



TASMANIAN STATE SERVICE NOTICES

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The State Service provides a reasonable opportunity to members of the community to apply for State Service employment.

Vacancies—General Information

Vacancy notices and job kits including statements of duties, selection criteria and an application form are available at:

www.jobs.tas.gov.au

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

Applicants for a vacancy published in this Gazette edition (other than Senior Executive Service vacancies), should note that for a period of six months from the date of publication, the selection process for that vacancy may be used to fill subsequent or similar vacancies on the same conditions as originally published.

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

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

Further Information

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

Submission of Applications

Applications will close 9 calendar days after the date of publication in the Gazette unless otherwise stated.

Late applications may be accepted at the discretion of the Head of Agency.

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Tasmanian Government Gazette

Email text copy to

govt.gazette@thepat.com.au

or fax to (03) 6216 4294. All copy must be typed in upper and lower case not ALL CAPS, if unsure please telephone (03) 6233 6110

State Service Notices

Vacancy, Direct Selection and Staff Movement Notices

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

Order Information

When using this facility please ensure 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 4pm 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

Deadlines will be strictly adhered to

Subscription or account enquiries phone (03) 6233 3148

kerrie-Anne.duval-stewart@tourism.tas.gov.au. For further information about the vacancy please contact Sam St, Head of Digital Marketing, Department of Economic Development, Tourism and the Arts, mobile 0407 248 569, email sam.steven@tourism.tas.gov.au.

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

Applications must address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae.

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

TOURISM TASMANIA

Office of the CEO.

Administration Assistant (706130).

Applications Close:—Friday, 5 February 2010.

Salary:—\$33,637 – \$41,899 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time (0.4 FTE).

Location:—Hobart.

Duties:—Provide a high standard of assistance to the Administrative Support Officer, and staff within the Office of the CEO of Tourism Tasmania.

Enquiries to Sue Parkes for a copy of the Statement of Duties on (03) 6230 8235 or email sue.parkes@tourism.tas.gov.au. For further information about the position, please contact Lois Ryan, Manager Stakeholder Communications (Tourism Tasmania), Department of Economic Development, Tourism and the Arts, mobile 0414 452 233, email lois.ryan@tourism.tas.gov.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, TAS 7001, phone (03) 6233 5505, fax (03) 6233 5703, email applications@development.tas.gov.au.

Applications must address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae.

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

TOURISM TASMANIA

Digital Services

Co-ordinator eMarketing (706010).

Applications Close:—Friday, 5 February 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 1 April 2010 to 1 March 2011.

Location:—Hobart.

Duties:—Facilitate, identify and develop tourism opportunities that build on the Tourism Tasmania Corporate Plan and provide a consultative service to senior management in implementing the Plan.

As a key member of the Digital Services team, contribute to the development of brand awareness and appeal for Tasmania as a holiday destination with particular emphasis on the development and implementation of strategic e-marketing programmes.

Enquiries to Kerrie-Anne Duval-Stewart for a copy of the Statement of Duties on (03) 6230 8296 or email

HEALTH AND HUMAN SERVICES

Clinical Nurse Consultant (Paediatric Outpatient Clinic) (519157).

Applications Close:—Friday, 12 February 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Permanent full-time day work.

Location:—South.

Duties:—The Clinical Nurse Consultant will provide clinical nursing leadership in contemporary paediatric nursing practice including advanced nursing care within scope of practice and other relevant legislation. The Clinical Nurse Consultant will undertake nursing assessment, contribute to planning, and co-ordinates services to children, adolescents and families with complex care needs across the continuum of care.

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

Enquiries to Heather Giannaros, Department of Health and Human Services, phone (03) 6222 6891, email rhaddonwacs@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.

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

HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

Project Manager (512728).

Applications Close:—Friday, 5 February 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide high level assistance for the workload review project and other Projects within the Office of the Chief Nurse and Allied Health. As part of policy and project development, establish and maintain consultative links internally within the Agency and undertake liaison with community and industry representatives.

Desirable Requirements:—A broad and demonstrated understanding of the Department of Health and Human Services, or the ability to rapidly acquire, with knowledge of national and international trends in health workforce and service delivery issues as they relate to nursing and midwifery. High level analytical, conceptual, strategic, research and creative skills and the ability to understand the political, social and organisational environment. Proven ability to apply sound project management methodology in managing multiple major projects to meet agreed time, cost and quality outcomes.

Enquiries to Fiona Stoker, Department of Health and Human Services, phone (03) 62 33 3133, email fiona.stoker@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

Population Health

Aboriginal Health Project Officer (IECD) (519130).

Applications Close:—Friday, 5 February 2010.

Salary:—\$69,202 – \$81,965 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6.

Fixed-term full-time day work from As soon as possible until June 2011.

Location:—Hobart.

Duties:—Under the general direction of the Manager, Population Groups, progress Element 2 (teenage sexual and reproductive health and antenatal care) of the COAG Indigenous Early Childhood Development National Partnership.

Essential Requirements:—An ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples and a knowledge and understanding of contemporary Aboriginal culture and society.

Enquiries to Morven Andrews, Department of Health and Human Services, phone (03) 6222 7205, email morven.andrews@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

Population Health

Senior Public Health Nutritionist (513752).

Applications Close:—Friday, 12 February 2010.

Salary:—\$80,262 – \$88,771 p.a.

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

Fixed-term full-time day work from as soon as possible until February 2011.

Location:—Hobart.

Duties:—To provide expert advice to the Department of Health and Human Services, and other key stakeholders on public health nutrition related food regulatory matters. To represent the Department of Health and Human Services on food regulatory matters that impact on public health nutrition.

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

Appropriate Course of Study:—For the purpose of the previous section the 'appropriate course of study' is: Degree or graduate diploma in nutrition science, dietetics or related discipline.

Enquiries to Judy Seal, Department of Health and Human Services, phone (03) 6222 7731, email judy.seal@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Area Director South West, Disability, Child, Youth and Family Services (516728).

Applications Close:—Friday, 5 February 2010.

Salary:—\$101,638 – \$111,802 p.a.

Senior Executive, Level 1.

Fixed-term full-time day work. Contract Position for a period of 5 years.

Location:—Disability, Child, Youth and Family Services, South West.

Duties:—The Area Director is a senior regional operational manager whose primary objectives are to:

Manage, develop strategy and provide leadership and direction to the area's children and families service.

Within the state-wide framework, develop policies, systems and processes to support the delivery of quality services in the area, thereby contributing to the health and well being of the Tasmanian population.

Specific Knowledge:—Demonstrated experience and knowledge of change management within a Human Services environment.

Skills:—Strategic Thinking – Individuals who will think and act with a big picture, long term perspective, ensuring the delivery of quality services in the area.

Decision Making – Individuals with the ability to make rational and sound decisions based on a consideration of the facts and alternatives available and can commit to definite courses of action.

Leadership Skills – Individuals who are able to provide the Area with a clear sense of direction and can inspire and steer others towards successful goal and task accomplishment.

Resilience – Individuals who will persevere to achieve reform even in the face of obstacles and setbacks.

Initiative – Individuals who are proactive; can seize opportunities and act upon them and actively influence events.

Flexibility – Individuals with the ability to respond and adjust easily to changing work demands and circumstances and are adaptable and receptive to new ideas.

Highly Desirable:—An appropriate professional and/or tertiary qualification.

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

Enquiries to Jeremy Harbottle, Department of Health and Human Services, phone (03) 6233 4928, email jeremy.harbottle@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Client Support Officer (501655).

Applications Close:—Friday, 5 February 2010.

Salary:—\$42,877 – \$46,722 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2.

Permanent full-time day work.

Location:—Children and Family Services, South East.

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.

Desirable Requirements:—A high level of communication and interpersonal skills, with the ability to maintain a calm, efficient manner during sensitive and demanding situations. Demonstrated capacity to exercise initiative and discretion in a

team environment. Demonstrated ability to undertake computer related tasks including word processing, spreadsheets and databases.

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

Enquiries to Andrew Porter, Department of Health and Human Services, phone (03) 6230 7867, email andrew.porter@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Senior Asset Development Officer (514007).

Applications Close:—Friday, 12 February 2010.

Salary:—\$69,202 – \$81,965 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6.

Permanent full-time day work.

Location:—Housing Tasmania, Hobart.

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

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

Enquiries to Trish Davis, Department of Health and Human Services, phone (03) 6233 4802, email patricia.adavis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Media and Communications Officer (517299).

Applications Close:—Friday, 5 February 2010.

Salary:—\$65,248 – \$68,223 pro rata.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5.

Fixed-term part-time day work, commencing 26 February

2010 to 25 February 2011 working 60.8 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Area Health Services, Ulverstone.

Duties:—Under the general direction of the Media and Communications Manager and in consultation with the Department of Health and Human Services (DHHS) Media Unit, assist with the development and implementation of the North West Area Health Services (NWAHS) long-term media and communication strategy.

Enquiries to Nikki Karpeles, Department of Health and Human Services, phone (03) 6426 5520, email nikki.karpeles@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Clinical Nurse (514692).

Applications Close:—Friday, 5 February 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time shiftwork.

Location:—Mersey Community Hospital.

Duties:—Provide advanced clinical care that is in accordance with requirements and

meets the psychological, physical and spiritual needs of patients. Collaborate 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.

Enquiries to Jill McCarthy, Department of Health and Human Services, phone (03) 6426 5430, email jill.mccarthy@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Clinical Nurse (514704).

Applications Close:—Friday, 5 February 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time shift work, working 52 hours per fortnight.

Location:—Mersey Community Hospital.

Duties:—Provide advanced clinical care that is in accordance with requirements and meets the psychological, physical and

spiritual needs of patients. Collaborate 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.

Enquiries to Jill McCarthy, Department of Health and Human Services, phone (03) 6426 5430, email jill.mccarthy@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Clinical Nurse (514620).

Applications Close:—Friday, 5 February 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Fixed-term part-time shift work (51.0 hours per fortnight).

Location:—Mersey Community Hospital.

Duties:—In consultation with the NUM undertakes the management and delivery of quality patient care, through efficient and effective utilisation of human and material resources in conjunction with other members of the health care team in the perioperative suite.

Desirable Requirements:—Has a minimum of two years recent post-registration clinical experience in perioperative nursing and has or is working towards a relevant tertiary qualification. Has demonstrated ability to use an advanced level of written, verbal and interpersonal skills and the ability to function within a team environment. An understanding of continuous quality improvement and research processes and their application in the clinical environment in the perioperative suite.

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

Enquiries to Grace Kamphuis, Department of Health and Human Services, phone (03) 6426 5206, email grace.kamphuis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Clinical Nurse (517772).

Applications Close:—Friday, 5 February 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent part-time shift work (64.0 hours per fortnight).

Location:—Mersey Community Hospital.

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.

Desirable Requirements:—Demonstrate knowledge of and the ability to apply advanced clinical competence in the designated clinical area. Demonstrate effective written, verbal and interpersonal skills, and the ability to function in a multidisciplinary team. Demonstrate knowledge of the legal and ethical requirements of Nursing, the ANCI Competencies and the Agency policies.

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

Enquiries to Janie Wilson, Department of Health and Human Services, phone (03) 6426 5399, email janie.wilson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Registered Nurse (514648).

Applications Close:—Friday, 5 February 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Permanent part-time shiftwork, working 56 hours per fortnight.

Location:—Mersey Community Hospital.

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

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

Enquiries to Alison Ellis, Department of Health and Human Services, phone (03) 6326 5303, email alison.ellis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Registered Nurse (514518).

Applications Close:—Friday, 5 February 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Permanent part-time shiftwork, working 72 hours per fortnight.

Location:—Mersey Community Hospital.

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

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

Enquiries to Alison Ellis, Department of Health and Human Services, phone (03) 6426 5303, email alison.ellis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Registered Nurse (514904).

Applications Close:—Friday, 5 February 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Fixed-term part-time shift work (59 hours per fortnight) commencing As soon as possible until 18 April 2010.

Location:—Mersey Community Hospital, Operating Theatre.

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

Desirable Requirements:—Current knowledge of, and the ability to apply nursing principles, procedures and practices in the delivery of patient/client care in a designated area and in line with legal requirements and the ANMC National Competency Standards for the Registered Nurse. Sound interpersonal and communication skills, including written skills and the ability to function effectively in a multidisciplinary team environment. Knowledge of continuous quality improvement and the application of evidence based practice in the practice setting.

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

Enquiries to Grace Kamphuis, Department of Health and Human Services, phone (03) 6426 5206, email garce.kamphuis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Clinical Educator, Emergency Nursing (513890).

Applications Close:—Friday, 5 February 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Fixed-term full-time day work, commencing 22 February 2010 to 17 December 2010. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie.

Duties:—Responsible for co-ordinating and facilitating the formulation, development implementation and evaluation of clinical education and professional development for a range of staff within the emergency department, and collaborates with other members of the health care team to promote a culture that ensures the delivery of quality nursing care.

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

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

Enquiries to Margaret Nicholson, Department of Health and Human Services, phone (03) 6430 6503, email margaret.nicholson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Administrative Assistant (518659).

Applications Close:—Friday, 5 February 2010.

Salary:—\$42,877 – \$46,722 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2.

Fixed-term full-time day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 1 February 2011.

Location:—Radiology.

Duties:—As a member of Radiology's multi-disciplinary team, provide a high level of competency in:

Providing an efficient medical typing service.

An effective appointment scheduling service.

Maintain an efficient patient reception, record filing and retrieval service.

Maintain an efficient patient billing service.

Desirable Requirements:—Ability to type accurately at speed using audio equipment. Sound knowledge of medical terminology. A high degree of problem solving ability, together with the ability to deal with professional staff, patients and the public at all levels with tact and diplomacy. Ability to set priorities in relation to a heavy clerical workload and facilitate training.

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

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Clerical Officer (Department of Emergency Medicine) (504426).

Applications Close:—Friday, 5 February 2010.

Salary:—\$48,439 – \$52,727 pro rata.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3.

Permanent part-time shift work, working 32 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Emergency Medicine.

Duties:—To provide an effective and efficient clerical and reception support to both medical and nursing staff in the direct patient contact area of the Emergency Department.

Desirable Requirements:—High level of communication skills with the ability to liaise effectively with all levels of professional staff within and outside the hospital, together with a proven ability to maintain confidentiality and communicate directly with patients in a tactful and diplomatic manner. Experience in the provision of clerical and administrative services in a health care setting together with the ability to acquire knowledge of hospital funding sources including revenue raising procedures. An understanding of medical terminology and patient information management systems. Experience in the use of data base software applications with the ability to acquire a thorough working knowledge of hospital applications, including EDIS, CSC Patient Management modules and general office software, together with rapid accurate data entry skills.

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

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Emergency Department Support Officer (515875).

Applications Close:—Friday, 5 February 2010.

Salary:—\$37,809 – \$38,933 pro rata.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 3.

Permanent part-time shift work, working 32 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Emergency Medicine.

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

Desirable Requirements:—Comprehensive knowledge of aggression management and the ability to apply same. Knowledge of safe lifting practice and Occupational Health and Safety principles. High level of verbal, written, communication and interpersonal skills. Ability to work within a multidisciplinary team, demonstrate initiative, and prioritise and organise workload according to demand.

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

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Infant Hearing Screener (516457) (516457).

Applications Close:—Friday, 5 February 2010.

Salary:—\$38,264 – \$42,315 p.a.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 4.

Fixed-term part-time day Work, working 16 hours per fortnight (2x4 hour shifts per week, and weekends as required) to commence As soon as possible for a period of 12 months.

Location:—Launceston General Hospital.

Duties:—This position will be part of the Tasmanian Infant Hearing Screening Programme (TIHSP) which will be delivered by the Statewide Audiology Service and co-ordinated by Hospital and Ambulance Services which has the ultimate aim of providing universal newborn hearing screening for all Tasmanian Public and Private Hospitals. The TIHSP aims to help children born with significant hearing loss to realize their full potential for language, academic and social development by offering a newborn hearing screening test to all babies born in Tasmania and facilitating appropriate assessment and early management.

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

Enquiries to Lee Kethel, Department of Health and Human Services, phone (03) 6222 7122, email lee.kathel@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Radiographer (511856).

Applications Close:—Friday, 12 February 2010.

Salary:—\$45,535 – \$73,058 p.a.

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

Permanent full-time shift work.

Location:—Launceston General Hospital.

Duties:—Responsible for the use of ionising and non-ionising radiation to provide images of the highest diagnostic value.

Desirable Requirements:—Broad knowledge and competence in conducting a wide range of general radiographic examinations, including fluoroscopic and mobile procedures. The ability to work in a team environment. The ability to understand Department requirements in relation to policies and objectives, procedures, protocols and computer based record keeping.

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

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

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Day Centre Aide (507492).

Applications Close:—Friday, 12 February 2010.

Salary:—\$38,264 – \$42,315 pro rata.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer Level 4.

Fixed-term casual day work, as and when required, commencing 1 March 2010 to 29 February 2012.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

Duties:—To provide therapy under the guidance and or supervision of the co-ordinator to clients of the Day Care Centre.

Desirable Requirements:—Certificate 2/3 Aged Care/Disability, or Certificate 4 Leisure and Lifestyle.

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

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

Enquiries to Sue Bucher, Department of Health and Human Services, phone (03) 6352 5522, email sue.bucher@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Hospital Aide (507446).

Applications Close:—Friday, 12 February 2010.

Salary:—\$38,264 – \$42,315 pro rata.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 4.

Fixed-term casual shift work (fully rotational), as and when required, commencing 22 February 2010 to 21 February 2012.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

Duties:—To assist nursing staff in the provision of daily care activities to residents of the James Scott Wing.

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

Enquiries to Chris Wootton, Department of Health and Human Services, phone (03) 6352 5522, email chris.wootton@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Physiotherapist (506518).

Applications Close:—Friday, 12 February 2010.

Salary:—\$69,974 – \$80,262 pro rata.

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

Permanent part-time day work, working 32 hours per fortnight. The successful applicant will also have the opportunity to develop a private practice component.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

Duties:—In accordance with organisational policies and

professional code of ethics, to be responsible for the efficient and effective provision of Physiotherapy Services to clients living in the Scottsdale District, co-ordinate the physiotherapy services in the Scottsdale District including supervision and support of staff and students, and contribute to health promotion in the Scottsdale District.

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

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

Enquiries to Sue Bucher, Department of Health and Human Services, phone (03) 6352 5522, email sue.bucher@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Registered Nurse (519257).

Applications Close:—Friday, 5 February 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Permanent part-time shift work (fully rotational) working 56 hours per fortnight.

Location:—St Helens District Hospital, St Helens, Tasmania.

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

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

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

Enquiries to Janette Cumming, Department of Health and Human Services, phone (03) 6376 5222, email janette.cumming@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

*Primary Health Services North***Registered Nurse (504193).**

Applications Close:—Friday, 5 February 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Fixed-term casual shift work (fully rotational), as and when required, commencing 7 February 2010 to 5 February 2012.

Location:—St Helens District Hospital, St Helens, Tasmania.

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

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

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

Enquiries to Janette Cumming, Department of Health and Human Services, phone (03) 6376 5222, email janette.cumming@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Cleaner (Multiple Vacancies)—6 Vacancies.

Applications Close:—Friday, 5 February 2010.

Salary:—\$36,266 – \$37,915 p.a.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 2.

Vacancy No. 507855.

Permanent full-time day work.

Location:—South.

Vacancy No. 507856.

Permanent full-time day work.

Location:—South.

Vacancy No. 507873.

Permanent full-time day work.

Location:—South.

Vacancy No. 510499.

Permanent part-time day work, working 60 hours per fortnight.

Location:—South.

Vacancy No. 507914.

Permanent part-time day work, working 35 hours per fortnight.

Location:—South.

Vacancy No. 519044.

Permanent full-time day work.

Location:—South.

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

Desirable Requirements:—Perform general cleaning duties, including floor, and wall maintenance in offices, wards, corridors, toilet blocks, and other designated areas throughout the hospital as directed.

Undertake special cleaning tasks, and other related duties, including removal of garbage, and collection /distribution of linen.

Ensure equipment is used and maintained in the correct manner, and report faults to enable corrective action to be taken.

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

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Clinical Nurse Consultant (519184).

Applications Close:—Friday, 12 February 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Permanent full-time day work.

Location:—Paediatrics Unit.

Duties:—The Clinical Nurse Consultant will provide clinical nursing leadership in contemporary paediatric nursing practice including advanced nursing care within scope of practice and other relevant legislation. The Clinical Nurse Consultant will undertake nursing assessment, contribute to planning, and co-ordinates services to children, adolescents and families with complex care needs across the continuum of care.

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

Enquiries to Heather Giannaros, Department of Health and Human Services, phone (03) 6222 6891, email rhh.adonwacs@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Clinical Nurse Consultant, Oncology/Haematology (509760).

Applications Close:—Friday, 5 February 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Permanent full-time day work.

Location:—South.

Duties:—The Clinical Nurse will function as an advanced clinical practitioner by providing a high level of nursing care within the paediatric oncology/haematology areas. In collaboration with the Clinical Nurse Manager provide education and support to staff in the paediatric inpatient and outpatient settings in the management of patients with an Oncology/Haematology diagnosis.

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

Enquiries to Barbara Saunders, Department of Health and Human Services, phone (03) 6222 8766, email nursecodirectorwacs@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Clinical Nurse Educator (518832).

Applications Close:—Friday, 12 February 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Permanent full-time day work, commencing 8 March 2010.

Location:—Neurosurgical Nursing, Royal Hobart Hospital.

Duties:—This position is a rare opportunity for a motivated and experienced clinician to advance his or her career in Neurosurgical Nursing. As RHH embraces the reform agenda set for Tasmania, Clinical Nurse Educators are needed to support nurses, at all levels, to promote a modern, high quality, patient centred service. Association with the Practice Development Unit, Nursing and Midwifery, led by a Professor of Nursing, will provide opportunities to research and engage in practice development.

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

Enquiries to Professor Mary FitzGerald, Department of Health and Human Services, phone (03) 6222 7558, email mary.fitzgerald@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Clinical Nurse Educator (518832).

Applications Close:—Friday, 5 February 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Fixed-term full-time day work, commencing As soon as possible until 8 February 2011.

Location:—Emergency Department, Royal Hobart Hospital.

Duties:—This position is a rare opportunity for a motivated and experienced clinician to advance his or her career in Emergency Nursing. As RHH embraces the reform agenda set for Tasmania, Clinical Nurse Educators are needed to support nurses, at all levels, to promote a modern, high quality, patient centred service. Association with the Practice Development Unit, Nursing and Midwifery, led by a Professor of Nursing, will provide opportunities to research and engage in practice development.

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

Enquiries to Professor Mary FitzGerald, Department of Health and Human Services, phone (03) 6222 7558, email mary.fitzgerald@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Food Services Officer (508012).

Applications Close:—Friday, 5 February 2010.

Salary:—\$36,266 – \$37,915 p.a.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 2.

Permanent full-time shift work, working 76 hours per fortnight, commencing As soon as possible.

Location:—South.

Duties:—To assist with the food preparation, production, plating service, warewashing, and cleaning duties in the provision of catering services to patients, visitors and staff of the hospital.

Desirable Requirements:—Knowledge and experience and/or relevant TAFE qualifications in food preparation and production including knowledge of cook-chill procedures. Understanding and experience of working in a large organisation.

A knowledge and understanding of general food handling and food hygiene regulations. Proven ability to maintain all work areas and equipment in a hygienic state.

Ability to maintain a high standard of personal cleanliness and hygiene.

Enquiries to Gwen Bloomfield, Department of Health and Human Services, phone (03) 6222 8544, email bloomfied@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Nurse Unit Manager (508737).

Applications Close:—Friday, 12 February 2010.

Salary:—\$79,725 – \$83,496 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work.

Location:—South.

Duties:—As the Nurse Unit Manager you will provide leadership to the Cardiology Department, Medical Imaging and the Cardiac Interventional Suite. Ensuring the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within the Cardiology Department, Medical Imaging and the Cardiac Interventional Suite.

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

Enquiries to Alan Wales, Department of Health and Human Services, phone (03) 6222 8203, mobile 0417 849 761, email alan.wales@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Pathology Clerk (513162).

Applications Close:—Friday, 5 February 2010.

Salary:—\$33,310 – \$41,403 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 1.

Permanent full-time day work.

Location:—South.

Duties:—To perform clerical duties, and other support functions for the Central Processing Unit, Department of Pathology.

Enquiries to Kathy Barry, Department of Health and Human Services, phone (03) 6222 8657, email kathy.barry@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Pathology Technician (516974).

Applications Close:—Friday, 5 February 2010.

Salary:—\$48,439 – \$52,727 pro rata.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3.

Fixed-term part-time day work, working 15.2 hours per fortnight.

Location:—South.

Duties:—Technical work in the Cytogenetics and Molecular Medicine Laboratories, requiring the application of conventional practices, methods and standards performed under the general technical direction and general technical supervision of the scientific staff. The duties include ongoing technical work performed in accordance with conventional practices, methods and standards and the adjustment, adaptation, interpretation or modification of those factors where necessary. The main focus of the position is in assisting scientists in the efficient operation of the department.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the position:

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

Relevant Training and/or experience determined in accordance with the provisions of Section 37 of the Tasmanian State Service Act 1984 appropriate to the nature of the work.

Enquiries to Jan Williamson, Department of Health and Human Services, phone (03) 6222 8912, email jan.williamson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Safety and Quality Support Officer (507805).

Applications Close:—Friday, 5 February 2010.

Salary:—\$48,439 – \$52,727 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3.

Permanent full-time day work.

Location:—South.

Duties:—Responsible for the co-ordination of management processes for policy, protocol and guideline documents used within the Royal Hobart Hospital and maintenance of the RHH Policy Intranet site. Responsible for providing executive officer support to the two policy review committees, namely the Clinical Policy Committee (CPC) and the Corporate and Support Policy Committee (CSPC). Support the Safety and Quality Unit in the development and preparation of project work, including providing assistance to the Quality Improvement Consultant in the Accreditation programme (ACHS EQUiP).

Enquiries to Jasmine Potter, Department of Health and Human Services, phone (03) 6222 7964, email jasmine.potter@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Primary Health Services South***Community Health Nurse (505555).**

Applications Close:—Friday, 5 February 2010.

Salary:—\$58,055 – \$69,363 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time shift work, working 64 hours per fortnight.

Location:—Repatriation Centre, Hobart.

Duties:—An experienced Community Health Nurse is required for a permanent part-time position in a busy urban Community Health Nursing Service. The Community Health Nurse provides nursing care to individuals and families, in their homes and in clinics, participates in community needs assessments and the development and implementation of health promotion programmes. We are looking for a creative Nurse who enjoys working within a team and is able to plan and deliver health services accordingly.

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

Enquiries to Anne Correy, Department of Health and Human Services, phone 62227602, email anne.correy@dhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Primary Health Services South***Enrolled Nurse (Medication Endorsed) (505533).**

Applications Close:—Friday, 5 February 2010.

Salary:—\$47,703 – \$50,454 pro rata.

Nurses (TPS) Award, Enrolled Nurse Level 2.

Fixed-term part-time day work, working 32 hours per fortnight commencing As soon as possible until 1 October 2010.

Location:—Repatriation Centre, Hobart.

Duties:—An experienced Enrolled Nurse Medication Endorsed is required for a busy Community Health Nursing Service. We are looking for a person who works well within a team environment and delivers a high standard of nursing care within the scope of practice.

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

Current Drivers Licence.

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

Enquiries to Anne Correy, Department of Health and Human Services, phone 62227602, email anne.correy@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Clinical Nurse (509545).**

Applications Close:—Friday, 5 February 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time day work, part-time hours will be considered.

Location:—Day Surgery Unit, Royal Hobart Hospital.

Duties:—Functions as an advanced clinical practitioner within the designated area and provides management support to the Nurse Unit Manager 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 Gina Cook, Department of Health and Human Services, phone (03) 6222 7880, email gina.cook@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Clinical Nurse Educator (518832).**

Applications Close:—Friday, 5 February 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

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

Location:—Medicine, Royal Hobart Hospital.

Duties:—This position is a rare opportunity for a motivated and experienced clinician to advance his or her career in Medical Nursing. As RHH embraces the reform agenda set

for Tasmania, Clinical Nurse Educators are needed to support nurses, at all levels, to promote a modern, high quality, patient centred service. Association with the Practice Development Unit, Nursing and Midwifery, led by a Professor of Nursing, will provide opportunities to research and engage in practice development.

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

Mental Health positions must also have a psychiatric nursing certificate or be authorised by the Nursing Board of Tasmania to practise psychiatric nursing.

Midwifery positions must also hold authorisation to practise as a Midwife by the Nursing Board of Tasmania.

Enquiries to Karen Ford, Department of Health and Human Services, phone (03) 6222 8530, email karen.ford@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Technical Officer, Respiratory Function Unit (510817).

Applications Close:—Friday, 19 February 2010.

Salary:—\$48,439 – \$52,727 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3.

Permanent part-time day work (38 hours per fortnight).

Location:—South.

Duties:—Perform a wide range of diagnostic tests relating to respiratory function under the general supervision of the Senior Technical Officer.

Desirable Requirements:—A degree in Applied Science or other relevant tertiary qualifications. Knowledge of, and experience in, a respiratory function unit or similar environment. Knowledge of, and experience in, tests and equipment involved in respiratory function testing, including the practice of arterial and venepuncture. Broad understanding of the Hospital environment, including a common sense approach to hazards and infection control.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the position:.

An Associate Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work, or relevant Training and/or experience determined in accordance with the provisions of Section 37 of the Tasmanian State Service Act 1984 appropriate to the nature of the work.

Enquiries to Dr Wood-Baker, Department of Health and Human Services, phone (03) 6222 7353, email richard.wood-baker@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Alcohol and Drug Services

Administrative Assistant (513321).

Applications Close:—Friday, 5 February 2010.

Salary:—\$42,877 – \$46,722 pro rata.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2.

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

Location:—St Johns Park New Town.

Duties:—The Administrative Assistant will provide high level secretarial service, administrative and clerical support to the Units/Centre as required. You will ensure an efficient flow of information to and from the office and provide a high quality personal and telephone reception service. You will maintain medical records and act as receptionist in facilitating the appropriate intake and assessment of clients.

Desirable Requirements:—An ability to exercise initiative, judgement, confidentiality and to work in a senior management and clinical environment under pressured circumstances. An ability to undertake administrative duties, including the efficient operation of keyboard and word processing equipment, office automation systems and facsimile machine and possess a high standard of secretarial skills. An ability to work either individually or as a member of a team.

Enquiries to Carol Smith, Department of Health and Human Services, phone (03) 6214 5715, email carol.smith@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Alcohol and Drug Services

Nurse Unit Manager Inpatient Withdrawal Unit (518428).

Applications Close:—Friday, 12 February 2010.

Salary:—\$79,725 – \$83,496 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work.

Location:—Inpatient Withdrawal Unit.

Duties:—The Nurse Unit Manager will provide leadership to the Inpatient Withdrawal Unit, within Alcohol and Drug Service South. You will ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within the Inpatient Withdrawal Unit, Alcohol and Drug Service South.

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

Enquiries to Robert Watkinson, Department of Health and Human Services, phone (03) 6230 7904, email robert.watkinson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Correctional Health Services

Registered Nurse (512528).

Applications Close:—Friday, 12 February 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Fixed-term casual shift work, commencing As soon as possible for a 2 year period.

Location:—Risdon Prison Hospital.

Duties:—The Registered Nurse will be required to 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. Using a primary health care focus plan, implement and evaluate nursing care in conjunction with the client and other members of the health care team.

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

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

Enquiries to Shirley Wyper, Department of Health and Human Services, phone (03) 6216 8241, email shirley.wyper@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Forensic Mental Health Services

Wilfred Lopes Centre

Cleaner (Casual) (516431).

Applications Close:—Friday, 5 February 2010.

Salary:—\$36,266 – \$37,915 pro rata.

Health and Human Services (Tasmanian State Service)

Award, Health Services Officer Level 2.

Fixed-term casual shift work (as and when required) commencing As soon as possible for a period of 2 years.

Location:—Wilfred Lopes Centre.

Duties:—Perform cleaning duties to maintain the Wilfred Lopes Centre in a hygienic, safe and presentable state. Undertake all relevant training required to work within a Forensic Mental Health setting and participate in and contribute to a learning environment through continuing training and professional development.

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

Enquiries to Roy Loh, Department of Health and Human Services, phone (03) 6216 8001, email roy.loh@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Dental Assistant (501200).

Applications Close:—Friday, 5 February 2010.

Salary:—\$42,877 – \$46,722 p.a.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 5.

Permanent full-time day work.

Location:—Northern Region.

Duties:—You will be required to assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities and sterilisation and infection control practices. You will also be required to assist the Dental Clinician with dental radiography including the preparation of film and equipment and the developing of radiographs.

Desirable Requirements:—Expertise in, and significant knowledge of, Dental Assistant's clinical procedures, including current infection control practices, with a knowledge of current NHMRC Infection Control guidelines, OHS guidelines and appropriate legislation. Ability to communicate effectively and work efficiently with members of the dental professions, clients and members of the public. Knowledge of Oral Health Service procedures, techniques and policies or the ability to quickly acquire such. Acceptable experience in Cardio Pulmonary Resuscitation and emergency first aid techniques.

Enquiries to Kristy Haycroft, Department of Health and Human Services, phone (03) 6336 4125, email kristy.haycroft@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Dental Assistant—3 Vacancies.

Applications Close:—Friday, 5 February 2010.

Salary:—\$42,877 – \$46,722 p.a.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 5.

Vacancy No. 501112.

Fixed-term part-time day work, working 64 hours per fortnight, commencing as soon as possible until 6 November 2010.

Location:—Oral Health Services North.

Vacancy No. 501195.

Fixed-term part-time day work, working 56 hours per fortnight, commencing As soon as possible until 20 September 2010.

Location:—Oral Health Services North.

Vacancy No. 501201.

Fixed-term part-time day work, working 32 hours per fortnight, commencing As soon as possible until 5 November 2010.

Location:—Oral Health Services North.

Duties:—This role is primarily is to assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, sterilisation and infection control practices. To take a lead role in training, assisting and orientating less experienced staff.

Desirable Requirements:—Expertise in, and significant knowledge of, Dental Assistant's clinical procedures, including current infection control practices, with a knowledge of current NHMRC Infection Control guidelines, OHS guidelines and appropriate legislation. Ability to communicate effectively and work efficiently with members of the dental professions, clients and members of the public. Knowledge of Oral Health Service procedures, techniques and policies or the ability to quickly acquire such knowledge.

Enquiries to Vanessa Whiteman, Department of Health and Human Services, phone (03) 6336 4125, email vanessa.whiteman@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Dental Technician (517347).

Applications Close:—Friday, 5 February 2010.

Salary:—\$48,439 – \$52,727 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3.

Fixed-term full-time day work (part-time considered), commencing 22 February 2010 until 18 February 2011.

Location:—Dental North.

Duties:—The Dental Technician will provide technical support for prosthetists and dental clinicians in the delivery of oral health services in the Northern Tasmania region.

Essential Requirements:—Satisfactory completion of Certificate Level 1V in Dental Technology or equivalent.

Enquiries to Dale Coombe, Department of Health and Human Services, phone (03) 6336 4121, email dale.coombe@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

*Mental Health Services North***Case Manager (Psychologist) (502820).**

Applications Close:—Friday, 5 February 2010.

Salary:—\$69,974 – \$80,262 pro rata.

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

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

Location:—Mental Health Services North West.

Duties:—The Case Manager will provide a specialised psychological assessment and treatment service to CAMHS clients and their families in relation to mental health issues in accordance with discipline specific skills and abilities. You will undertake comprehensive evidence-based clinical assessment, treatment and assertive case-management to children and adolescents with major and complex mental health problems, including the development and implementation of specialized treatment therapies and programmes. You will contribute to the effective functioning of the Mental Health Multidisciplinary Team including participation in triage, crisis response and intake rosters as required. You will actively participate in developing a clinical environment, which encourages and fosters a team management approach, through the multi-disciplinary team review of current clients, including supporting staff in the development, monitoring and evaluation of clinical outcome measures.

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

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

Enquiries to Sue Nesham, Department of Health and Human Services, Mental Health Services North West, phone (03) 6430 7280, email sue.nesham@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES
STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Clinical Psychologist (505161).

Applications Close:—Friday, 12 February 2010.

Salary:—\$69,974 – \$80,262 p.a.

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

Permanent full-time day work.

Location:—Hobart and Southern Districts.

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

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

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

Enquiries to Jacqui Carson, Department of Health and Human Services, phone (03) 6233 6011, email jacqui.carson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES
STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Registered Nurse, 3 Vacancies.

Applications Close:—Friday, 5 February 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Vacancy No. 515427.

Permanent full-time shift work (fully rotational).

Location:—Wilfred Lopes Centre.

Vacancy No. 515426.

Permanent full-time shift work (fully rotational).

Location:—Wilfred Lopes Centre.

Vacancy No. 515421.

Permanent full-time shift work (fully rotational).

Location:—Wilfred Lopes Centre.

Duties:—As part of a multi-disciplinary team the Registered Nurse will deliver high quality mental health services in accordance with the Mental Health Services Strategic Plan. You will assist authorised Psychiatric Nurses in using a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients. You will interact effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes. You will remain actively involved in maintaining and continually improving the quality of client care provided by the service.

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

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

Enquiries to Susan Styles, Department of Health and Human Services, phone (03) 6216 8001, email susan.styles@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

TASMANIAN AMBULANCE AND HEALTH TRANSPORT SERVICE

Ambulance Officer (ALS) (510592).

Applications Close:—Friday, 5 February 2010.

Salary:—\$53,792 – \$54,621 p.a.

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

Permanent full-time shift worker (fully rotational).

Location:—Burnie.

The provision of an advanced level of pre-hospital clinical care to the Tasmanian Community including the transport of patients by ambulance or other means.

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 Driver's Licence.

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

Enquiries to Norris Hayes, Department of Health and Human Services, phone (03) 6434 6972, email norris.hayes@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

TASMANIAN AMBULANCE AND HEALTH TRANSPORT SERVICE

Branch Station Officer (ALS) (510647).

Applications Close:—Friday, 5 February 2010.

Salary:—\$60,879 p.a.

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

Permanent full-time shift worker (fully rotational).

Location:—Smithton.

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

Enquiries to Norris Hayes, Department of Health and Human Services, phone (03) 6434 6972, email norris.hayes@dhhs.tas.gov.au.

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

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INFRASTRUCTURE, ENERGY AND RESOURCES

Asset Engineer Roads (370369).

Applications Close:—Friday, 5 February 2010.

Salary:—\$77,268 – \$91,722 p.a.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Strategically manage road infrastructure and provide specialist advice on the Classified State Road Network.

Essential Requirements:—Satisfactory completion of a relevant 4 year (minimum) university degree in engineering that is accredited by Engineers Australia; or satisfactory completion of academic qualifications in Engineering that are recognised by Engineers Australia as being an equivalent qualification.

Current Driver's Licence.

Desirable Requirements:—Post graduate qualifications in a relevant discipline. Current driver licence.

Extensive experience in relevant professional engineering duties since becoming a qualified engineer.

Enquiries to Barry Walker, Manager Asset Management, Department of Infrastructure, Energy and Resources, phone (03) 62 33 8682, email barry.walker@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03) 62 33 2077, fax (03) 62 33 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

*Human Resources***Team Leader Payroll, Reporting and Recruitment (371550).**

Applications Close:—Friday, 5 February 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 36.75 hours per week.

Location:—Hobart.

Duties:—To lead the effective and efficient delivery of all aspects of payroll services and recruitment administration; and to work with stakeholders to develop business focused human resource information management and reporting systems.

Enquiries to Mel Parker, A/Senior HR Consultant, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone 0362335441, fax (03) 6233 5337, email melissa.parker@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03) 6233 2077, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

PASSENGER TRANSPORT

*Passenger Transport Policy***Project Officer (372343).**

Applications Close:—Friday, 5 February 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time 36.75 hours per fortnight.

Location:—Hobart.

Duties:—Conduct research, develop and analyse passenger transport policy issues and provide pertinent advice to stakeholders and clients on public transport issues. Contribute to the delivery of sustainable transport projects, including to implement, promote and support the State Government trial Ride Sharing system to be operated by the Department.

Enquiries to Mel Parker, A/Senior HR Consultant, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03) 6233 5441, fax (03) 6233 5337, email melissa.parker@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03) 6233 2077, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

JUSTICE

MAGISTRATES COURT

*Hobart***District Registrar & Manager (Civil Division) (355495).**

Applications Close:—Friday, 12 February 2010.

ANZSCO:— Office Manager.

Salary:— \$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight.

Location:— Hobart.

Duties:—Participate in the management of the Magisterial Division and contribute to the Court Management Group in achieving the strategic objectives of the Magistrates Court. Undertake the statutory responsibilities of the position, including providing authoritative specialist advice to legal practitioners, internal stakeholders and other users of the Court in accordance with Division policy and the Department Service Charter.

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 checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Desirable Requirements:— Relevant tertiary qualifications in court administration or management.

Enquiries to Jim Connolly, Administrator of Courts, Magistrates Court, Department of Justice, phone (03) 6233 3616, email jim.connolly@justice.tas.gov.au.

Applications to Daphne Webb, Human Resources, Department of Justice, 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 Kelly Medhurst on (03) 6233 3616.

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

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

JUSTICE

CORPORATE SERVICES

Human Resources Branch

Senior Human Resources Officer (350332).

Applications Close:—Friday, 5 February 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Run the fortnightly leave accruals, opening payrolls, running gathers and calculations and interfaces associated with the payroll and assisting in changing costs centre codes as requested, including co-ordinating all data and reconciliation and associated reports. Undertake the accurate and timely completion of complex payroll and pay and conditions in accordance with agreed procedures and performance standards.

Desirable Requirements:—Extensive knowledge of and experience in human resources processes, especially in the fields of pay and conditions management or a demonstrated

capacity to develop such extensive knowledge within a reasonable time frame. Sound knowledge of State Service procedures and legislation and experience in the delivery of client services or a demonstrated capacity to develop such knowledge within a reasonable time frame.

Enquiries to Amanda Fox, Co-ordinator Pay and Conditions, Department of Justice, phone (03) 6233 6637, email amanda.fox@justice.tas.gov.au.

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

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 Amanda Fox on (03) 6233 6637.

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

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

JUSTICE

OFFICE OF THE OMBUDSMAN

Administrative Officer (356156).

Applications Close:—Friday, 5 February 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 44.10 hours per fortnight.

Location:—Hobart.

Duties:—Assist the manager with the scheduling of visits by Official Visitors to approved hospitals or the secure mental health unit in Tasmania. Assist the manager in ensuring reports on visits to approved hospitals and the secure mental health unit are completed and any associated reports and data collection forms are completed and filed. Assist with the maintenance of data bases and filing systems associated with visits to approved hospitals.

Desirable Requirements:—Demonstrated sound administrative experience including the ability to write reports, maintain records and databases. Ability to assist with the co-ordination of a statewide team of Official Visitors where confidentiality and flexibility are required.

Enquiries to Phil Donnelly, Manager Official Visitors, Office of the Ombudsman and Health Complaints Commissioner, Department of Justice, phone (03) 6233 9262, email phil.donnelly@mhovs.ombudsman.tas.gov.au.

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

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 Phil Donnelly on (03) 6233 9262.

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

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

JUSTICE

TASMANIA PRISON SERVICE

Cleaner (355190).

Applications Close:—Friday, 5 February 2010.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term full-time working 73.50 hours per fortnight.

Location:—Risdon Prison.

Duties:—Perform general cleaning duties, vacuuming, washing, dusting in offices, corridors, toilets and other areas throughout the Risdon Prison Complex as directed. Train and supervise wardens, ensuring that all cleaning is conducted to a high standard. Ensure equipment is used in a safe manner and report faults. Monitor stocks, order supplies. Be prepared to work weekends and public holidays as part of a roster.

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:—Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check and Identification check.

Enquiries to Wayne Campbell, Maintenance Supervisor, Risdon Prison, Department of Justice, phone (03) 6216 8065, email wayne.campbell@justice.tas.gov.au.

Applications to Daphne Webb, HR Officer, Department of Justice, G.P.O. Box 825 Hobart, Tasmania 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 Wayne Campbell, Maintenance Supervisor on (03) 6216 8065.

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

VICTIMS SUPPORT SERVICES

Team Leader, Court Support and Liaison (355480).

Applications Close:—Friday, 5 February 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.50 hours per fortnight.

Location:—Launceston.

Duties:—Assist adult and child victims of crime by explaining court processes and terminology used by Court personnel, offering personal/emotional support throughout the Court process, providing a de-briefing service to victims following court appearances and assist with the practical details of physically getting to Court. Responsible for day to day services and staffing issues as well as operational issues

in Launceston. Provide high level state-wide administrative support to the Victims Assistance Unit.

Essential Requirements:—A current Tasmanian 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;

1) Conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. 2) Disciplinary action in previous employment check. 3) Identification check.

Desirable Requirements:—High level knowledge of issues related to family violence and an understanding of and commitment to the principles of the Safe at Home project. Knowledge of the justice system including police investigations, court operations, offender management and rehabilitation and the application of restorative justice principles, or the ability to acquire such knowledge. Qualifications in counselling and/or trauma counselling.

Enquiries to Debra Rabe, Manager, Victims Support Service, Department of Justice, phone (03) 6233 5007, email debra.rabe@justice.tas.gov.au.

Applications to Daphne Webb, Human Resources Officer, Recruitment and Establishment, Department of Justice, G.P.O. Box 825, Hobart TAS 7000, 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 Janet McClung on (03) 6233 5002.

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

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

JUSTICE

WORKPLACE STANDARDS TASMANIA

*Building Control***Administrative Assistant (356117).**

Applications Close:—Friday, 5 February 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time 73.5 hours per fortnight (job share or part-time hours negotiable).

Location:—Rosny.

Duties:—Provide an initial point of contact for clients and the general public and provide administrative and clerical support to the Director and staff of the Building Control branch. Assist in the processing of the owner builder registration reporting procedures and ensure guidelines, systems and processes are applied appropriately to meet agreed and statutory timeframes.

Desirable Requirements:—Previous experience in a customer service environment would be an advantage.

Enquiries to Tanya Shea, Owner Builder Advisory Officer, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 8121, email tanya.shea@justice.tas.gov.au.

Applications to Daphne Webb, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au.

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 Tanya Shea on (03) 6233 8121.

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

FORENSIC SCIENCE SERVICE TASMANIA

Biological Examination

Forensic Technical Officer (002295).

Applications Close:—Friday, 5 February 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—New Town.

Duties:—To conduct biological examination of forensic evidence items and undertake analytical and technical work requiring the application of standard methods and practices as part of the operation of the Tasmanian Crime Investigation DNA database.

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.

Qualifications and Experience:—Knowledge and expertise consistent with qualifications recognised at Diploma and Advanced Diploma or equivalent level.

Enquiries to Ms Pam Scott, Forensic Scientist, Department of Police and Emergency Management, Forensic Science Service Tasmania, phone (03) 6278 5611, email pam.scott@fsst.tas.gov.au.

Applications to Co-ordinator, Employee Relations, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2266, fax (03) 6230 2119, email applications@police.tas.gov.au.

Applicants should address the knowledge and skills (selection criteria) as outlined in the Statement of Duties. Applications forwarded by email 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 DPEM. If no acknowledgement or system generated response is received please contact Employee Relations on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format, PDF or RTF (rich text format).

POLICE AND EMERGENCY MANAGEMENT

STATE EMERGENCY SERVICE

State Headquarters

Administrative Assistant (001126).

Applications Close:—Friday, 5 February 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the office of the Commander/ Director including the provision of high level executive assistance, maintenance of information systems, research and advice in relation to work practices and procedures.

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.

Qualifications and Experience:—Knowledge and experience consistent with qualifications recognised at Certificate 3 and 4 or equivalent.

Enquiries to Mr Andrew Lea, Director, State Emergency Service, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2702, email andrew.lea@ses.tas.gov.au.

Applications to Co-ordinator, Employee Relations, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2266, fax (03) 6230 2119, email applications@police.tas.gov.au.

Applicants should address the knowledge and skills (selection criteria) as outlined in the Statement of Duties. Applications forwarded by email 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 DPEM. If no acknowledgement or system generated response is received please contact Employee Relations on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format, PDF or RTF (rich text format).

POLICE AND EMERGENCY MANAGEMENT

STATE EMERGENCY SERVICE

State Headquarters

Clerical Support Officer (002193).

Applications Close:—Friday, 5 February 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—To provide administrative, keyboard and clerical support within the State Emergency Service.

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

Qualifications and Experience:—Knowledge and expertise consistent with qualifications recognised at Certificate 3 or equivalent level.

Enquiries to Ms Elke Browne, Assistant Director, Operation and Resources, State Emergency Service, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2705, email elke.browne@ses.tas.gov.au.

Applications to Co-ordinator, Employee Relations, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2266, fax (03) 6230 2119, email applications@police.tas.gov.au.

Applicants should address the knowledge and skills (selection criteria) as outlined in the Statement of Duties. Applications forwarded by email 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 DPEM. If no acknowledgement or system generated response is received please contact Employee Relations on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format, PDF or RTF (rich text format).

TASMANIAN POLYTECHNIC
REGIONAL AND COMMUNITY ENGAGEMENT

Executive Assistant (001996).

Applications Close:—Friday, 5 February 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—North.

Duties:—Provide effective administrative, secretarial and organisational support to the Director, Regional and Community Engagement including liaison between the Director and outside agencies.

Manage the flow of information and correspondence to and from that office including confidential correspondence and reports.

The CEO has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Enquiries to Maree Gerke, Director, Regional and Community Engagement, Tasmanian Polytechnic, phone (03) 6336 2270, mobile 0439 001713, email maree.gerke@polytechnic.tas.edu.au.

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.

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4668, fax (03) 6231 2254, email recruitment@sharedservices.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 Shared Services.

If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4668.

TASMANIAN SKILLS INSTITUTE

OPERATIONS

Electrotechnology

Unit Leader Electrotechnology (330117).

Applications Close:—Friday, 5 February 2010.

Salary:—\$81,584 p.a.

Post Year 10 Teaching Staff Award, Band 2.

Permanent full-time.

Location:—North or North West.

Duties:—Motivate and lead teaching teams as an innovative VET practitioner and participate as a member of the management team to ensure that staff, resource allocation, monitoring, planning and student administration happens within a framework defined by the commercial objectives of the Tasmanian Skills Institute, responding to the demands of industry and within the requirements of the Australian Quality Training Framework.

Develop and facilitate the delivery of educational and training service programmes offered by the Tasmanian Skills Institute in line with identified industry/enterprise/employer needs and incorporate feedback through principles of continuous improvement.

Establish and build strong and effective relationships with businesses and relevant organisations to facilitate and provide workforce skills development services that meet out customer's needs.

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.

Desirable Requirements:— Current and relevant vocational qualifications and experience in Electrotechnology. Current Drivers licence. Certificate IV in Training and Assessment, or equivalent.

Enquiries to Jon Grant, Operations Manager, Tasmanian Skills Institute, phone (03) 6233 3093, mobile 0419 572 518, email jon.grant@skillsinstitute.tas.edu.au.

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.

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4668, fax (03) 6231 2254, email recruitment@sharedservices.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 Shared Services.

If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4668.

TREASURY AND FINANCE

Assistant Research Officer (Cadet) (723353).

Applications Close:—Friday, 12 February 2010.

Salary:—\$36,450 – \$56,111 p.a.

Tasmanian State Service Award, Cadet.

Fixed-term full-time for a period of up to six years.

Location:—Hobart.

Duties:—You will undertake research and administrative work across the agency, and may be involved with standard tasks or in larger projects. Treasury aims to develop you for a future career with us through grass roots exposure to our broad responsibility areas and through ongoing training and skills development.

In the context of the selection criteria, to be successful in the position applicants will be part-way through an appropriate undergraduate degree, or be eligible for admission to a relevant degree course. We are interested in Commerce or Economics students majoring in disciplines such as accounting, finance, business economics, analytical economics and public policy; have demonstrated time management skills and the ability to successfully manage work and study related commitments concurrently and believe in the vision, mission and values of our organisation.

Essential Requirements:—Required to undertake a course of study leading to tertiary qualifications in economics or commerce.

Enquiries to Neil Thristan, Principal Human Resources Officer, Human Resources Branch, Department of Treasury and Finance, phone (03) 6233 2449, email neil.thristan@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Graduate Financial Analyst (723765).

Applications Close:—Friday, 12 February 2010.

Salary:—\$49,097 – \$56,111 p.a.

Tasmanian State Service Award, Graduate.

Permanent full-time.

Location:—Hobart.

Duties:—To acquire whole of Government and agency specific financial management and accounting skills by undertaking a range of financial management tasks relating to budgeting, financial and statistical reporting and accounting.

In the context of the selection criteria, to be successful in the position applicants will have sound financial analysis and accounting skills, an ability to understand complex issues and identify possible solutions, sound verbal and written communication skills and an undergraduate degree that enables completion of postgraduate accounting studies (CPA Australia

or the Institute of Chartered Accountants Australia).

Essential Requirements:—A business degree that enables the applicant to complete the Certified Practising Accountant in CPA Australia or the Institute of Chartered Accountants in Australia postgraduate programme.

Enquiries to Neil Thristan, Principal Human Resource Officer, Human Resources Branch, Department of Treasury and Finance, phone (03) 6233 2449, email neil.thristan@treasury.tas.gov.au.

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, 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 are available on the internet at www.jobs.tas.gov.au or alternatively by phoning the Recruitment Officer on (03) 6233 3483.

TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

*Information Systems Branch***IT Infrastructure Upgrade Project Manager (724214).**

Applications Close:—Friday, 12 February 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

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

Location:—Hobart.

Duties:—The objective of the position is to manage the delivery of the IT Infrastructure Upgrade Project, including project planning, system implementation, project time, cost and quality management, issue management, and project tracking and reporting.

In the context of the selection criteria, to be successful in the position applicants will have demonstrated high level IT Infrastructure project management and project delivery skills, including the demonstrated ability to lead and manage multiple concurrent IT Infrastructure projects, demonstrated high level understanding of and experience in contemporary IT Infrastructure and in transitioning from legacy IT Infrastructure to contemporary IT Infrastructure and demonstrated high level experience and skills in project management activities including but not limited to stakeholder communication and management, project governance, project planning, change management, vendor management, project issue identification, tracking and resolution, and benefits realisation.

Highly Desirable Requirements:—Completion or partial completion of relevant tertiary or industry qualifications, and/or professional affiliation.

Enquiries to Glenn Lewis, Director, Information Systems Branch, Department of Treasury and Finance, phone (03) 6233 6123, email glenn.lewis@treasury.tas.gov.au.

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Laboratory Technician	P. Buckley	6 months	27.01.10
Education	School Administration Clerk	N. Porsbro	6 months	27.01.10
Education	Teacher Aide Special	S. Matthews	6 months	27.01.10
Education	Laboratory Technician	J. Brazier	6 months	25.01.10
Health & Human Services	Food Services Officer	T. Towns	6 months	24.01.10
Health & Human Services	Child Protection Worker	G. Beard	6 months	18.01.10
Health & Human Services	Registered Nurse	V. Tolputt	6 months	06.01.10
Health & Human Services	Enrolled Nurse	D. Bower	6 months	24.01.10
Health & Human Services	Child Protection Worker	J. Pettett	6 months	18.01.10
Health & Human Services	Continence Nurse Advisor	T. Woodrow	6 months	18.01.10
Health & Human Services	Allied Health Professional	W. McGarry	6 months	12.01.10
Health & Human Services	Enrolled Nurse	D. Bower	6 months	24.01.10
Health & Human Services	Community Mental Health Nurse	A. Blanco	6 months	11.01.10
Health & Human Services	Senior Project Officer	S. Gray	6 months	11.01.10
Health & Human Services	Clinical Network Policy and Project Officer	N. Lewis	6 months	27.01.10
Health & Human Services	Dental Assistant	E. Jones	6 months	18.01.10
Health & Human Services	Food Services Officer	S. Kyle	6 months	24.01.10
Health & Human Services	Dental Assistant	A. Beechey	6 months	18.01.10
Health & Human Services	Storeperson - Food Services	S. Quigley	6 months	24.01.10
Health & Human Services	Food Services Officer	C. Sheppard	6 months	19.12.09
Health & Human Services	Speech Pathologist	E. Davis	6 months	12.01.10
Health & Human Services	Community Mental Health Nurse	D. Parsons	6 months	01.02.10
Justice	Psychologist	A. Washington	6 months	18.01.10
Treasury & Finance	Administrative Officer	K. Glass	6 months	21.01.10
Treasury & Finance	Administrative Officer	C. Geard	6 months	21.01.10
Port Arthur Historic Site Management Authority	Grounds & Gardens Supervisor	N. Jeffs	6 Months	18.01.10

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Visitor Services Officer	H. Redgrove	20 months	07.01.10
Economic Development, Tourism & the Arts	Front of House Assistant	N. Blackberry	21 months	01.11.09
Economic Development, Tourism & the Arts	Visitor Services Officer	R. Wolf	20 months	07.01.10
Economic Development, Tourism & the Arts	Visitor Services Officer	B. Swift	20 months	07.01.10
Economic Development, Tourism & the Arts	Visitor Services Officer	P. Morton	20 months	07.01.10
Economic Development, Tourism & the Arts	Visitor Services Officer	S. Owens	20 months	07.01.10
Economic Development, Tourism & the Arts	Visitor Services Officer	R. Reynolds	20 months	07.01.10
Economic Development, Tourism & the Arts	Visitor Services Officer	T. Panaretos	20 months	07.01.10

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	C. Young	Principal	18.01.10
Health & Human Services	S. Dobson	Quality Officer	01.02.10
Health & Human Services	B. Gleeson	Clinical Nurse Midwife	20.01.10
Justice	S. Nicholson	Crown Counsel	14.01.10

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Administrative Officer	S. Walker	18.12.09
Health & Human Services	Clinical Nurse Specialist - Smoking Cessation Program	L. Feickert	22.01.10
Health & Human Services	Chef	M. Girkin	15.01.10
Health & Human Services	Finance Services Officer	J. Warmsley	04.01.10
Health & Human Services	House Services Assistant	D. Carey	22.01.10
Health & Human Services	Ward Clerk	R. Daw	17.01.10
Health & Human Services	Registered Nurse	K. Wintrup	18.01.10
Health & Human Services	Home Help	D. Tuleja	17.01.10
Treasury & Finance	Principal Research Officer	K. Long	29.01.10
Port Arthur Historic Site Management Authority	Chef	K. Cook	25.12.09

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher Aide	G. Pybus	20.01.10
Justice	Senior Industry Supervisor	R. Mayne	13.01.10
Police & Emergency Management	Manager, Application Development and Support	J. Schofield	10.02.10
Primary Industries, Parks, Water & Environment	Scientific Officer (Aquatic Development)	A. Ritar	22.01.10

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	R. Brydon	Premier & Cabinet	Executive Officer	18.01.10



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PTY LTD

"environmentally responsible printer"

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GPO Box 307, Hobart TAS 7001
sales@thepat.com.au
www.thepat.com.au



We can produce a document the whole world will want to see.

We can also make sure they don't.

No matter how good it looks, sometimes your publication contains information that you would prefer to keep under lock and key.

At Print Applied Technology, Tasmania's number one printer, that's just where we keep it.

How good is our security? Well, in 159 years of

printing the most sensitive government and business documents we've never had any leaks.

Your job will not be any different. So now you can sleep at night knowing your document is safe. Won't that make a world of difference!

Have a chat with one of our sales representatives on 03 6233 3168.



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Our conscience is crystal clear.

Together we can make a difference.

Print Applied Technology remains ever vigilant in reducing the impact of its operations on the environment, and environmental management within our production facilities is considered a critical aspect of our business.

Our investment in a world class 'EcoClean' solvent recycling system from Europe has enabled us to recycle all our solvent liquids for reuse, instead of disposing of this material which is traditional industry practice. Waste paper is managed via extraction systems and a compaction unit, capturing and bundling all waste generated during the production cycle which is then collected for recycling, reducing landfill. Vegetable based inks are used where possible on our presses, and green office principles are employed.

Print Applied Technology now adds to these initiatives official certification by the Forest Stewardship Council

(FSC). FSC certification is the "Gold Standard" for eco forestry worldwide, and as a 'Chain of Custody' certificate holder we can now assure our valued customers that selected papers sourced for our operations are from responsibly managed forests.

The use of the highly guarded FSC trademark now also allows our customers to demonstrate their commitment to the growth of responsible forest management. Further to this, we can now share with you the knowledge that areas of natural wealth and endangered wildlife habitat are not being adversely affected as a consequence of our paper sourcing policy.

You too can help to protect our environment, by promoting and using FSC products.

For further information please contact Print Applied Technology or visit www.fscaustralia.org



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