs.tas.gov.au](mailto:jane.stebbins@dhhs.tas.gov.au).

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

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, Hobartmania, 7001.

Important Reminder- If you are submitting a hard copy application please indicate the vacancy/vacancies you are apply for.

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Senior Occupational Therapist (515089).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Permanent full-time day work.

Location:—Occupational Therapy, Royal Hobart Hospital (and off-site locations).

Duties:—Undertake specialised clinical assessment and treatment of patients in the Transition Care Unit and GEM unit utilizing a specialist knowledge of the varied clinical caseload

while ensuring optimum patient care within a multidisciplinary team setting. Assist the specialist occupational therapist with the development of the occupational therapy service through planning, evidence based practice, quality improvement and research activities, supervision of staff and clinical placements for undergraduate students. Maintain the Code of Ethics of O.T. Australia, the Australian Association of Occupational Therapists.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence; sex related offences; serious drug offences; crimes involving dishonesty; and serious traffic offences. Identification check. Disciplinary action in previous employment check. Enquiries to Kaye Jenkins, Department of Health and Human Services, Phone (03) 6222 7127, email [kaye.jenkins@dhhs.tas.gov.au](mailto:kaye.jenkins@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Royal Hobart Hospital*

#### **Senior Physiotherapist, Musculoskeletal Services (508326).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$75,155–\$83,123 per annum.

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

Permanent full-time day work.

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

**Description:**—A challenging and exciting opportunity to lead a key clinical team within the Physiotherapy Department at the main tertiary referral hospital in Tasmania. The role includes the co-ordination and provision of inpatient and outpatient musculoskeletal, orthopaedic and speciality area physiotherapy services as well as developing opportunities in advanced practice across the hospital in conjunction with hospital-wide initiatives.

**Duties:**—Lead the Musculoskeletal Team of the Physiotherapy Department and be responsible for the efficient and effective management of Musculoskeletal Physiotherapy services at the Royal Hobart Hospital (RHH). Assist the Manager Physiotherapy Services with the co-ordination and management of physiotherapy services at the RHH including the supervision of staff and students.

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

Enquiries to Paul Shinkfield, Department of Health and Human Services, Phone (03) 6222 8326, email [paul.shinkfield@dhhs.tas.gov.au](mailto:paul.shinkfield@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*

#### **Sewer/Repairer (507833).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$36,936–\$37,478 per annum.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital, Hobart.

**Duties:**—To provide an efficient and effective sewing and dressmaking service at the Royal Hobart Hospital.

**Desirable Requirements:**—Previous dressmaking/sewing experience. Familiar with equipment currently in use within the dressmaking/sewing industry. Understanding of safe manual handling techniques.

Enquiries to Tony Barrett, Department of Health and Human Services, Phone (03) 62228211, email [anthony.barrett@dhhs.tas.gov.au](mailto:anthony.barrett@dhhs.tas.gov.au).

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

#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Royal Hobart Hospital*

#### **Therapy Assistant (GEM) (516182).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$36,936–\$37,478 per annum.

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

Permanent full-time full-time day work.

Location:—Occupational Therapy, Royal Hobart Hospital (and off-site locations).

**Duties:**—Assist Allied Health staff undertake therapy programmes at the Royal Hobart Hospital Geriatric Rehabilitation wards/facilities. Exercise initiative and independent judgement in undertaking tasks under general supervision including assisting therapists in the care of patients, preparation of equipment for use in treatment and other related tasks.

**Essential Requirements:**—Evidence of the following must be provided prior to appointment to the position: 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; crimes involving dishonesty; and serious traffic offences. Identification check. Disciplinary action in previous employment check.

Enquiries to Leeza Hawkins, Department of Health and Human Services, Phone (02) 6227 7127, mobile 0407 518 804, email [leeza.hawkins@dhhs.tas.gov.au](mailto:leeza.hawkins@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***Triage Clerk, ED (517898).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$43,431–\$47,038 pro rata.

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

Permanent part-time shift worker, working Monday, Friday from 10am to 2pm and working public holidays.

Location:—Royal Hobart Hospital.

Duties:—To provide an efficient and effective emergency reception service, including immediate attention to patients presenting for treatment and admission. Initial interview and registration provides verification of patient identification data. Process all emergency admissions and after hours direct admissions.

Desirable Requirements:—Highly developed communication and interpersonal skills, with the ability to liaise with all disciplines of professional staff. Capacity to assist with the administrative aspects of managing critically ill and seriously injured patients. Ability to be flexible and work effectively as part of a team in a busy, demanding work environment, together with well developed time management skills with the ability to prioritise work.

Enquiries to Merewyn Price, Department of Health and Human Services, Phone (03) 6222 8861, email merewyn.price@dhhs.tas.gov.au.

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

## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*Tasmanian Ambulance Service***Branch Station Officer (510659).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$59,106 per annum.

Tasmanian Ambulance Service Award, Branch Station Officer (Advanced Life Support).

Permanent full-time shift work (set rotational).

Location:—Tasmanian Ambulance Service, Beaconsfield.

Duties:—Provision of pre-hospital care and the transport of patients by Ambulance or other means. Operation of a country or urban Branch Station including activities associated with public education and community relations, staff supervision, recruitment, training and development of local Volunteer Ambulance Officers.

Essential Requirements:—Certificate of Applied Science (Ambulance Officer) and current accreditation in the Advanced Life Support programme, or equivalent qualifications recognised by the Director Tasmanian Ambulance Service. Current drivers licence.

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

Enquiries to Wolfgang Rechberger, Department of Health

and Human Services, Phone (03) 63365770, email wolfgang.rechberger@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

*Tasmanian Ambulance Service***Branch Station Officer (510662).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$59,106 per annum.

Tasmanian Ambulance Service Award, Branch Station Officer (Advanced Life Support).

Permanent full-time shift work (fully rotational).

Location:—Tasmanian Ambulance Service, Deloraine.

Duties:—Provision of pre-hospital care and the transport of patients by Ambulance or other means. Operation of a country or urban Branch Station including activities associated with public education and community relations, staff supervision, recruitment, training and development of local Volunteer Ambulance Officers.

Essential Requirements:—Certificate of Applied Science (Ambulance Officer) and current accreditation in the Advanced Life Support programme, or equivalent qualifications recognised by the Director Tasmanian Ambulance Service. Current drivers licence.

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

Enquiries to Wolfgang Rechberger, Department of Health and Human Services, Phone (03) 63365770, email wolfgang.rechberger@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

*Tasmanian Ambulance Service***Superintendent Southern Operations (510724).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$87,275 per annum.

Tasmanian Ambulance Service Award, Superintendent (Ambulance Award).

Permanent full-time shift work.

Location:—Tasmanian Ambulance Service, Hobart.

Duties:—Manage the provision of Ambulance Services and Patient Transport Services in the Southern Region, including the interface with Police on the use of the rescue

helicopter and other emergency services. Provide strategic and operational planning management for the Chief Executive Officer in accordance with Ambulance Service corporate goals and business plans. Assist the Chief Executive Officer in conjunction with other regional management personnel in: setting and monitoring performance standards, planning objectives, information feedback systems, comparing actual performance with the predetermined standards, and ensuring that all the regional resources are used in the most effective and efficient way possible in achieving the Services objectives. Manage statewide portfolios as directed by the Chief Executive Officer.

Essential Requirements:— Recognised as a qualified Ambulance Officer under the Tasmanian Ambulance Service Award 2000 or qualifications deemed suitable by the Director of Ambulance Services. 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; crimes involving dishonesty; and serious traffic offences. Identification check. Disciplinary action in previous employment check.

Enquiries to Grant Lennox, Department of Health and Human Services, Phone (03) 62308581, email grant.lennox@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

#### **Community Nurses (Relief) (507468).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$54,463–\$65,071 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term casual shift work, hours as and when required, commencing 28 July 2008 for a period of 12 months.

Location:—John L Grove Centre, Howick Street, Launceston.

Duties:—In accordance with Primary Health Care Principles, National Standards, agency policy and directions, legal requirements and professional competencies, undertake the delivery of quality case management, based on best practice principles and within a collaborative and multidisciplinary framework, promote community awareness in relation to dementia care, including developing and maintaining strong communication links within the Agency and with community based service providers and other key groups and consumers regarding supporting the needs of clients, their families and carers, function as a member of the multi-disciplinary team; provide support, consultation and co-operation to other team members to ensure continuity of services for clients, including attendance at relevant team meetings and participate in and contribute to the Community Dementia Teams programme for quality improvement and consumer safety.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment

check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence; sex related offences; serious drug offences; crimes involving dishonesty; and serious traffic offences. Identification check. Disciplinary action in previous employment check.

Enquiries to Jennifer Mayne, Department of Health and Human Services, Phone (03) 6336 4156, email jennifer.mayne@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.

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Mental Health Services*

#### South

#### **Registered Nurse Graduate Diploma Advanced Nursing Clinical Rotation—4 Vacancies (506008).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Fixed-term full-time shift work (fully rotational), from as soon as possible for a period of two years.

Location:—Southern Region.

Duties:—In accordance with Primary Health Care Principles, National Standards, Agency Directions, policies, legal requirements and professional competencies the Registered Nurse will utilise a problem solving approach and established nursing procedures in the delivery of direct nursing care, collaborate with other members of the health care team to ensure the delivery and evaluation of nursing care, complete the Graduate Diploma in Advanced Nursing (Mental Health/Psychiatric Nursing).

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as a Registered Nurse in Tasmania. Enrolment in a post-graduate mental health nursing course. Acceptance as a student in the relevant diploma or certificate programme.

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

Enquiries to Cat Shofield, Department of Health and Human Services, Phone 0400 583 557, email catherine.schofield@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Population Health*

## Cancer Screening and Control Service

**BreastScreen Clinical Services Co-ordinator (516557).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$79,629 per annum.

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

Fixed-term full-time day work commencing as soon as possible until 1 December 2008.

Location:—25 Argyle Street, Hobart.

Duties:—Within a primary health care framework as part of the leadership team co-ordinate the clinical services of BreastScreen Tasmania. The role is responsible for managing the statewide operational and strategic activities of BreastScreen Tasmania clinical services. The position requires the analysis, development, improvement and evaluation of clinical and other policies, procedures and services.

Desirable Requirements:—Demonstrated skills in the daily management of a statewide clinical service, managing human, material and financial resources, ensuring State and National standards are met and exceeded. Proven ability to quickly acquire knowledge and understanding of new technologies, develop appropriate protocols and ensure staff are trained appropriately. Associated information technology knowledge and skills and competent computer literacy. Proven and high level leadership and interpersonal skills including consultation, communication, negotiation, conflict resolution and the ability to direct staff. A high level of knowledge and experience in population health programmes particularly in the area of cancer screening, policy development and programme evaluation. Appropriate tertiary qualifications in a relevant clinical area.

Enquiries to Gail Raw, Department of Health and Human Services, Phone (03) 6216 4301, email gail.raw@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North West

**Domestic Services Officer (512620).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$32,898–\$33,620 pro rata.

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

Fixed-term casual shiftwork, hours as and when required, commencing as soon as possible for a period of 12 months.

Location:—HealthWest, West Coast District Hospital, Queenstown.

Duties:—Provide a wide range of cleaning services to all areas of the West Coast District Hospital, on a call in as required basis.

Desirable Requirements:—Basic cleaning skills and ability to comply with Infection Control Guidelines. Knowledge of cleaning procedures. An understanding of the uses of chemicals required in cleaning services.

Enquiries to Janice Seen, Department of Health and Human Services, Phone (03) 6472 2303, email jan.seen@dhhs.tas.gov.au.

You are encouraged to apply 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, Hobartmania, 7001.

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North West

**Maintenance Assistant/Cleaner (506822).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$34,812–\$35,533 per annum.

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

Permanent part-time shiftwork, working 12 hours per fortnight.

Location:—HealthWest, Strahan Community Nursing Centre.

Duties:—Perform a wide range of cleaning and non-trade maintenance at the Strahan Community Health Centre and maintain aesthetic quality of garden and grounds at the centre. Clean allocated areas in compliance with Infection Control Guidelines.

Desirable Requirements:—Knowledge and experience in general building and garden maintenance. Knowledge and experience in the use of hand, power, and garden tools. Basic cleaning skills and ability to comply with Infection Control Guidelines.

Enquiries to Rex Brown, Department of Health and Human Services, Phone (03) 6472 2334, email rex.brown@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, Hobartmania, 7001.

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North West

**Maintenance Officer (502494).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$34,812–\$35,533 per annum.

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

Permanent full-time daywork.

Location:—West Coast District Hospital, Queenstown.

Duties: To perform a wide range of non-trades maintenance for HealthWest.

Evidence of the following must be provided prior to appointment to the position: Current Drivers Licence.

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; crimes involving dishonesty; and serious traffic offences. Identification check. Disciplinary action in previous employment check.

Enquiries to Rex Brown, Department of Health and Human Services, Phone (03) 6472 2334, email [rex.brown@dhhs.tas.gov.au](mailto:rex.brown@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, Hobartmania, 7001.

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### Planning and Performance Unit

#### **Senior Planning, Policy and Projects Officer (511459).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time daywork.

Location:—Planning and Performance Unit, Launceston.

Duties:—As a member of the Policy and Projects Team, the Senior Planning, Policy and Projects Officer will provide consultancy services in the areas of primary health service planning and development, project management and policy development including; participating in the development of high quality planning processes within Primary Health, participating in the development and implementation of service initiatives and review of policies within and across Primary Health service areas and co-ordinating, supporting and managing Primary Health projects as required.

Desirable Requirements:—Comprehensive knowledge of contemporary primary health care issues, Agency policies and programmes. Demonstrated knowledge of and experience in contemporary project management practice, including resource and change management, best practice and the capacity to exercise sound judgment in resolving day-to-day issues. Demonstrated high level of strategic, conceptual, analytical, research and creative skills including the ability to understand and work effectively within the changeable political, social and organisational environment.

Enquiries to Di Driscoll, Department of Health and Human Services, Phone (03) 6222 7632, email [di.driscoll@dhhs.tas.gov.au](mailto:di.driscoll@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, Hobartmania, 7001.

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### South

#### **Community Health Nurse—2 Vacancies.**

Applications Close:—Friday, 4 July 2008.

Salary:—\$54,463–\$65,071 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Vacancy No. 506028,.

Permanent part-time shift work (fully rotational) working 40 hours per fortnight.

Location:—Bruny Island Community Health Centre.

Vacancy No. 506346,.

Permanent part-time shift work (fully rotational) working 40 hours per fortnight.

Location:—Bruny Island 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. Current Drivers Licence.

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

Enquiries to Lynette Holland, Department of Health and Human Services, Phone (03) 6293 1143, email [lynette.holland@dhhs.tas.gov.au](mailto:lynette.holland@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Statewide Specialist Services*

#### Alcohol and Drugs Service (North)

#### **Youth Alcohol and Drug Worker (501260).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$42,638–\$68,410 pro rata.

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

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

Location:—Alcohol and Drug Services North.

Duties:—To work as part of a multi-disciplinary team to provide evidence based treatment and specialist interventions

for young people and their families who may be physically and/or psychologically dependant on legal and or illegal substances. Practice in accordance with Government Legislation and Regulations, Primary Health Care Principles, Alcohol and Drug Service policies, Agency policies, legal requirements and professional requirements to ensure the provision of specialist alcohol and other drug interventions that are developmentally appropriate for young people. Work collaboratively with other agencies, health professionals, community members and organisations to ensure effective service provision to young people 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 young people who use alcohol and/or other drugs.

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

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

Enquiries to Tua Agaiava, Department of Health and Human Services, Phone (03) 6336 5577, email tua.agaiava@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

##### Northern Area

##### Child Protection

#### **Client Support Officer (515582).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent full-time day work.

Location:—Child Protection, Launceston.

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

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; crimes involving dishonesty; and serious traffic offences. Identification check. Disciplinary action in previous employment check.

Enquiries to Michelle Davey, Department of Health and Human Services, Phone (03) 6336 2572, email michelle.davey@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*

#### **Senior Identification Services Officer (515127).**

Applications Close:—Friday, 4 July 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:—Hobart.

Desirable Requirements:—The Senior Identification Services Officer will support the Team Leader, Identification Services in meeting the operational requirements of the Identification Services unit within Information Services in DHHS. The Identification Services unit currently administers systems which manage the identification of clients and health care providers within Tasmania as well as supporting improved client information management for DHHS.

Duties:—Demonstrated experience with and an understanding of client/provider identification and registration systems and data within a health related context. Demonstrated understanding of policies and procedures regarding client medical records and privacy and confidentiality of client and provider related information. Demonstrated understanding of project support in accordance with the Tasmanian Government Project Management Framework including but not limited to business case preparation, project planning, system implementation, project issue identification, tracking and resolution, change management and stakeholder management.

Enquiries to John King Smith, Department of Health and Human Services, Phone (03) 62335426, email john.kingsmith@dhhs.tas.gov.au.

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### CORPORATE SERVICES DIVISION

#### *Information Management*

#### **Oracle Specialist (372559).**

Applications Close:—Friday, 18 July 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Lead, implement and maintain the Oracle product suite to provide a reliable and stable environment and strategically positioned to enable future business development, system integration and consolidation in accordance with the Department's Information, Communications and Technology Strategy Framework. Initiate, develop and manage in consultation with Business Unit Managers, appropriate management strategies, policies and systems to ensure improvement in the efficiency, effectiveness and productivity of the DIER applications and systems. Manage technical and applications support issues relating to application development and maintenance, in consultation with Business Unit Managers. Provide high level specialist consultancy

services to senior management on the strategic direction, application development, integration and maintenance of DIER's corporate applications and systems. Provide support to the Manager Corporate Application Services in managing the stakeholder/customer liaison strategies on behalf of IMB in relation to DIER's corporate applications and systems. Develop proposals and recommendations for the resolution of highly complex Information, Communications and Technology issues including recommendations for business specific application directions, development strategy, and methodologies. Represent the Agency on government working parties and/or external committees, effectively addressing such issues as corporate applications and systems integration, data management, and/or technical support, where appropriate.

**Desirable Requirements:**—An appropriate tertiary qualification in a relevant discipline (eg. Computing, Business, etc).

Enquiries to Michael Perret, CAS Manager, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001. Phone (03) 6233 3189, email michael.perret@dier.tas.gov.au.

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### LAND TRANSPORT SAFETY

#### *Registration and Licensing Branch*

#### **Driving Testing Officer (372120).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent part-time 7.35 hours per fortnight.

Location:—Queenstown.

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

**Essential Requirements:**— A current full car driver licence.

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

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

Extensive work experience in a relevant field.

Enquiries to Anne-Maree Mills, Manager Driver Licensing, Department of Infrastructure, Energy and Resources, Phone (03) 6233 5604, email 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.

## INFRASTRUCTURE, ENERGY AND RESOURCES

### ROADS AND TRAFFIC

#### *Programming and Delivery*

#### **Network Supervisor (371730).**

Applications Close:—Friday, 4 July 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:**—Current Driver Licence.

**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 7001. Phone (03) 6233 5004, Fax (03) 6233 5337, email hr@dier.tas.gov.au.

## JUSTICE

### WORKPLACE STANDARDS TASMANIA

#### *Inspectorate*

#### Southern Region

#### **Administrative and Clerical Officer (355745).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Rosny.

**Duties:**—Provide administrative and clerical support including word processing, assistance in the preparation of documentation, draft minutes and other correspondence and related matters.

**Desirable Requirements:**—Knowledge and experience in office management practices and procedures including filing, computerised information storage and retrieval. Advanced keyboard skills with a high level of accuracy and the ability to use computer-based equipment including software such as word processing, databases and electronic mail.

Enquiries to Jonathon Jones, Senior Inspector, Department of Justice, Phone (03) 6233 5167, email jonathon.jones@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 Leza Wardlaw on (03) 6233 8353.

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*

**Audit and Compliance Officer (355900).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Rosny.

Duties:—Assist the Director of Building Control to perform his functions under the Building Act 2000 including the management and conduct of performance reviews of building practitioners, permit authorities and councils. Carry out investigations, support prosecutions and promote compliance with the Act.

Essential Requirements:—A Current Driver's Licence.

Desirable Requirements:—Previous experience in an investigation role in a building related area.

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 Smith on (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

CORPORATE SERVICES

*Communications and Information Technology Services*

**Computer Systems Officer—2 Vacancies.**

Applications Close:—Friday, 4 July 2008.

Salary:—\$38,927–\$51,357 per annum.

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

Vacancy No. 002013,.

Permanent full-time.

Location:—Hobart.

Vacancy No. 002196,.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake a range of tasks associated with the analysis, design, programming, testing, implementation, maintenance and enhancement of business information systems and supporting technology.

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

Desirable Requirements:—Appropriate degree/qualifications in computer science, information systems or equivalent experience and/or qualifications.

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

POLICE AND EMERGENCY MANAGEMENT

EXECUTIVE SUPPORT

*Secretariat and Research Services*

Inter Agency Support Teams

**Administration Officer (002956).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high level administrative services as well as clerical and keyboard support within Executive Support, particularly to the Inter-Agency Support Team (IAST) programme.

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

Enquiries to Ms Belinda Braithwaite, Project Co-ordinator, Executive Support, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001. Phone (03) 6230 2596, email [Belinda.Braithwaite@police.tas.gov.au](mailto:Belinda.Braithwaite@police.tas.gov.au).

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

POLICE AND EMERGENCY MANAGEMENT

FORENSIC SCIENCE SERVICE TASMANIA

*Forensic Chemistry*

**Forensic Scientist—2 Vacancies.**

Applications Close:—Friday, 4 July 2008.

Salary:—\$43,212–\$69,146 per annum.

Forensic Scientist Agreement 2007, Level 1/2.

Vacancy No. 002967,.

Permanent full-time.

Location:—New Town.

Appointment at either Level 1 or Level 2 will be dependent upon qualification skills and experience.

Vacancy No. 002968.

Permanent full-time.

Location:—New Town.

Appointment at either Level 1 or Level 2 will be dependent upon qualification skills and experience.

Duties:—Conduct routine and complex examination of Forensic Chemistry evidence items and provide reports and court testimony. Prepare reports involving opinion on the effects of drugs on behaviour (Level 2).

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

Additional Requirements/Qualifications:—Appropriate degree in science from an approved university, or college, or equivalent.

Enquiries to Mr Frank Halley, Section Head, Forensic Science Service Tasmania, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001. Phone (03) 6278 5624, Fax (03) 6278 5693.

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

#### POLICE AND EMERGENCY MANAGEMENT

##### OPERATIONS SUPPORT

##### *Firearms Services*

#### **Clerk (001916).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—As part of the team in Firearms Services, provide an efficient and effective administrative service to members of the public, police officers and employees from other Government Agencies in the issue of firearms licences and in the registration of firearms.

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

Enquiries to Ms Katie Martin, Manager, Firearms Services, Operations Support, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001. Phone (03) 6230 2699, email Katie.Martin@police.tas.gov.au.

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

#### PREMIER AND CABINET

##### COMMUNITY DEVELOPMENT DIVISION

##### *Women Tasmania*

#### **Administrative Officer (001251).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Provide a range of general administrative functions to the Hobart Office of Women Tasmania including financial and administrative support for programmes to enable the office to run efficiently. Provide an information and referral services for women.

Desirable Requirements:—Highly desirable experience and training using and creating Filemaker Pro databases. Highly desirable mental health first aid certificate and training in dealing with more difficult clients. Completion of TRIM training and software training in data management.

Enquiries to Wanda Buza, Director, Department of Premier and Cabinet, Phone (03) 6233 3251, email Wanda.Buza@dpac.tas.gov.au.

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

#### PRIMARY INDUSTRIES AND WATER

##### CORPORATE SERVICES

##### *Corporate Information Technology*

#### **Computer Systems Officer (700648, 702348, 702533) (3 positions).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$38,927–\$51,357 per annum.

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

Permanent full-time.

Location:—Hobart.

Commencing salary within the above range will be determined in accordance with qualifications and previous relevant experience. Applicants should note that while this position has been advertised as full-time, DPIW may be prepared to negotiate a part-time or job share arrangement with the successful applicant/s. Pro-rata salary is based on the above full-time rates. Three positions are available in the systems development area of the Corporate Information Technology Branch. The successful applicants will develop their skills by participating in significant projects that involve Java, JBoss, Oracle, web-services and spatial technology.

Duties:—To undertake information technology duties in software development projects and/or consultancy and planning.

Desirable Requirements:—Appropriate qualifications at a tertiary level.

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

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

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

## PRIMARY INDUSTRIES AND WATER

## CORPORATE SERVICES

*Human Resources Management***HRM Adviser (Recruitment Management) (702860).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

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

Duties:—Provide an advisory and support service to managers and staff on a range of recruitment and staffing activities across the Department including organisational structures, reviews and classification assessment. Support the activities of recruitment operational staff. Support senior management by assisting with strategic work force planning including succession planning; attraction and retention; and statistical analysis.

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

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

Enquiries to Paul Whitty, Phone (03) 6233 2462, email paul.whitty@dpiw.tas.gov.au.

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

## PRIMARY INDUSTRIES AND WATER

## CORPORATE SERVICES

*Human Resources Management***Senior HRM Consultant (Employee Relations) (702861).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

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

Duties:—Participate in the management of human resources within the Department through the provision of a high level consultancy and advisory service particularly in the area of employee relations. This includes grievance resolution support; co-ordination of and investigation into alleged breaches, performance issues (inability) and other State Service Code of Conduct matters together with mentoring and assisting managers to deal with difficult staffing situations. Play a key role in the development, review and implementation of related policies, practices and procedures. Manage and supervise the activities of the Employee Relations Section including workers compensation, non-compensable rehabilitation and occupational health and safety.

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

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

Enquiries to Karen Steenhuis, Phone (03) 6233 3025, email karen.steenhuis@dpiw.tas.gov.au.

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

## PRIMARY INDUSTRIES AND WATER

## CORPORATE SERVICES

*Human Resources Management***Senior Human Resources Officer (Payroll and Personnel/ Recruitment) (702859).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

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

Duties:—Contribute to human resources management operations by undertaking a wide range of payroll and personnel, recruitment and staffing activities. This includes providing an efficient and effective service to clients on payroll and entitlements, recruitment support, general staff movements, advertising, data input and quality control.

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

Enquiries to Gerry Collins, Phone (03) 6233 3365, email gerry.collins@dpiw.tas.gov.au.

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

## PRIMARY INDUSTRIES AND WATER

## RESOURCE MANAGEMENT AND CONSERVATION

*Conservation Policy and Planning***Senior Policy Officer (702265).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake major policy research, analysis, development and review in relation to policies at a strategic level. Provide the Manager (Conservation Policy and Planning) and the General Manager (Resource Management and Conservation) with broad based advice on policies and procedures within the Resource Management and Conservation Division and on other natural resource management policy issues, including cross-portfolio external issues, legislative review and Ministerial Councils.

Desirable Requirements:—Tertiary qualifications in a policy related or natural resource management discipline. A current motor vehicle driver's licence.

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

Enquiries to Denise Hay, Phone (03) 6233 2808, email denise.hay@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER  
RESOURCE MANAGEMENT AND CONSERVATION  
*Wildlife Management*

**Administrative Officer (Save the Tasmanian Devil Programme) (702624).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

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

Duties:—Undertake a range of management and administrative functions to support the Save the Tasmanian Devil (STTD) programme, including day to day budget management, financial forecasting, reporting and monitoring. Provide high level executive and administrative services for the Programme Manager and Branch Managers including supervision of administrative staff and contractors. Provide assistance to the Programme Manager by contributing to the management, co-ordination and implementation of specific projects within the scope of the STTD programme.

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 Kathryn Lambert, Phone (03) 6233 3295, email [kathryn.lambert@dpiw.tas.gov.au](mailto:kathryn.lambert@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  
CORPORATE SERVICES

*Infrastructure and Applications Services Branch*

**IT Customer Support Officer (322335).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$38,927–\$51,357 per annum.

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

Permanent full-time.

Location:—Hobart.

Duties:—To provide customer focused information technology support services to TAFE Tasmania customers in the delivery of help desk services, and undertake other operational and infrastructure activities, as required in all regions of the state as a member of the TAFE Tasmania IT Customer Support Team. The functions of this position may involve working outside of normal office hours.

Desirable Requirements:—Possession of an appropriate post secondary qualification and/or at least two years industry experience in the delivery of IT support and infrastructure services. Driver's licence.

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 Derek Reardon, Manager Infrastructure, Support and Development, TAFE Tasmania, Phone (03) 6233 7180, email [Derek.Reardon@tafe.tas.edu.au](mailto:Derek.Reardon@tafe.tas.edu.au).

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001. Phone (03) 6233 4637, Fax (03) 6231 2254, email [HRRecruitment@tafe.tas.edu.au](mailto:HRRecruitment@tafe.tas.edu.au).

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

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

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

TAFE TASMANIA

DRYSDALE INSTITUTE

**Administrative Assistant (000736).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—North.

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

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

Enquiries to Michael Higgins, Team Leader, Drysdale North, TAFE Tasmania, Phone (03) 6336 2588, email [Michael.Higgins@tafe.tas.edu.au](mailto:Michael.Higgins@tafe.tas.edu.au).

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001. Phone (03) 6233 4637, Fax (03) 6231 2254, email [HRRecruitment@tafe.tas.edu.au](mailto:HRRecruitment@tafe.tas.edu.au).

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

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

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

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

*Procurement and Property Branch*

**Manager, Property (724102).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.



Duties:—In the context of the selection criteria, to be successful in the position applicants will: manage complex components of the Crown office portfolio and Government property initiatives, including the office divestment strategy; manage accommodation and property functions including control of large works projects and building management; assist with more complex components of property sales and leasing projects; and liaise with professionals and clients in relation to the provision and management of office accommodation and associated facilities for Government Agencies.

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

Enquiries to Gary Boud, Assistant Director, Procurement and Property Branch, Department of Treasury and Finance, Phone (03) 6233 3403, email [gary.boud@treasury.tas.gov.au](mailto:gary.boud@treasury.tas.gov.au).

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

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

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

*Procurement and Property Branch*

**Senior Executive Officer (723875).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

Duties:—As a member of the procurement policy team you will undertake tasks to improve procurement outcomes, consistent with the Government's procurement principles.

In the context of the selection criteria, to be successful in the position applicants will possess: Sound report writing skills; a strong stakeholder focus; sound organisational and project management skills; and the ability to contribute to a positive team environment.

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

Enquiries to Kim Hudson, Assistant Director, Procurement and Property Branch, Department of Treasury and Finance, Phone (03) 6233 3684, email [kim.hudson@treasury.tas.gov.au](mailto:kim.hudson@treasury.tas.gov.au).

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

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

TREASURY AND FINANCE

OFFICE OF THE SECRETARY

**Administrative Assistant (723709).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Fixed-term full-time until 1 September 2009.

Location:—Hobart.

Duties:—As part of a small and dynamic multi-skilled team, the Administrative Assistant will provide administrative, secretarial, clerical and word processing support to senior officers and other members of the Economic Policy Branch and the Intergovernment and Financial Policy Branch.

In the context of the selection criteria, to be successful in the position applicants will: possess very good organisational and administrative skills; and will demonstrate initiative, tact and discretion (while ensuring confidentiality is maintained).

Enquiries to Leanne Madden, Executive Support Officer, Office of the Secretary, Department of Treasury and Finance, Phone (03) 6233 2550, email [leanne.madden@treasury.tas.gov.au](mailto:leanne.madden@treasury.tas.gov.au).

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

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

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

*Revenue Branch*

**Administrative Officer—2 Vacancies.**

Applications Close:—Friday, 4 July 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Vacancy No. 724100,.

Fixed-term part-time until 30 June 2009 (22.05 hrs per week).

Location:—Hobart.

Vacancy No. 724101,.

Fixed-term part-time until 30 June 2009 (22.05 hrs per week).

Location:—Hobart.

Duties:—To undertake and provide a range of administrative and clerical support services to the Business Development Unit of the Revenue Branch, Revenue Gaming and Licensing Division. The following skills are required to undertake these positions: sound communication skills; excellent people skills; strong organisational skills; sound computer skills; and a stakeholder focus.

Enquiries to Carol Williams, Manager, Business Development, Revenue Branch, Department of Treasury and Finance, Phone (03) 6233 2561, email [carol.williams@treasury.tas.gov.au](mailto:carol.williams@treasury.tas.gov.au).

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

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

TREASURY AND FINANCE  
REVENUE, GAMING AND LICENSING DIVISION  
*Revenue Branch*

**Executive Assistant (723707).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the office of the Executive Director and Director (Revenue, Gaming and Licensing), providing high level administrative, clerical and organisational support including researching and collating information and ensuring the efficient flow of information to and from the office. The following skills are required to undertake this position: sound communication skills; excellent people skills; strong organisational skills; sound computer skills; and a stakeholder focus.

Enquiries to Carol Williams, Manager, Business Development Unit, Revenue Branch, Department of Treasury and Finance, Phone (03) 6233 2561, email carol.williams@treasury.tas.gov.au.

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

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

## Tasmanian Government Senior Executive Service

PRIMARY INDUSTRIES AND WATER

BIOSECURITY AND PRODUCT INTEGRITY

*Office of the Chief Veterinary Officer*

**Chief Veterinary Officer (CVO) (702831).**

Applications Close:—Friday, 4 July 2008.

Salary:—\$93,075–\$102,383 per annum.

Senior Executive, Level 1.

Fixed-term full-time office for 5 years.

Location:—Hobart.

Duties:—As the State's independent professional veterinary surgeon, apply the statutory powers and perform the functions of Chief Veterinary Officer as provided by the Animal Health Act 1995, to ensure that animal health programmes and the legislation and policies that support them meet the strategic objectives of Government by protecting and enhancing the productivity, profitability, welfare and marketability of Tasmania's livestock and aquaculture industries. Ensure adequate preparedness to respond to emergency animal disease, and in the event of an outbreak undertake the principal role in directing an emergency animal disease response (endemic or exotic). Provide independent specialist and strategic advice to the General Manager, Secretary, the Minister, Government and industry in matters relating to livestock disease management.

Desirable Requirements:—At least six years relevant post graduate experience in the development and management of livestock disease control programmes. Post graduate training in epidemiology. A current motor vehicle drivers licence.

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

Enquiries to Alex Schaap, Phone (03) 6233 2581, email alex.schaap@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.

## Staff Movements

### *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>
Treasury & Finance	723745 Assistant Director	D. Burgess	Treasury & Finance	724089 Assistant Director Service and Performance Monitoring	16.06.08
Treasury & Finance	723742 Assistant Director	A. Pavlides	Treasury & Finance	723745 Assistant Director	16.06.08
Treasury & Finance	723850 Assistant Director	B. Goodsir	Treasury & Finance	723742 Assistant Director	16.06.08

### *Retirement of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Health & Human Services	500425 Manager Information Resources	R. Middleton	15.05.08
Justice	355704 Regional Team Leader	C. Crowden	13.06.08
Justice	355922 Director of Private Sector Industrial Relations	J. Evans	16.06.08

*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	424508 Project Officer	S. Heap	Nil	30.05.08
Economic Development & Tourism	424404 Manager International Education	J. Whiteaker	Nil	30.05.08
Economic Development & Tourism	424880 Project Officer	J. Jacobs	Nil	30.05.08
Economic Development & Tourism	424466 Project Manager	L. Vincent McCarthy	Nil	30.05.08
Economic Development & Tourism	424857 Cycling Coach	R. Bryan	Nil	30.05.08
Economic Development & Tourism	424180 Sports Performance Officer	D. Dickenson	Nil	30.05.08
Economic Development & Tourism	424194 Head Hockey Coach	A. McDonald	Nil	30.05.08
Economic Development & Tourism	424329 Physical Preparation Officer	P. Culhan	Nil	30.05.08
Economic Development & Tourism	424210 Project Officer	J. Tomat	Nil	30.05.08
Economic Development & Tourism	424912 Sports Performance Officer	S. Murphy	Nil	30.05.08
Economic Development & Tourism	424856 Rowing Coach	S. Batt	Nil	30.05.08
Economic Development & Tourism	424909 Soccer Coach - Women's	V. Linton	Nil	30.05.08
Economic Development & Tourism	424822 Project Manager	C. Trousselot	Nil	30.05.08
Economic Development & Tourism	424913 Project Officer	D. Chen	Nil	30.05.08
Economic Development & Tourism	670229 Campaign Coordinator	G. Nichols	Nil	30.05.08
Economic Development & Tourism	706163 Senior Project Officer	N. Wall	Nil	30.05.08
Environment, Parks, Heritage & the Arts	700661 Ranger	B. Dowsett	6 months	11.06.08
Health & Human Services	514390 Project Officer	S. Hood	6 months	16.06.08
Health & Human Services	508913 Hospital Aide	K. Boulter	6 months	16.06.08
Health & Human Services	516206 Senior Physiotherapist	S. Tan	6 months	16.06.08
Health & Human Services	507988 Food Services Officer	A. Burnett	6 months	15.06.08
Health & Human Services	508042 Food Services Officer	A. Manser	6 months	15.06.08
Health & Human Services	513162 Pathology Clerk	M. Cox	6 months	10.06.08
Health & Human Services	515501 Child Protection Worker	R. Schramm	6 months	06.07.08
Health & Human Services	501657 Child Protection Worker	S. Langdale	6 months	30.06.08
Health & Human Services	516365 Child Protection Worker	M. Smith	6 months	16.06.08
Health & Human Services	500588 Library Assistant	N. Westerneng	6 months	11.06.08
Health & Human Services	504348 Registered Nurse	E. Gleeson	6 months	15.06.08
Health & Human Services	501488 Client Support Officer	K. Edwards	6 months	16.06.08
Health & Human Services	503109 Team Leader-Adult Community Mental Health	R. Grace	6 months	06.06.08
Health & Human Services	508574 Enrolled Nurse	S. Clark	6 months	18.05.08
Health & Human Services	511151 Customer Support Officer	D. Lance	6 months	30.06.08
Health & Human Services	511146 Customer Support Officer	D. Pearce	6 months	19.06.08
Health & Human Services	515106 Business Systems Support Officer	N. Bryan	6 months	07.07.08
Health & Human Services	500000 Technical Consultant	C. Berry	6 months	23.06.08
Health & Human Services	501670 Child Protection Worker	R. Hudson	6 months	07.07.08
Justice	350252 Clerk	A. Smith	Six Months	16.06.08
Justice	355636 Facilitator Intervention Programs	M. Smith	Six Months	16.06.08
Treasury & Finance	723871 Computer Systems Officer	B. Klingberg	6 months	30.06.08
Tasmanian Audit Office	TAO-3001 Executive Officer - Human Resources and Financial Audit Services	J. Balding	6 months	16.06.08
The Public Trustee	790149 Trust Officer	C. Riley	6 months	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	424278T Manager Secretariat	F. Chapman	Nil	to 17 October 2009

*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>
Environment, Parks, Heritage & the Arts	334323 Human Resource Officer	M. Finn	Environment, Parks, Heritage & the Arts	706021 Human Resources Coordinator - Payroll and Reporting	06.06.08
Health & Human Services	502773 Occupational Therapist	C. Wendell-Smith	Health & Human Services	502057 Senior Occupational Therapist (Acute Care)	10.06.08
Health & Human Services	511433 Linen Assistant	M. Bramich	Health & Human Services	515580 Client Support Officer	11.06.08
Health & Human Services	512130 Registered Nurse	P. Gillies	Health & Human Services	512324 Area Quality and Safety Officer	12.06.08
Justice	355696 Senior Inspector	A. Johnson	Justice	355704 Regional Team Leader	09.06.08
Police & Emergency Management	002449 Forensic Scientist, Forensic Science Service Tasmania	M. Manthey	Police & Emergency Management	002288 Forensic Scientist, Forensic Science Service Tasmania	04.06.08
Police & Emergency Management	002004 HR Officer, Human Resources Information Services	A. O'Neill	Police & Emergency Management	002339 Senior Finance Officer, Financial Management Services	03.06.08
Police & Emergency Management	002196 Computer Systems Officer, Comms & Info Tech Srvs	M. Edler	Police & Emergency Management	002212 Computer Systems Officer, Comms & Info Tech Srvs	05.06.08
Police & Emergency Management	002571 Clerk, Eastern District	C. Inches	Police & Emergency Management	002701 Administration Officer	30.05.08
Education	950899 Senior Librarian	B. Hutton	Premier & Cabinet	001414 Senior Policy and Project Officer	26.05.08
Treasury & Finance	722895 Senior Policy Analyst	J. Wilson	Treasury & Finance	724086 Senior Policy Analyst	12.06.08

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Environment, Parks, Heritage & the Arts	705406 Visitor Reception Officer	L. Evans	01.06.08
Environment, Parks, Heritage & the Arts	706170 Snr Systems Administrator	A. Macdermott	13.06.08
Health & Human Services	516446 Endoscopy Technician	K. Cook	06.06.08
Health & Human Services	511151 Customer Support Officer	A. Gazzignato	09.06.08
Health & Human Services	511254 House Services Assistant	A. Howe	06.06.08
Health & Human Services	505414 Trust Clerk	B. Hills	13.06.08
Infrastructure, Energy & Resources	371730 Network Supervisor	M. Stephens	13.06.08
Police & Emergency Management	002193 Clerk, State Emergency Service	K. McGill	27.05.08
Premier & Cabinet	001085 HR Service Delivery Officer	D. Fogarty	14.06.08
Treasury & Finance	723798 Principal Policy Analyst	J. Threlfall	12.06.08

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