



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
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INCLUDING G.S.T.

CONTENTS

VACANCIES—	
Economic Development, Tourism and the Arts.....	47
Education.....	47
Health and Human Services.....	48
Infrastructure, Energy and Resources.....	60
Police and Emergency Management.....	60
Premier and Cabinet.....	61
Primary Industries, Parks, Water and Environment.....	61
Public Trustee.....	62
Tasmanian Academy.....	63
Tasmanian Audit Office.....	64
Treasury and finance.....	64
TASMANIAN GOVERNMENT SENIOR EXECUTIVE SERVICE	
Primary Industries, Parks Water and Environment.....	65
STAFF MOVEMENTS—	
Appointments.....	66
Promotions.....	67
Resignations.....	67
Retirements.....	67
Transfers.....	66

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.

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The RBF Board is the trustee of RBF. The relevant RBF brochures, available at www.rbf.com.au, set out important information that you should consider in deciding whether to hold an RBF account.

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

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 9685, fax (03) 6233 5703, email *applications@development.tas.gov.au*.

To be considered for interview, applicants must address the selection criteria as outlined in the Statement of Duties.

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

INDUSTRY DEVELOPMENT DIVISION

Business Response

Program Manager (424535).

Applications Close:—Friday, 21 January 2011.

Salary:—\$72,479 – \$85,612 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time for 2 years.

Location:—Hobart.

Duties:—Develop, manage and evaluate grant programs that align with the strategic direction of the department and aim to help Tasmanian enterprises create and retain jobs; attract investment; increase exports and import replacements; and stimulate innovation and business development.

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

A current Driver's Licence.

Enquiries to Kate Mirowski, Project Manager, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5582, email *kate.mirowski@development.tas.gov.au*.

Applications to Jakki Coombes, Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, TAS 7001, phone (03) 6233 5852, fax (03) 6233 5703, email *applications@development.tas.gov.au*.

To be considered for an interview, applications must address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae.

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Arts Tasmania

Administrative Assistant (706187T).

Applications Close:—Friday, 21 January 2011.

Salary:—\$44,925 – \$48,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time (Feb 2011 to 23 December 2011).

Location:—Hobart.

Duties:—To provide administrative support to the Manager and staff of *arts@work* in the development and management of projects aimed at fulfilling Arts Tasmania's strategic goals.

Desirable Requirements:—An interest in working in the arts, experience in electronic media and a current driver's licence.

Enquiries to Zoe Croft for a copy of the Statement of Duties on phone (03) 6233 7308 or email *zoe.croft@arts.tas.gov.au*. For further information regarding the role please contact Steve Kyne, Deputy Director, Arts Tasmania, phone (03) 6233 7306, email *steve.kyne@arts.tas.gov.au*.

EDUCATION

POST-YEAR 10

Government Education and Training International

Admissions Officer—2 Vacancies.

Applications Close:—Friday, 21 January 2011.

Salary:—\$50,815 – \$55,312 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Vacancy No. 330871.

Permanent full-time.

Location:—South.

Vacancy No. 002328.

Permanent full-time.

Location:—South.

Description of Role:—Provide administrative duties in relation to student admissions, finances and other administrative support as required to the GETI team.

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

Enquiries to David Gutteridge, Operations Manager, Government Education and Training International, Department of Education, phone (03) 6233 8375, mobile 0409 359 076, email david.gutteridge@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.

HEALTH AND HUMAN SERVICES

AMBULANCE TASMANIA

Administrative Assistant (510897).

Applications Close:—Friday, 21 January 2011.

Salary:—\$44,378 – \$48,358 p.a.

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

Fixed-term full-time day work for a period of 12 months.

Location:—Launceston.

Duties:—Provide administrative, clerical and operational support to the Regional Manager, Operations Manager and other senior staff as required.

Desirable Requirements:—Demonstrated office management skills including the ability to perform routine administrative and clerical duties with accuracy and precision. Capacity to provide basic research and project support services. Sound knowledge and experience in the use of software packages for the operation and production of reports, spreadsheets and databases, and the ability to learn new software applications. Effective organisational skills and a demonstrated ability to effectively exercise judgement and discretion in completing day to day tasks.

Enquiries to Matthew Eastham, Department of Health and Human Services, phone (03) 6336 5777, email matthew.eastham@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

AMBULANCE TASMANIA

Deputy CEO/Director Emergency and Medical Services (519475).

Applications Close:—Friday, 28 January 2011.

Salary:—\$114,321 – \$131,469 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 9.

Permanent full-time day work.

Location:—Hobart.

Duties:—As the director of operations, provide strategic direction, leadership and management of Ambulance Tasmania's emergency response resources to enable safe, effective and efficient readiness for and response to emergencies, major incidents and disasters.

Essential Requirements:—Holds a Bachelor of Paramedic Science or other qualification approved by the Service and relevant work experience with an additional qualification in management or equivalent.

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, 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.

Enquiries to Kylie Taylor, Ccentric Group, phone (02) 92229768, email kylie.t@ccentricgroup.com.

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

AMBULANCE TASMANIA

Paramedic Educator (510675).

Applications Close:—Friday, 21 January 2011.

Salary:—\$90,799 p.a.

Tasmanian Ambulance Service Award, Paramedic Educator, Level 2.

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

Location:—Hobart.

Duties:—Research, develop and implement effective and appropriate training programs for ambulance practitioners.

Essential Requirements:— Intensive Care Paramedic with an additional qualification in training and assessment or equivalent.

Current driver's license.

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

Enquiries to Catherine McNamara, Department of Health and Human Services, phone (03) 62308542, email catherine.mcnamara@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

AMBULANCE TASMANIA

Paramedic Educator (516709).

Applications Close:—Friday, 21 January 2011.

Salary:—\$65,500 p.a.

Tasmanian Ambulance Service Award, Paramedic Educator, Level 1.

Permanent full-time day work.

Location:—Hobart.

Duties:—Research, develop and implement effective and appropriate training programs for ambulance practitioners.

Essential Requirements:—Holds a Bachelor of Paramedic Science and relevant work experience or other qualification approved by the Service.

Additional qualification in training and assessment or equivalent as determined by the 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, 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.

Enquiries to Catherine McNamara, Department of Health and Human Services, phone (03) 62308542, email catherine.mcnamara@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

AMBULANCE TASMANIA

Paramedic Educator—2 Vacancies (516708).

Applications Close:—Friday, 21 January 2011.

Salary:—\$90,799 p.a.

Tasmanian Ambulance Service Award, Paramedic Educator, Level 2.

Permanent full-time day work.

Location:—Hobart.

Duties:—Research, develop and implement effective and appropriate training programs for ambulance practitioners.

Essential Requirements:—Intensive Care Paramedic with an additional qualification in training and assessment or equivalent.

Current driver's license.

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

Enquiries to Catherine McNamara, Department of Health and Human Services, phone (03) 6230 8542, email catherine.mcnamara@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

AMBULANCE TASMANIA

Paramedic Student (Multiple Statewide Vacancies) (511770).

Applications Close:—Friday, 21 January 2011.

Salary:—\$40,000 – \$46,250 p.a.

Tasmanian Ambulance Service Award, Paramedic Student.

Fixed-term full-time shift work. Commencing April 2011 for a specified period to enable successful completion of the Associate Degree in Paramedic Science.

Location:—Various Paramedic Student Vacancies in all three Regions.

Duties:—Under the direct supervision of a suitably qualified Paramedic provide pre-hospital care and rescue support, in a competent and expedient manner, transport patients by ambulance or other appropriate means. Undertake education and training programs as required.

Essential Requirements:—Undertaking the Associate Degree in Paramedic Science or other qualification as approved by the Service.

Current Driver's licence.

Physical fitness, medical suitability and psychological characteristics appropriate to the duties of an Ambulance Officer.

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

Enquiries to Wolfi Rechberger, Department of Health and Human Services, phone (03) 6236 5777, email wolfgang.rechberger@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: 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

CARE REFORM

*Statewide Medication Policy and Reform***Pharmaceutical Reform Performance Manager (519352).**

Applications Close:—Friday, 21 January 2011.

Salary:—\$81,876 – \$90,556 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 4.

Permanent full-time day work.

Location:—Hobart.

Duties:—The Pharmaceutical Reform Performance Manager will utilise their clinical pharmacy experience and

knowledge of the Pharmaceutical Benefits Scheme (PBS) to monitor and enhance the clinical and financial performance of Pharmaceutical Reform in Tasmanian public hospitals.

Essential Requirements:—Registered with the Pharmacy Board of Australia.

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

Enquiries to Jaclyn Baker, Department of Health and Human Services, phone (03) 6233 7064, email jaclyn.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

CHIEF HEALTH OFFICER

Manager Cancer Services Development (519989).

Applications Close:—Friday, 21 January 2011.

Salary:—\$96,181 – \$103,579 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 8.

Fixed-term full-time day work for a period of 2 years. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Hobart.

Duties:—Facilitate the co-ordinated strategic development of cancer care services in Tasmania in line with the Cancer Framework and Strategic Plan. Co-ordinate the implementation, monitoring and development of a range of cancer care and services initiatives, including the change management processes required for implementation involving operational services, external stakeholders and Departmental Units.

Desirable Requirements:—Demonstrated high level knowledge of contemporary cancer care service management and delivery within the Australian health and community service system. Well developed project management skills, including the capacity to meet deadlines and achieving identified outputs within designated timelines, in a complex environment. Demonstrated ability to provide briefings and advice to senior management and the Minister for Health in relation to Cancer Care service development and associated issues.

Enquiries to Tony Sansom, Department of Health and Human Services, phone (03) 6233 2075, email tony.sansom@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

Biostatistician (501083).

Applications Close:—Friday, 21 January 2011.

Salary:—\$81,876 – \$90,556 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 4.

Permanent full-time day work.

Location:—Hobart.

Duties:—The Biostatistician is a member of the Epidemiology Unit with responsibility for the professional selection and application of biostatistical methods for the purpose of population health surveillance, data analysis and reporting.

Desirable Requirements:—It is desirable that the occupant has a postgraduate degree in biostatistics, epidemiology, public health or equivalent from a recognised tertiary institution. High-level knowledge and understanding of the determinants of health and of contemporary population health policy issues. Demonstrated high level of knowledge and expertise in the development, conduct, and management of population health surveys.

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

Enquiries to Roscoe Taylor, Department of Health and Human Services, phone (03) 62 227729, email roscoe.taylor@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 Advisor Food Safety (Food Officer) (500979).

Applications Close:—Friday, 21 January 2011.

Salary:—\$71,381 – \$81,876 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 3.

Permanent full-time day work.

Location:—Hobart.

Duties:—Manage, co-ordinate and undertake a range of activities in relation to the promotion and monitoring of food safety, and the management of unsafe foods. Support local government and industry in developing and implementing systems to ensure safe food, and to meet obligations under the legislation. Undertake planning and development programs in food safety. Contribute to the formulation of agency policies on food safety.

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

Enquiries to Eric Johnson, Department of Health and Human Services, phone (03) 6222 7705, email eric.johnson@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

Child and Family Health Nurse—2 Vacancies.

Applications Close:—Friday, 21 January 2011.

Salary:—\$58,055 – \$69,363 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Vacancy No. 500964.

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

Location:—DCYFS, Children and Family Services, CHAPS, North West.

Vacancy No. 500910.

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

Location:—DCYFS, Children and Family Services, CHAPS, North West.

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

Desirable Requirements:—Minimum of 3 years post basic registration nursing experience and holds a relevant tertiary qualification or is working towards same. Comprehensive knowledge of the principles of primary health care and ability to apply these principles in practice. Demonstrated clinical skills appropriate to the area of family and child health nursing.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia.

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 Sue Mitchell, Department of Health and Human Services, phone (03) 6434 6461, email susan.mitchell@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

Child Protection Worker (Relief) (501541).

Applications Close:—Friday, 21 January 2011.

Salary:—\$46,450 – \$74,527 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 1-2.

Fixed-term casual day work (as and when required) for a period of 12 months.

Location:—DCYFS, Children and Family Services, North.

Duties:—As a member of Child and Family Services the Child Protection Worker is responsible for the safety and well-being of children and young persons.

The Child Protection Worker is responsible for the provision of assessment, advice and referral services, case management services and placements outside the child/young persons home.

The role of the Child Protection Worker is to provide professional services in accordance with legislation, practice guidelines, policies and procedures and by applying professional judgment to ensure that services are delivered in the best interest of the child/young person and their family.

Desirable Requirements:-

An understanding of the social and developmental needs of individuals, children and families and the ability to apply this in a service delivery context and within statutory responsibility.

Well-developed written and verbal communication skills, in particular, strong interpersonal and counselling skills and the ability to present confidently in public.

A knowledge of the tasks performed in the work area together with a good knowledge of the operations of the agency and other agencies providing a service relevant to the work area or the ability to acquire such knowledge.

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

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

Enquiries to Michelle Davey, Department of Health and Human Services, phone (03) 6336 2572, email michelle.davey@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: 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***Child Protection Worker -Multiple positions—5 Vacancies.**

Applications Close:—Friday, 21 January 2011.

Salary:—\$46,450 – \$74,527 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 1-2.

Vacancy No. 516040.

Permanent full-time day work.

Location:—DCYFS, Children and Family Services, North West.

Vacancy No. 515510.

Permanent part-time day work (53.2 hours per fortnight).

Location:—DCYFS, Children and Family Services, North West.

Vacancy No. 513364 and 501551.

Fixed-term full-time day work commencing as soon as possible for a period of 4 months.

Location:—DCYFS, Children and Family Services, North West.

Vacancy No. 515630.

Fixed-term part-time day work (38 hours per fortnight) commencing As soon as possible for a period of 6 months.

Location:—DCYFS, Children and Family Services, North West.

Vacancy No. 513231.

Fixed-term casual day work (as and when required) commencing As soon as possible for a period of 12 months.

Location:—DCYFS, Children and Family Services, North West.

Duties:—As a member of Child and Family Services the Child Protection Worker is responsible for the safety and well-being of children and young persons.

The Child Protection Worker is responsible for the provision of assessment, advice and referral services, case management services and placements outside the child/young persons home.

The role of the Child Protection Worker is to provide professional services in accordance with legislation, practice guidelines, policies and procedures and by applying professional judgment to ensure that services are delivered in the best interest of the child/young person and their family.

Desirable Requirements:—An understanding of the social and developmental needs of individuals, children and families and the ability to apply this in a service delivery context and within statutory responsibility.

Well-developed written and verbal communication skills, in particular, strong interpersonal and counselling skills and the ability to present confidently in public.

A knowledge of the tasks performed in the work area together with a good knowledge of the operations of the agency and other agencies providing a service relevant to the work area or the ability to acquire such knowledge.

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

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

checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Selina McGuire, Department of Health and Human Services, phone (03) 6434 6404, email selina.mcguire@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***Manager Information Services (519864).**

Applications Close:—Friday, 28 January 2011.

Salary:—\$96,181 – \$103,579 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 8.

Permanent full-time day work.

Location:—DCYFS, Corporate Support, Human Services, Hobart.

Duties:-

The occupant will manage the ongoing information technology and information management support function for DCYFS and will also undertake a project management role in relation to the successful implementation of new information systems to support strategic reform programs within DCYFS.

As a senior member of the Human Services Corporate Support unit, provide high level advice to the Director Corporate Support and CEOs of Disability, Child, Youth and Family Services (DCYFS) and other senior managers in relation to the effective management of information to improve and inform service delivery and reporting.

Desirable Requirements:—Extensive high level experience in the development and management of information technology projects including a sound understanding of contemporary information system networks, information systems and telecommunications developments.

Extensive and high level experience in the management of information technology and information management support functions in a large and decentralised service organisation.

Strong leadership and project management skills including the capacity to proactively contribute to and guide significant statewide initiatives directly within a service delivery environment.

High-level interpersonal, communication, negotiation and conflict resolution skills including the ability to represent the Agency and identify and negotiate mutually acceptable solutions in situations of differing interest.

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 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

Senior Practice Consultant (501506).

Applications Close:—Friday, 21 January 2011.

Salary:—\$81,876 – \$90,556 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 4.

Fixed-term full-time day work commencing As soon as possible for a period of 3 months.

Location:—DCYFS, Children and Family Services, North West.

Duties:—In collaboration with line management take a lead role in the establishment of high standards of ethical and professional practice through the provision of professional improvement consultation, support and development; and to promote and contribute to quality improvement and assurance in services to children and families consistent with statutory requirements.

Desirable Requirements:-

Minimum of five years experience in the delivery of human/family services.

Demonstrated understanding of the organization, delivery and management of complex human/family services in statutory public sector agency.

High level assessment, analytical and conceptual skills.

High level communication, interpersonal, liaison, advocacy, and leadership skills; including conflict resolution, debriefing, anger management and grief counseling.

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

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

Enquiries to Malcolm Phillips, Department of Health and Human Services, phone (03) 6434 6402, email malcolm.phillips@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

Senior Occupational Therapist (Comm) (503071).

Applications Close:—Friday, 21 January 2011.

Salary:—\$71,381 – \$81,876 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 3.

Permanent full-time day work, working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Allied Health Services, Devonport Community Health Centre.

Duties:—To assess, plan and carry out treatment programs in accordance with organisational policies and professional code of conduct, for clients referred to occupational therapy services. Rotation across acute clinical work areas is available upon negotiation with the manager. To assist the Occupational Therapy management team in ensuring that best practice standards are provided to clients of the occupational therapy service at the North West Area Health Service (NWAHS), including actively promoting the role of occupational therapy and participation in the education of service users.

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

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

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

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: 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

Administrative Assistant, Medical Staffing Unit (518007).

Applications Close:—Friday, 21 January 2011.

Salary:—\$50,134 – \$54,573 p.a.

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

Permanent full-time day work, working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Mersey Community Hospital.

Duties:—Responsible for the provision of administrative support to the Medical Staffing Unit and working with the Director of Medical Services to effectively manage the Medical Staffing Unit.

Desirable Requirements:—Sound knowledge of office organization and procedures in order to ensure the efficient operation of the Medical Staffing Unit at the Mersey Community Hospital. High level oral, written and interpersonal communication skills and the ability to work effectively as part of a team. A high level of autonomy, keyboard skills, together with demonstrated knowledge and proficiency in operation of computerized information systems.

Enquiries to Melissa Richards, Department of Health and Human Services, phone (03) 6490 8963, email melissa.richards@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 (514606).

Applications Close:—Friday, 21 January 2011.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time day work (with on call) working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Operating Theatre, Mersey Community Hospital, Latrobe.

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

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia.

Enquiries to Tim Richards, 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

Pharmacy Dispensary Assistant (519974).

Applications Close:—Friday, 21 January 2011.

Salary:—\$44,378 – \$48,358 p.a.

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

Permanent part-time day work, working 38 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Pharmacy, Mersey Community Hospital.

Duties:—To assist professional staff in providing a comprehensive pharmaceutical service to patients and other clients of the hospital, and to other Divisions within the Agency in the North West Region including hospitals with contractual agreements.

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 Margie Butnoris, Department of Health and Human Services, phone (03) 6430 6717, email margie.butnoris@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

Occupational Therapy Tradesperson (502034).

Applications Close:—Friday, 21 January 2011.

Salary:—\$50,134 – \$54,573 p.a.

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

Fixed-term casual day worker as and when required.

Location:—Based at North West Regional Hospital with travel throughout the north west region.

To construct and install home modifications for clients of the Occupational Therapy Service NWAHS as prescribed by qualified Occupational Therapists. In consultation with the Manager Occupational Therapy Services, participate in the monitoring of resources and contribute to the review and development of operational standards of service delivery, which comply with current Agency requirements. Assist the Manager of the Occupational Therapy Service with technical requests and advice.

Essential Requirements:—Relevant Trades Qualification.

Current Driver's License.

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

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

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: 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***Triage Clerk DEM (501832).**

Applications Close:—Friday, 21 January 2011.

Salary:—\$50,134 – \$54,573 p.a.

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

Fixed-term full-time day work, working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Department of Emergency Medicine.

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

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

Enquiries to Wayne Smith, Department of Health and Human Services, phone (03) 6430 6632, email wayne.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

NORTH WEST AREA HEALTH SERVICE

*Primary Health Services North West***Administration Officer (514090).**

Applications Close:—Friday, 21 January 2011.

Salary:—\$44,378 – \$48,358 p.a.

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

Permanent full-time day work working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Healthwest Zeehan Community Health Centre.

Duties:—Within a Primary Health Care framework and in accordance with Agency policies, provide an accurate and timely clerical and administrative support service to the HealthWest Community Services team.

Desirable Requirements:—Provide an information and reception service, ensuring prompt, sensitive and confidential handling of enquiries, to staff and clients presenting to the service.

Provide efficient and effective administrative support to the service, including co-ordinating Zeehan based vehicle bookings, document separation, processing requisitions for goods and services and undertaking routine processing of financial transactions, maintaining filing systems, taking meeting minutes and processing data for statistical purposes.

Enquiries to Karen Schnitzerling, Department of Health and Human Services, phone (03) 6472 2300, email karen.schnitzerling@dhhs.tas.gov.au.

Successful applicants who do not reside on the West Coast may be offered accommodation for a period of up to three months. 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

*Primary Health Services North West***Administrative Assistant (519778).**

Applications Close:—Friday, 21 January 2011.

Salary:—\$44,378 – \$48,358 p.a.

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

Fixed-term part-time 50.16 hours per fortnight day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—HealthWest, Zeehan Community Health Centre.

Duties:—Within a Primary Health Care framework and in accordance with Agency policies, provide an accurate and timely clerical and administrative support service to the HealthWest Rural Primary Health Services team.

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

Successful applicants who currently do not live on the West Coast may be offered accommodation for a period of up to three months. 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

*Primary Health Services North West***Clinical Nurse, Various Positions (502371).**

Applications Close:—Friday, 21 January 2011.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time or part-time multiple positions, shift worker (fully rotational). Notwithstanding, hours per fortnight will be negotiated with the successful applicants.

Location:—HealthWest, West Coast District Hospital.

Duties:—In accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies, the Clinical Nurse provides clinical leadership in all aspects of nursing care within the practice setting.

The position is for permanent 2.0 FTE and therefore multiple applicants will be appointed. We are seeking Registered Nurses with a minimum of 4 years post graduate experience. Experience in Acute Care, Aged Care, Emergency Care is essential and a qualification and recent practice in Midwifery would be a distinct advantage. While West Coast District Hospital does not have an obstetrics unit, antenatal and postnatal care is provided.

West Coast District Hospital has a strong commitment to continued professional development and provides a modern work environment. We invite suitably qualified and experienced nurses to apply to become members of our team.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia.

Enquiries to Bob Cartledge, Department of Health and Human Services, phone (03) 6472 2315, mobile 0439 336 208, email bob.cartledge@dhhs.tas.gov.au.

Successful applicants will be eligible for a remote locality allowance. Those appointed to the positions who currently do not reside on the West Coast, can be offered up to 3 months accommodation upon commencement of work. 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

Primary Health Services North West

Community and Regional Health Services Manager (HealthWest) (514086).

Applications Close:—Friday, 21 January 2011.

Salary:—\$71,624 – \$84,834 p.a.

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

Permanent full-time day work, working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—HealthWest, Zeehan Community Health Centre.

Duties:—Within a Primary Health Care framework and in accordance with Agency policies and legal requirements, provide effective and efficient management of the human, fiscal and material resources for HealthWest Community Services and the Rural Primary Health Services programs. While the position is based in Zeehan, the programs extend across the West Coast. This position involves the management of a team of staff to provide a range of community health services for the West Coast community. Programs include personal care, home help, home maintenance, recreational day care, volunteer services, rural health allied health programs and health promotion and community 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 Karen Schnitzerling, Department of Health and Human Services, phone (03) 6472 2300, email karen.schnitzerling@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

Hospital Receptionist (503292).

Applications Close:—Friday, 21 January 2011.

Salary:—\$34,475 – \$42,853 p.a.

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

Permanent full-time shift work, not working weekends or public holidays. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Telecommunications.

Duties:—Hospital Receptionists undertake general duties and provide assistance/direction to the Public. In addition, these positions provide internal and external mail services.

Desirable Requirements:—Well-developed communication and interpersonal skills, with an ability to provide a confidential reception service. The ability to gain knowledge and skills in the use of communication and information systems. The ability to use judgement and initiative in organizing day to day tasks.

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 63487482, email colleen.horton@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, P.O. Box 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Registered Nurse (504055).

Applications Close:—Friday, 21 January 2011.

Salary:—\$49,012 – \$64,842 p.a.

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

Permanent full-time shift work (fully rotational). Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 4K.

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:—Registered with the Nursing and Midwifery Board of Australia.

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 Sonja Leonard or Malcolm Gulliver, Department of Health and Human Services, phone (03) 6348 7053, email sonja.leonard@dhhs.tas.gov.au or malcolm.gulliver@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, P.O. Box 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Registered Nurse (504215).

Applications Close:—Friday, 21 January 2011.

Salary:—\$49,012 – \$64,842 pro rata.

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

Permanent part-time shift work (fully rotational), working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 4D.

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:—Registered with the Nursing and Midwifery Board of Australia.

Enquiries to Robyn Hayes, Department of Health and Human Services, phone (03) 63487308, email robyn.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

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Theatre Support Officer (Relief) (517173).

Applications Close:—Friday, 21 January 2011.

Salary:—\$44,378 – \$48,357 pro rata.

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

Fixed-term casual shift work not working weekends or public holidays, working as and when required.

Location:—Operating Room Suite.

Duties:—As a member of the perioperative team, provide an efficient and effective support service to the Operating Room Suite, by preparing the operating room/procedure room for each procedure, providing technical assistance to nursing and medical staff and assisting medical and nursing staff with correct, safe and dignified positioning of patients.

Enquiries to Ross Mace, Department of Health and Human Services, phone (03) 6348 7626, email rsmace@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 (506347).

Applications Close:—Friday, 21 January 2011.

Salary:—\$58,055 – \$69,363 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term casual working as and when required, for a period of two years.

Location:—Bruny Island Community Health Centre, Alonnah.

Duties:—Functions as an advanced clinical practitioner, using evidenced based practices. In accordance with Primary Health Care principles, Agency Policies, legal requirements and professional competencies; the Community Health nurse provides nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programs. Collaborates with other members of the health care team to ensure the delivery of high quality health care. Recognises that the health of individuals and the community is influenced by social and environmental factors as well as individual's access to health services, therefore plans and delivers services accordingly.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia.

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 Chris Bodger, Department of Health and Human Services, Alonnah, 7150, phone (03) 6293 1143, mobile 04283 36321, email christine.bodger@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink Recruitment Services, Department of Health and Human Services, G.P.O. Box 1061, Hobart 7001.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Primary Health Services South

Relief Cook (Non Trade) (506670).

Applications Close:—Friday, 21 January 2011.

Salary:—\$41,767 – \$43,796 pro rata.

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

Fixed-term casual working as and when required for a period of 12 months.

Location:—Midlands Multi Purpose Center.

Duties:—Provide a high standard of food service to all customers which will include the preparation, cooking and serving of meals. Conduct relevant audits within the kitchen/catering environment as per food safety plan, continuous quality improvement program and legislative requirements.

Desirable Requirements:—Knowledge of and/or experience in cooking for institutions, catering techniques and the ability to ensure a balanced and interesting menu. Knowledge and experience in the utilization and cleaning of kitchen equipment. Ability to work with minimal supervision with well developed organizational skills and ability to exercise initiative, judgement, confidentiality and discretion as a team member.

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 Garry Lyall, Department of Health and Human Services, phone (03) 6254 5030, email glyall@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink Recruitment Services, Department of Health and Human Services, G.P.O. Box 1061, Hobart 7001.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

CSSD Technician (509500).

Applications Close:—Friday, 21 January 2011.

Salary:—\$44,378 – \$48,357 p.a.

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

Permanent full-time, permanent part-time and casual vacancies (several).

Location:—Royal Hobart Hospital.

Duties:—As a member of the health care team the CSSD Technician, decontaminates, packages, and sterilises theatre and ward equipment and sterile supplies appropriate to the specialist and general areas and maintains clean and hygienic surroundings to facilitate the control of infection in the Central Sterilising Department.

Desirable Requirements:—Knowledge of, and experience in, sterilising technology and/or qualifications in, or willingness to undertake, a Sterilising Technology course. Ability to obtain a thorough knowledge of instruments/equipment and supplies processed in CSSD, and to initiate appropriate action and follow protocols for the decontamination and sterilisation of equipment. Demonstrated ability to work individually or as a member of a team and assist in the training of new staff, under the direction of the Nurse Unit Manager.

Enquiries to Carol Barber, Department of Health and Human Services, phone (03) 62 228918, email carol.barber@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink Recruitment Services, Department of Health and Human Services, G.P.O. Box 1061, Hobart 7001.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Senior Dietitian (508226).

Applications Close:—Friday, 21 January 2011.

Salary:—\$71,381 – \$81,876 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 3.

Fixed-term part-time day worker (38 hours per fortnight), commencing as soon as possible for a period of 12 months.

Location:—Royal Hobart Hospital, Liverpool Street, Hobart.

Description:—This position provides clinical dietetic services to allocated areas at specialist and/or senior levels, and advocates for appropriate nutrition for clients and staff of the Department of Health and Human Services.

Essential Requirements:—Approved Bachelor of Science degree, or equivalent, from a University or other tertiary institution, majoring in appropriate subjects, and a graduate diploma or post graduate degree course in dietetics of one or two years, or an approved four year undergraduate degree majoring in nutrition and dietetics at a recognised Australian tertiary institution, or a pass in the Dietitians Association of Australia (DAA) examination in dietetics for overseas trained dietitians.

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 Jean Symes, Department of Health and Human Services, phone (03) 6222 7204, email jean.symes@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

Ward Clerk Co-ordinator (508210).

Applications Close:—Friday, 21 January 2011.

Salary:—\$56,276 – \$65,073 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4.

Permanent full-time day worker, working 76 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—Plan, implement and evaluate the selection, orientation, and training of each new PIMS Ward Clerk/CSO, ensuring that service delivery standards and service objectives are understood, implemented and maintained. Develop and maintain service provision standards relating to Ward Clerk/CSO relief duties, including the ongoing maintenance and review of the Ward Clerk Procedure Manual. In collaboration with Nurse Unit Managers, monitor, review and develop Ward Clerks/CSO relief knowledge and skill levels, individually and as a group and develop, maintain and monitor PIMS Ward Clerk/CSO relief rostered day and shift hours in liaison with Nurse Unit Managers.

Desirable Requirements:—Relevant qualifications and demonstrated experience in the supervision and administration of a large number of employees providing clerical and frontline services. Extensive frontline clerical experience preferably in a hospital setting, considered desirable. Sound knowledge of the relevant national and state legislation and the standards governing management of patient information with direct medical records experience an advantage. Demonstrated organisational and leadership skills, including problem solving, negotiation and conflict resolution.

Enquiries to Mark Upton, Department of Health and Human Services, Royal Hobart Hospital, Liverpool St, Hobart, 7000, phone (03) 6222 8687, mobile 0417 578 122, email mark.upton@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink Recruitment Services, Department of Health and Human Services, G.P.O. Box 1061 Hobart 7001.

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Cancer Screening and Control Service

Screening Support Officer (501107).

Applications Close:—Friday, 21 January 2011.

Salary:—\$44,378 – \$48,358 p.a.

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

Fixed-term full-time day work, commencing As soon as possible for a period of 12 months. Part-time hours will also be considered.

Location:—BreastScreen, Hobart.

Duties:—To assist in the operations of the BreastScreen Tasmania Program by providing administrative support and ensuring timely and accurate processing of data and files. Provide high level of client service to clients of the BreastScreen Tasmania Program.

Desirable Requirements:—Experience in working in a health delivery environment, together with knowledge of medical data entry or the ability to acquire such knowledge. Experience in the use of computers and Windows-based software, including Word and on-line data base applications. Demonstrated ability to work in a well organised manner while focussing on detail, in a dynamic environment.

Enquiries to Lyn McKinley, Department of Health and Human Services, phone (03) 6216 4333, email lyn.mckinley@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

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Cancer Screening and Control Service

Staff Specialist (Radiology) (520023).

Applications Close:—Friday, 21 January 2011.

Salary:—To be negotiated.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner (Salary commensurate with qualifications and experience).

Permanent full-time day work.

Location:—BreastScreen Clinical Services, Hobart.

Duties:—The Staff Specialist Radiology will be responsible for providing screening and clinical assessment services for the early detection of breast cancer and developing the BreastScreen Tasmania program through teaching, research and continuous quality improvement.

Essential Requirements:—Specialist or limited registration with the Medical Board of Australia in a relevant speciality.

Enquiries to Karen Forster, Department of Health and Human Services, phone (03) 6216 4301, email karen.forster@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

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North West

Senior Business Support Officer (516677).

Applications Close:—Friday, 21 January 2011.

Salary:—\$71,624 – \$84,834 p.a.

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

Permanent full-time day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Area Management Unit, North West.

Duties:—As part of a multidisciplinary team delivering high quality mental health services in accordance with Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, undertake a co-ordinating and support role in the management and implementation of specific establishment projects and provide high level administrative advice and support for planning, risk analysis, communication strategies and policy development in relation to the same. Provide high level business support and administrative advice to senior management to ensure the cost effective provision

and utilisation of human, financial and physical resources. Participate in the development and revision of organisational documentation, policies and procedures and provide administrative advice and support for planning, risk analysis, communication strategies and policy development.

Desirable Requirements:—Experience in and knowledge of the mental health field, including an understanding of the operations of the Agency relevant to Mental Health Services. Proven skills and experience in financial management with the ability to monitor effectiveness and efficiency. Demonstrated ability to undertake policy and service development and to prepare, present and evaluate reports and submissions at senior management level, and competence to research, interpret and analyse information and recommend appropriate action.

Enquiries to Allie Hayes, Department of Health and Human Services, phone (03) 6434 4070, email allie.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.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

INFRASTRUCTURE STRATEGY DIVISION

Principal Planning Analyst, Integrated Corridor Plans (372390).

Applications Close:—Friday, 21 January 2011.

Salary:—\$88,539 – \$94,567 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time 2 years.

Location:—Hobart.

Duties:—Undertake high-level research and analysis to inform and provide advice on an appropriate methodology to develop urban transit corridors in Greater Hobart, including the clear identification of target outcomes, required infrastructure, public transport and land use analysis, use of internal and external resources, and identification of key outputs over the short, medium and long term.

Prepare high-level written documentation for a variety of audiences, as required, including draft and final consultation strategies, consultancy scopes, project and Agency related correspondence.

Develop a robust stakeholder consultation strategy and effectively engage with stakeholders during all phases of the project, including undertaking detailed consultation and negotiation as required, to deliver a broad based strategy that has external stakeholder support.

Lead and work effectively as part of a multi-disciplinary team.

Undertake all aspects of project management for the nominated projects in accordance with contemporary project management methodology, including resourcing, management of external consultants, regular reporting (primarily to the Director, Infrastructure Planning and a cross-divisional steering committee), and quality assurance of documentation.

Effectively represent the Agency in external forums, and with external stakeholders.

Desirable Requirements:—Experience in the development of strategic plans, preferably transport, infrastructure or land use, would be an advantage.

Knowledge of or experience in the use of GIS.

Tertiary qualifications in planning, economics, or geography.

Enquiries to David Spence, General Manager Infrastructure Policy and Planning, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone 6233 2089, email David.Spence@dier.tas.gov.au.

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart Tas 7000, phone 6233 2077, fax 6233 5337, email recruitment@dier.tas.gov.au.

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

Operations

Firefighters Experienced Career Firefighter positions (various).

Applications Close:—Monday, 24 January 2011.

Salary:—\$55,946 – \$69,110 p.a.

Tasmania Fire Fighting Industry Employees Award 2000, Firefighter, Firefighter (experienced).

Permanent full-time.

Location:—Statewide.

Tasmania Fire Service is looking for people with a practical firefighting experience in a recognised career firefighting agency to work in South, North or North West Regions. Being a firefighter in the TFS involves responding to emergency incidents and promoting fire safety awareness. If you have previous career firefighting experience and are interested in joining the TFS obtain a Recruitment Information Kit by going to www.jobs.tas.gov.au or www.fire.tas.gov.au.

Duties:—Provide and maintain a high standard of emergency response to emergency incidents and assist in the delivery of fire safety programs in the community.

Essential Requirements:-

- Meet the medical requirements of the Tasmania Fire Service;
- Have a high standard of health and fitness;
- Able to work at heights and in confined spaces;
- Hold a vehicle licence that enables the incumbent to drive all TFS fire appliances. (A medium rigid (MR) endorsement is required under current licensing requirements);
- Have at least 12 months previous experience as a career firefighter;
- The State Service Commissioner has determined that a person nominated for appointment as a Firefighter is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following conviction checks are to be conducted:
- Arson and fire setting;
- Sexual offences;
- Crimes involving dishonesty (e.g. theft, burglary, breaking and entering, fraud);
- Crimes involving deception (e.g. obtaining an advantage by deception);
- Making false declarations;
- Violent crimes and crimes against the person; and
- Malicious damage and destruction to property. Accordingly a person nominated for appointment to a position of Firefighter will be required to provide a Record of Convictions in relation to the above from Tasmania Police prior to appointment.

Desirable Requirements:—Be assessed as competent in the core competencies, up to and including Paypoint 3, required by the Tasmania Fire Service; and.

Other qualification, ability or experience which is relevant to the position of Firefighter.

You need to complete the application form contained in the Recruitment Information Kit and forward it, together with the requested attachments to Tasmania Fire Service, G.P.O. Box 1526, Hobart TAS 7001 or email to firefighterjobs@fire.tas.gov.au.

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

*Operations***Trainee Firefighter (520000).**

Applications Close:—Monday, 24 January 2011.

Salary:—\$49,364 – \$69,110 p.a.

Tasmania Fire Fighting Industry Employees Award 2000, Trainee Firefighter.

Permanent full-time.

Location:—Statewide.

Tasmania Fire Service is looking for community-minded men and women to become Firefighters. If you are able to communicate well, learn new skills, work safely and like to use your initiative and judgement, obtain a Recruitment Information Kit by going to www.jobs.tas.gov.au or www.fire.tas.gov.au.

Duties:—Gain the necessary knowledge, skills and attributes to enable eligibility for appointment to a position of Firefighter.

Essential Requirements:—Meet the medical requirements of the Tasmania Fire Service; Have a high standard of health and fitness; · Able to work at heights and in confined spaces; Hold a current manual driver's licence with no restrictions and meet the vehicle licensing requirements to be eligible to apply for a licence to drive all TFS fire appliances by the commencement of the Recruit Course (a medium rigid (MR) endorsement is required under current licensing requirements). · The State Service Commissioner has determined that a person nominated for appointment as a Trainee Firefighter is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following conviction checks are to be conducted: o Arson and fire setting; o Sexual offences; o Crimes involving dishonesty (e.g. theft, burglary, breaking and entering, fraud); o Crimes involving deception (e.g. obtaining an advantage by deception); o Making false declarations; o Violent crimes and crimes against the person; and, o Malicious damage and destruction to property. Accordingly a person nominated for appointment to a position of Trainee Firefighter will be required to provide a Record of Convictions in relation to the above from Tasmania Police prior to appointment.

You need to complete the application form contained in the Recruitment Information Kit and forward it, together with the requested attachments to Tasmania Fire Service, G.P.O. Box 1526, Hobart TAS 7001 or email to firefighterjobs@fire.tas.gov.au.

PREMIER AND CABINET

MINISTERIAL AND PARLIAMENTARY SERVICES

Adviser -Corrections and Consumer Protection (000000).

Applications Close:—Friday, 21 January 2011.

Salary:—\$83,867 p.a.

Contract Position.

Location:—Hobart.

Duties:—Provide high level political and policy advice to the Minister within a ministerial office responsible for corrections and consumer protection portfolios, a diverse range of whole-of-government issues and critical projects related to those portfolios.

Desirable Requirements:—Tertiary qualification in a relevant discipline or research experience to a similar level.

Enquiries to Andrew Perry, Head of Office, Department

of Premier and Cabinet, phone (03) 6233 4093, email Andrew.perry@dpac.tas.gov.au.

Applications to Mark Cook, Senior HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123 Hobart 7001, phone (03) 62705452, fax (03) 6233 5685, email Job.Application@dpac.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

BIOSECURITY AND PRODUCT INTEGRITY

*Quarantine Services***Quarantine Officer (702647 and 703021).**

Applications Close:—Friday, 21 January 2011.

Salary:—\$50,815 – \$55,312 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time (please refer to 'working hours').

Location:—Launceston.

Please note that the occupants may be required to serve elsewhere on a needs basis and in approved import/export inspection facilities and other areas as required.

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

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

Duties:—To assist with managing the risk of the incursion of exotic pests and diseases by maintaining a strong quarantine presence at all major sea and airports around the State through effective implementation of quarantine barrier and passenger processing.

Working Hours:—The occupants will work in accordance with an approved roster of 2 weekends on and one weekend off on a rotating shift. Note, hours are subject to change due to airline schedules. Details of hours can be obtained from the contact officer.

Essential Requirements:—An AQF Certificate IV in Government (Statutory Investigation and Enforcement) Quarantine, or an equivalent qualification with significant course content in the plant/animal/health science area, provided by either a university, a vocational education organisation or a registered and accredited training provider.

The person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted: satisfactory security clearance as required by airport authorities.

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

Enquiries to Peter Johnson, phone (03) 6233 9063, email peter.h.johnson@dpipwe.tas.gov.au.

Applications to Sam Allen, Administration Officer (Quarantine), Department of Primary Industries, Parks, Water and Environment, 3rd Floor, 163, 169 Main Road, MOONAH, TAS, 7009, phone (03) 6233 3626, fax (03) 6233 3307, email sam.allen@dpipwe.tas.gov.au.

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

At DPipWE, we value the diverse backgrounds, skills and contributions of all employees and treat each other with respect.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

HERITAGE TASMANIA

Registration Manager (706293).

Applications Close:—Friday, 21 January 2011.

Salary:—\$88,539 – \$94,567 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time from as soon as possible until 29 February 2012, or until the return of the substantive occupant, whichever is the sooner.

Location:—Hobart.

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

Duties:—Provide expert advice and specialist services to identify, assess, protect and help manage historic heritage places. Manage the Registration Program, including appeals. Provide advice and support to property owners, developers, planning authorities, the heritage sector and Government. Support community engagement, education and development activities. Work collaboratively to develop systems and initiatives that ensure the effective, efficient and smooth management of legislative and other responsibilities.

Desirable Requirements:—Relevant tertiary qualifications in cultural heritage, history, archaeology, architecture, planning, engineering, or equivalent relevant to the role. Experience collaborating with heritage property owners, developers, consultants, local planning authorities, community groups, the heritage sector and Government. A current motor vehicle driver's licence.

Enquiries to Pete Smith, phone (03) 6233 2037, email pete.smith@heritage.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3903, fax (03) 6233 3682, email job.applications@dpiipwe.tas.gov.au.

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

At DPIIPWE, we value the diverse backgrounds, skills and contributions of all employees and treat each other with respect.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

North-West Region

Project Manager (706632).

Applications Close:—Friday, 21 January 2011.

Salary:—\$72,479 – \$85,612 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time for 12 months.

Location:—Ulverstone.

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

Duties:—Manage the Arthur-Pieman Conservation Area sustainable access project. Deliver high level project management support and advice to the Regional team and other

project partners. Manage associated risks to achieve the desired outcomes of the Parks and Wildlife Service (PWS).

Desirable Requirements:—A tertiary qualification relevant to the duties to be undertaken is highly desirable.

Enquiries to Geoff Coles, phone (03) 6429 8721, email Geoff.Coles@parks.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3903, fax (03) 6233 3682, email job.applications@dpiipwe.tas.gov.au.

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

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PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

North-West Region

Regional Program Co-ordinator (705985).

Applications Close:—Friday, 21 January 2011.

Salary:—\$72,479 – \$85,612 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Ulverstone.

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

Duties:—Direct, lead and manage program advisory services to ensure the necessary expertise, advice and information is provided in accordance with business plans and strategic priorities to operational staff. Ensure appropriate policy, systems and processes are developed and consistently applied across the region.

Desirable Requirements:—Tertiary qualifications in environmental, urban and/or rural planning.

A current motor vehicle driver's licence.

Enquiries to Geoff Coles, phone (03) 6429 8721, email geoff.coles@parks.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3903, fax (03) 6233 3682, email job.applications@dpiipwe.tas.gov.au.

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

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PUBLIC TRUSTEE

CORPORATE SERVICES

Management Accountant (790217).

Applications Close:—Friday, 21 January 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the efficient and effective operation of the Public Trustee by preparing regular financial reports, managing the accounting for investment funds and payroll services and completing day to day financial reconciliations. Supervise a small team and contribute to the overall performance of the Financial Services Team.

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

Desirable Requirements:—Extensive skills and experience in accounting in a business environment and reconciling computerised accounting systems, payroll services and in accounting for investment funds, or a demonstrated ability to acquire those skills quickly.

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

Enquiries to Scott Parnham, Manager Financial Operations, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6233 7610, email sparnham@publictrustee.tas.gov.au.

Applications to Karyne Johns, Human Resource Officer, Public Trustee, 116 Murray Street, Hobart, Tas, 7001, phone 6233 7706, email kjohns@publictrustee.tas.gov.au.

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

TASMANIAN ACADEMY

NEWSTEAD COLLEGE

IT Customer Support Officer (000872).

Applications Close:—Friday, 21 January 2011.

Salary:—\$44,925 – \$65,968 p.a.

Tasmanian State Service Award, ICT Level 1, Technician.

Permanent full-time.

Location:—Newstead College.

Duties:—To provide customer focused information technology support services to Newstead College students and staff in classroom support, and undertake other operational and infrastructure activities, as required. The functions of this position may involve working outside of normal office hours.

Essential Requirements:-

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.

Desirable Requirements:—Certificate III or IV in Information Technology.

Enquiries to Janet Sims, Principal, Newstead College, Tasmanian Academy, mobile 0409 945 206, email janet.sims@academy.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 ACADEMY

NEWSTEAD COLLEGE

Senior IT Customer Support Officer (001205).

Applications Close:—Friday, 21 January 2011.

Salary:—\$68,385 – \$71,516 p.a.

Tasmanian State Service Award, ICT Level 2.

Permanent full-time.

Location:—Newstead College.

Duties:—To provide a diverse range of information technology customer support services to Tasmanian Academy – Newstead College as member of the College's ICT team for 0.3 FTE load.

To provide a diverse range of information technology customer support services via clearly defined projects to Tasmanian Polytechnic, Tasmanian Academy and Tasmanian Skills Institute clients on a regional and state wide basis as a member of Shared Services ICT Infrastructure and Development Team for 0.7 FTE load.

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.

Desirable Requirements:—(i) Appropriate post secondary qualification and/or industry experience relevant to the position. (ii) At least two years experience in the delivery of ICT support and infrastructure services. (iii) A current driver's licence.

Enquiries to Matt Gray, Regional IT Manager N/NW, Tasmanian Polytechnic, phone (03) 6238 4736, mobile 0417 577 413, email matt.gray@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.

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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 AUDIT OFFICE

Principal Performance Analyst (TAO3203).

Applications Close:—Friday, 21 January 2011.

Salary:—\$86,802 – \$94,567 p.a.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Your role:—is to be a team member producing Auditor-General special reports on efficiency and effectiveness of public sector entities. You are fully involved in the process from conception to publication.

You enjoy:—being a lateral-thinking self-starter who, with minimal direction, thrives on research and analysis. You establish sound working relationships with audit clients, colleagues and other stakeholders. Relying on your considerable professional experience you write influential, leading edge reports.

You have a commitment to:—work that is diverse and challenging. Likewise, you are committed to ongoing improvement and the application of professional standards.

Duties:—As a seasoned professional, this position works with section management to identify potential topics for performance auditing and the associated development of audit criteria and leads a team consisting of internal staff, contractors and external specialists, conducting these audits. The fact that each audit is unique presents challenges with regard to developing audit criteria, working to deadlines and budgets and producing reports supported by evidence and beyond dispute. The organisations under review usually have a high political and community profile and the incumbent is often required to interview senior management of the client as well as analysing systems and procedures on-site. The position involves preparing and making presentations to Parliamentarians and other stakeholders.

The position provides considerable freedom in terms of how and when audits performed or controlled by it are conducted and is held accountable for meeting budgets and schedules and assuring audits are conducted in accordance with audit standards, internal methodologies and consistent with quality requirements. The incumbent provides leadership and mentoring to Performance Analysts within the section.

Essential Requirements:—A tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution; and

three years supervised/mentored practical or five years unsupervised experience in the relevant discipline and/or management.

Desirable Requirements:—Driver's Licence.

Demonstrate skills and experience in evaluation, researching and reporting.

Highly developed written communication skills including the proven ability to write and edit material of a high standard suitable for publication.

Enquiries to Simon Andrews, Manager Performance Audit, Tasmanian Audit Office, Level 4, 15 Murray Street, Hobart, phone (03) 6226 0100, fax (03) 6226 0199, email Simon.Andrews@audit.tas.gov.au.

Applications to Jess Balding, Executive Officer Human Resources, Tasmanian Audit Office, G.P.O. Box 851, Hobart 7001, phone (03) 6226 0100, fax (03) 6226 0199, email Recruitment@audit.tas.gov.au.

All applications should include a statement of claims against the selection criteria.

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

*Procurement and Property Branch***Principal Policy Analyst (723796).**

Applications Close:—Friday, 21 January 2011.

Salary:—\$72,479 – \$85,612 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time, part-time or job share arrangements may be considered.

Location:—Hobart.

Duties:—The Principal Policy Analyst's primary duties include:—preparing high-level briefings, correspondence, reports and submissions, including Ministerial correspondence and Committee papers, as required; providing information and advice to Government agencies on standards, policies and procedures to be observed on procurement matters and the cover provided under the Tasmanian Risk Management Fund; undertaking research, investigation and analysis into contemporary procurement and insurance issues and practices and contribute to the development and implementation of policy initiatives for the effective management of procurement and risk within agencies; representing the Department at meetings and seminars and make presentations on public sector procurement and risk management issues as required and participating in the review of procurement activities by public sector agencies to determine development needs and to ensure compliance with Government procurement policies.

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

Enquiries to Cheryl Johnston, Acting Assistant Director, Department of Treasury and Finance, phone (03) 6233 4751, email cheryl.johnston@treasury.tas.gov.au.

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, HOBART TAS 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. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6233 3483.

TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

*Finance and Administration Branch***Financial Accountant (724121).**

Applications Close:—Friday, 28 January 2011.

Salary:—\$88,539 – \$94,567 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—The Financial Accountant's Primary Duties include:

providing leadership to Treasury staff in relation to Finance and Accounting practices, remaining abreast of emerging issues, developing options and recommendations to address these, and managing conflicting objectives; developing, implementing and maintaining the Department's Finance and Accounting

policies and procedures to meet Treasury's objectives; preparing the Department's annual financial statements with accompanying working papers in a timely manner; maintaining the Department's Finance Manual; using interpretation and initiative, ensure that the finance management of, and accounting for, the Department's operations complying with the Australian Accounting Standards, Treasurer's Instructions, Financial Management and Audit Act, Public Account Act, Audit Act and other applicable legislation and regulations; ensuring the Department complies with, and adapting to changes in, taxation legislation and regulations, including the completion and lodgement of all statutory returns; establishing and document internal control procedures and gaining co-operation of applicable Departmental staff to ensure compliance with legislative and audit requirements; ensuring the integrity of the Department's general ledger and associated chart of accounts; undertaking specialised research and analysis into contemporary financial management processes, issues and emerging trends, and providing appropriate recommendations in relation to complex financial matters affecting the Department; developing and maintaining the Department's Fees and Charges Manual and liaising and negotiating with the Department's internal and external auditors and proactively resolving issues.

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

Enquiries to Mike Gluskie, Assistant Director, Finance and Administration, Department of Treasury and Finance, phone (03) 6233 5036, email michael.gluskie@treasury.tas.gov.au.

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, HOBART TAS 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. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6233 3483.

Tasmanian Government Senior Executives Service

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

AGRICULTURAL POLICY GROUP

Director (Agricultural Policy Group) (703013).

Applications Close:—Friday, 28 January 2011.

Salary:—\$110,455 – \$121,501 p.a.

Senior Executive, Level 1.

Senior Executive (Full-time contract for 5 years).

Location:—Hobart.

In addition to the salary a fully maintained private plated motor vehicle for business and personal use is provided.

The Department of Primary Industries, Parks, Water and Environment (DPIPWE) is responsible for the sustainable management and protection of Tasmania's natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department's activities guide and support the use and management of Tasmania's land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State's relative disease and pest-free status.

The Agricultural Policy Group is responsible for supporting agricultural development in the State and for driving innovation in the sector.

Duties:—Manage the resources of the Agricultural Policy Group to manage and lead the development of high level policy designed to drive innovation and change within the agricultural Sector. Provide expert advice, information and recommendations to the Tasmanian Institute of Agricultural Research to ensure that agricultural research, development and extension meets the objectives of the Department of Primary Industries, Parks, Water and Environment and align with Government priorities. Provide strategic leadership and manage designated key cross-Division and cross-Agency projects.

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

Enquiries to Josie Doering, Department of Primary Industries, Parks, Water and Environment, phone (03) 6233 3504, email Josie.Doering@dPIPWE.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3903, fax (03) 6233 3682, email job.applications@dPIPWE.tas.gov.au.

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Project Manager	D. Olden	3 months	10.01.11
Economic Development, Tourism & the Arts	Financial Analyst	A. Coad	6 months	15.02.11
Health & Human Services	Medical Scientist	J. Maskell	6 Months	21.02.11
Health & Human Services	Workforce Analyst	J. Freeman	6 months	07.01.11
Health & Human Services	Registered Nurse	L. Palluppettayil Jose	6 months	10.01.11
Health & Human Services	Physiotherapist	J. Thurley	6 months	04.01.11
Health & Human Services	Out of Hours Coordinator	J. Rutherford	NA	26.12.10
Health & Human Services	Physiotherapist	G. Andrewartha	6 months	04.01.11
Health & Human Services	Registered Nurse	R. Overeem	6 Months	23.12.10
Health & Human Services	Clinical Nurse	A. Wolk	6 Months	10.01.11
Health & Human Services	Physiotherapist	E. Shield	6 months	04.01.11
Health & Human Services	Registered Nurse	E. Smee	6 Months	23.01.11
Health & Human Services	Physiotherapist	A. Cook	6 months	04.01.11
Health & Human Services	Registered Nurse	S. Kennedy	6 months	10.01.11
Health & Human Services	Hospital Aide	S. Skipper	6 months	09.01.11
Health & Human Services	Child Protection Worker	S. Smith	6 months	18.01.11
Health & Human Services	Physiotherapist	M. Lewis	6 months	04.01.11
Health & Human Services	Registered Nurse	K. Tunks	6 months	10.01.11
Police & Emergency Management	Finance Clerk Payroll	J. Otto	6 months	04.01.11
Port Arthur Historic Site Management Authority	Ghost Tour Administrator	J. Kingston	NA	21.12.10
Public Trustee	Administrative Assistant	C. Lewis	6 months	10.01.11

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>
Primary Industries, Parks, Water & Environment	Investigations Officer	S. Fearn	2 years, 5 months	10.01.11

Extension or Renewal of Fixed-Term Appointments beyond 12 months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Heritage Officer	P. Rigozzi	11 months	22.02.11

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	S. Geelan	Economic Development, Tourism & the Arts	Client Manager	17.01.11
Health & Human Services	D. Clifton	Infrastructure, Energy & Resources	Human Resources Advisor	25.12.10
Economic Development, Tourism & the Arts	K. Ryan	Primary Industries, Parks, Water & Environment	Client Manager	07.01.11

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	T. Hendriks	Senior Client Manager	08.01.11
Economic Development, Tourism & the Arts	T. Boucher	budget/Finance Analyst	07.01.11
Health & Human Services	J. McKibben	Health Promotion & Community Education Officer	10.01.11
Health & Human Services	G. O'Halloran	Business Manager - Department of Surgery	03.01.11
Police & Emergency Management	D. Berry	Station Officer	22.12.11
Premier & Cabinet	M. McKay	Project Support & Administration Officer	05.01.11
Primary Industries, Parks, Water & Environment	P. Hawthorne	Ranger	04.01.11
Treasury & Finance	K. Smith	Senior Policy Analyst	20.01.11

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Guide	M. Clark	10.01.11
Health & Human Services	Dental Officer	F. Kalesh	01.01.11
Health & Human Services	Executive Officer	L. Blanton	05.01.11
Health & Human Services	Hospital Aide	P. Cairns	05.01.11
Health & Human Services	ACAT Assessor (Allied Health)	N. McDougall	24.12.10
Health & Human Services	Registered Nurse	M. Jeffrey	31.12.10
Health & Human Services	Registered Nurse	J. Carter	01.01.11
Health & Human Services	Recruitment Officer	R. Witton	31.12.11
Justice	Helpdesk & Network Support Off	N. Tenaglia	06.01.11
Tasmanian Audit Office	Principal Performance Analyst	R. Beaumont	22.12.10
Tasmanian Audit Office	Director Financial Audit Services	A. Barron	03.01.11

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Library Technician	C. Horswill	03.01.11
Education	Teacher	R. Pritchard	31.12.10
Education	Teacher Aide Special	L. Clarke	17.12.10
Education	Laboratory Technician	J. Westren	07.01.11
Education	Education Facility Attendant	J. Butler	17.12.10
Education	Teacher	B. Kelp	31.12.10
Education	Teacher	B. Fuller	31.12.10
Education	Teacher	A. Wessing	31.12.10
Education	Teacher	J. Blades	31.12.10
Education	Education Facility Attendant	M. Jenkyn	31.12.10
Education	Teacher	A. Findlater	31.12.10
Health & Human Services	Clinical Nurse	A. Symons	04.01.11
The Skills Institute	Teacher	D. Ball	17.01.11



Our conscience is crystal clear.

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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.

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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.

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