



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
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INCLUDING G.S.T.

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

WILLS | DECEASED ESTATES | FINANCIAL ADMINISTRATION | ENDURING POWERS OF ATTORNEY

Matters of Trust



Intestacy Legislation Changes

Public Trustee

As of 1 January 2011, new Tasmanian intestacy law (*Intestacy Act 2010*) became effective, cancelling previous law in this area (*Part V of the Administration and Probate Act 1935*).

A person who dies without making a valid Will is said to have died intestate. To assist in the administration of the estate, a statutory formula is set by the State Parliament to apply to assets of intestate estates. This formula also applies in the event a person makes a Will but fails to deal with some assets.

The aim of the law in this area is to produce a similar result to what would have been achieved if the person who died intestate made a valid Will. Therefore, it provides for those closely related to the deceased.

Recent changes to the legislation were made to bring it into line with other states in Australia and to ensure the law reflected modern standards and values.

The major changes can be summarised as follows:

- The surviving spouse will inherit the whole estate unless there are children from another relationship of the deceased.
- Where there are children from another relationship the surviving spouse is entitled to the following:
 - a) statutory spousal legacy of \$350,000 (adjusted to CPI)
 - b) tangible personal property of the deceased
 - c) half of the remainder (if any). The remaining half of any residue is to be divided between all children of the deceased.
- If there is more than one surviving spouse (eg a separated husband or wife and a de facto partner) each spouse is entitled to share in the estate.

It is important to understand that even given the recent changes to the intestacy legislation these provisions may not accurately reflect your wishes. If you do not have a valid Will, the people you most want to benefit from your estate still may not be adequately provided for. It may also take longer and cost more to administer your estate if there is no Will.

Anybody 18 years of age or over who has legal capacity should make a Will so they can choose who administers and benefits from their estate.

Free Guest Speakers

The Public Trustee is pleased to provide free guest speakers for your group, to speak on Wills and Enduring Powers of Attorney. We have recently presented at social clubs, community groups and various workplaces across the state, with group sizes ranging from 10 to 100.



If you would like more information simply call our freecall number on 1800 068 784.

This article contains general information. The Public Trustee strongly advises that you contact them for further advice in relation to your particular circumstances.

At the Public Trustee you know: if it's important to you, it's important to us.

HOBART

116 Murray St Hobart TAS 7000
GPO Box 1565 Hobart TAS 7001
DX 238 (Hobart)
Tel 03 6233 7598 Fax 03 6231 0621

LAUNCESTON

33 George St Launceston TAS 7250
PO Box 414, Launceston TAS 7250
DX 70180 (Launceston)
Tel 03 6336 2241 Fax 03 6334 0079

BURNIE

Columnar Crt 22 Wilmot St Burnie TAS 7320
PO Box 138 Burnie TAS 7320
DX 70241 (Burnie)
Tel 03 6434 6410 Fax 03 6431 9180

DEVONPORT

1st Floor, Bass House Cnr Edward
& Best Sts Devonport TAS 7310
PO Box 138 Burnie TAS 7320
Tel 03 6420 7589 Fax 03 6424 8637

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 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

CORPORATE SUPPORT DIVISION

Property, Procurement and Facilities

Senior Property and Facilities Officer, (Re-advertised) (424994).

Applications Close:—Friday, 4 February 2011.

Salary:—\$68,385 – \$71,516 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the effective management of property and facilities within the Department through the provision of high level advice and support, and develop appropriate strategies and policies to meet whole of government objectives.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and affiliations.

Drivers Licence.

Enquiries to Shaun Willie, Manager Property, Procurement and Facilities, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5521, email *shaun.willie@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

CORPORATE SUPPORT DIVISION

Administrative Services

Records Officer (Classifier) (424110).

Applications Close:—Friday, 28 January 2011.

Salary:—\$44,925 – \$48,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the objectives of the Records Management Unit by the provision of timely, relevant and accurate information management services to all divisions of the Department.

Desirable Requirements:—Completion of Certificate III level or above in Business Administration (Recordkeeping) or other approved relevant qualification in Records/Information Management.

Minimum of 2 years experience in the field of Records and Information Management with experience in record classification and TRIM or equivalent system.

Enquiries to Debbie Allie, Records Officer, phone (03) 6233 5707, email *debbie.allie@development.tas.gov.au*.

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Tasmanian Museum and Art Gallery

Redevelopment Facilities and Logistics Manager (706211T).

Applications Close:—Friday, 28 January 2011.

Salary:—\$72,479 – \$85,612 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time until 31 October 2011.

Location:—Tasmanian Museum and Art Gallery.

Duties:—The role of the Redevelopment Facilities and Logistics Manager is to manage internal logistics projects to prepare TMAG for Stage One construction handover.

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

Desirable Requirements:—A degree or tertiary qualification in a relevant discipline. Extensive experience in a museum/gallery environment would be well regarded.

Enquiries to Jennifer Storer, Redevelopment Project Manager, Tasmanian Museum and Art Gallery, phone (03) 6211 4170, email jennifer.storer@tmag.tas.gov.au.

Applications to Justine McGuire, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5767, 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

STRATEGY AND INNOVATION DIVISION

Antarctic, Science and Research

Director Antarctic Tasmania, Science and Research (424997).

Applications Close:—Friday, 4 February 2011.

Salary:—\$97,036 – \$104,522 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—Provide leadership and strategic direction to the Antarctic Tasmania, Science and Research Unit (ATSandR) and the development and implementation of government strategies in this area.

Desirable Requirements:—Relevant tertiary qualification and/or professional affiliations.

Enquiries to Glenys Cunningham for a copy of the Statement of Duties on (03) 6233 5735 or email glenys.cunningham@development.tas.gov.au. For further information regarding the vacancy, please contact Ros Harvey, Executive Director, Strategy and Innovation, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5945, email ros.harvey@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

STRATEGY AND INNOVATION DIVISION

Strategy and Impact Assessment

Project Support Officer (424521).

Applications Close:—Friday, 28 January 2011.

Salary:—\$50,815 – \$55,312 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time for 18 months.

Location:—Hobart.

Duties:—Provide project and administrative support that contributes to the effective and efficient operations of the

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Strategy and Impact Assessment Unit and assistance in the promotion of the Economic Development Plan.

Enquiries to Glenys Cunningham for a copy of the Statement of Duties on (03) 6233 5735 or email glenys.cunningham@development.tas.gov.au. For further information regarding the vacancy, please contact, Lynne Fitzgerald, Director, Strategy and Impact Assessment, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5789, email lynne.fitzgerald@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.

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

*LINC*s West

Burnie LINC

LINC Operations Coordinator, Burnie LINC (700501).

Applications Close:—Friday, 4 February 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Burnie LINC.

Description of Role:—To co-ordinate the day-to-day operations of assigned services and programs and supervise the work of associated staff.

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.

Desirable Requirements:—Relevant diploma or post-secondary level qualifications.

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

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

For a copy of the Statement of Duties please contact Roslyn Rockliff, phone (03) 6434 6416, email roslyn.rockliff@education.tas.gov.au.

Enquiries to Elizabeth Levett, Department of Education, phone (03) 6434 6412, email elizabeth.levett@education.tas.gov.au.

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

LINCs West

Kingston LINC

Customer Services Officer, Kingston LINC (700518).

Applications Close:—Friday, 28 January 2011.

Salary:—\$34,815 – \$43,365 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 46.3 hours per fortnight.

Location:—Kingston LINC.

Description of Role:—Undertake routine operational tasks and provide basic client assistance under close supervision and direction.

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

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

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

For a copy of the Statement of Duties please contact Tanya Flakemore, phone (03) 6211 8508, email tanya.flakemore@education.tas.gov.au.

Enquiries to Janet Thorp, Department of Education, phone (03) 6211 8504, email janet.thorp@education.tas.gov.au.

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

HEALTH AND HUMAN SERVICES

Admissions Officer, Client Services (508168).

Applications Close:—Friday, 28 January 2011.

Salary:—\$50,134 – \$54,573 pro rata.

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

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

Location:—Royal Hobart Hospital.

Duties:—Provide clerical support and assistance associated to all administrative functions related to the admission process within all areas of the Admissions Department. Working Monday through to Friday.

Desirable Requirements:—Receive, interview and register presenting patients, ensuring a complete personal and financial profile is captured for each patient. Update information on the Patient Administration System (PAS) via rapid, accurate data

entry. Generate updated patient identification labels and In-Patient Registration Sheets. Retrieve, access and process all patient medical records for admission.

Enquiries to Lisa Wickham, Department of Health and Human Services, phone (03) 6222 8645, email lisa.wickham@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

Occupational Health Nurse, Clinical Nurse Specialist—3 Vacancies.

Applications Close:—Friday, 4 February 2011.

Salary:—\$73,884 – \$74,557 p.a.

Nurses (TPS) Award, Clinical Nurse Specialist.

Vacancy No. 519846.

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Vacancy No. 519847.

Permanent full-time day work.

Location:—Launceston General Hospital.

Vacancy No. 519848.

Permanent full-time day work.

Location:—North West Regional Hospital.

Duties:—Delivery of an occupational health nursing service as an advanced clinical practitioner to DHHS staff employed in the Southern/Northern/North West Region of Tasmania (staff will include both AHS staff and other DHHS staff within the region). Contributes to the workplace health and wellbeing service for the Southern/ Northern/North West Region through a range of risk management activities. This includes employee health assessments, occupational exposure program co-ordination, vaccinations and health promotion activities.

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, transfer. The following checks are to be conducted:—Conviction Check in the following areas: crimes of violence, sex related offences; c) serious drug offences; and d) crimes involving dishonesty. Identification Check.

Enquiries to Dr Helen McArdle, Department of Health and Human Services, phone (03) 62164415, email helen.mcardle@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

Tradesperson (Painter and Decorator) (519108).

Applications Close:—Friday, 4 February 2011.

Salary:—\$50,134 – \$54,573 p.a.

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

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

Location:—Royal Hobart Hospital.

Duties:—Be an effective member of the Facilities Management and Engineering Department, responsible for the maintenance and minor works painting of plant and buildings within the Southern Tasmanian Area Health Service.

Desirable Requirements:—Demonstrated sound experience in and extensive knowledge of Painting Trade appropriate to a Hospital environment. Demonstrated ability to prioritise works, accomplish project time frames, and make responsible recommendations. Demonstrated ability to interact and communicate effectively with staff from all levels of various organisations. Demonstrated ability to work as part of a multifunctioning team.

Essential Requirements:—Relevant Trades Qualification.

Enquiries to Geoff Howard, Department of Health and Human Services, phone (03) 6222 8897, mobile 0418 143 093, email geoff.howard@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

Tradesperson (Plumber) (519113).

Applications Close:—Friday, 4 February 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.

Location:—Royal Hobart Hospital.

Duties:—Be an effective member of the Facilities Management and Engineering Services Team, responsible for the repair and installation of all plumbing trade related plant, equipment, services, and facilities within the Department's responsibility area.

Desirable Requirements:—Demonstrated sound experience in and extensive knowledge of plumbing trade appropriate to a hospital environment. Demonstrated ability to prioritise works, accomplish project time frames, and make responsible recommendations. Demonstrated ability to interact and communicate effectively with staff from all levels of various organisations. Demonstrated ability to work as part of a multifunctioning team.

Essential Requirements:—Relevant Trades Qualification.

Enquiries to Geoff Howard, Department of Health and Human Services, phone (03) 6222 8897, mobile 0418 143 093, email geoff.howard@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

AMBULANCE TASMANIA

Administrative Asst. (Relief) (511815).

Applications Close:—Friday, 28 January 2011.

Salary:—\$44,378 – \$48,358 pro rata.

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

Fixed-term part-time day work for 40 hours per fortnight from As soon as possible 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) 63365777, 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

CARE REFORM

Psychologist, Workplace Health and Wellbeing (519993).

Applications Close:—Friday, 4 February 2011.

Salary:—\$82,694 – \$91,461 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—To work with managers, teams and individual employees to improve their performance and increase effectiveness and productivity in the workplace. To enhance employees wellbeing by improving their experience at work. Contributes to the workplace health and wellbeing service for the DHHS and act as a liaison point for the EAP Program.

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

Enquiries to Dr Helen McArdle, Department of Health and Human Services, phone (03) 62164415, email helen.mcardle@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 EBA Implementation Manager (520040).

Applications Close:—Friday, 4 February 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 from as soon as possible for a period of 2 years. (Notwithstanding, hours per fortnight maybe be negotiated with the successful applicant).

Location:—Hobart.

Duties:—The purpose of this position is to ensure that the Nurses and Midwives Enterprise Bargaining Agreement (EBA) is effectively and efficiently implemented across the State. This will include taking advice and guidance from relevant Departmental officers and providing expert advice, guidance and support to project leads within the Operating Units.

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 d) crimes involving dishonesty. Identification Check.

Enquiries to Fiona Stoker, Department of Health and Human Services, phone (03) 6233 3133, email fiona.stoker@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HOUSING INNOVATIONS UNIT

Senior Communications Consultant (518453).

Applications Close:—Friday, 28 January 2011.

Salary:—\$87,667 – \$93,681 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7.

Fixed-term full-time day work from as soon as possible until 30 June 2012.

Location:—Hobart.

Duties:—This position is responsible for planning and undertaking an integrated program of internal and external communications activities relating to promotion of the Tasmanian Government's strategies and initiatives in relation to affordable housing and the operations of the Housing Innovations Unit. Core objectives are to keep internal and external stakeholders informed of progress with the Government's affordable housing programs/projects and encourage and enable stakeholder involvement in development/implementation of these programs/projects.

Desirable Requirements:—Very highly developed written communication skills, including the capacity to produce high quality documents in a variety of communication formats for a range of target audiences. Very highly developed verbal communication, liaison, negotiation and interpersonal skills, with a willingness and ability to interact with a wide range of internal and external stakeholders. Highly developed strategic

communications skills, including the ability to develop, and implement and evaluate communications strategies.

Enquiries to Peter White, Department of Health and Human Services, phone (03) 62338952, email peter.white@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

Executive Director (Community Development, Disability and Housing) (519998).

Applications Close:—Friday, 28 January 2011.

Salary:—\$157,247 – \$172,972 p.a.

Senior Executive, Level 3.

Fixed-term full-time working 73.5 hours per fortnight for a period of up to 5 years.

Location:—Hobart.

Duties:—As part of the Health and Human Services Leadership Team, The Executive Director (Community Development, Disability and Housing) will provide high level strategic leadership and direction in the delivery of community development, disability and housing services for the Tasmanian community.

Salary: \$171,399—\$188,539 p.a. including superannuation, plus fully maintained motor vehicle.

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 Matthew Double, Director Human Resources and Workplace Safety, Department of Health and Human Services, phone (03) 6233 3177, email matthew.double@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Area Co-ordinator Youth Justice (501599).

Applications Close:—Friday, 4 February 2011.

Salary:—\$72,095 – \$82,694 p.a.

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

Fixed-term full-time day work commencing As soon as possible until 30 January 2013.

Location:—DCYFS, Community Youth Justice, North West.

Duties:—Supervise a team of professional staff to ensure the provision of high quality professional services to clients, which are consistent with Agency policies, statutory requirements and program objectives.

Manage the development of the Areas practice team including the design, implementation, management, quality review and evaluation of the professional team and the services provided by that team including clients' case planning, case management, court documentation and servicing.

As part of the Community Youth Justice Management team, contribute to broader management and service delivery issues, including policy review and the development of strategies to meet current and future service priorities.

Demonstrated expertise in the delivery of high quality youth justice services including expertise in working with a professional workforce, young people and a broad cross section of related stakeholders, possession of a well developed framework for professional practice in a statutory environment and knowledge or the ability to rapidly acquire knowledge of relevant youth justice legislation, Agency policies and practices.

Well developed written and interpersonal communication skills including demonstrated ability to communicate effectively and sensitively with a range of stakeholders including young people, community organisations and government agencies.

An understanding of contemporary management techniques, with the capacity to contribute to change management, operational planning and critical strategic analysis processes and a high level of ability to lead a team of professional staff to achieve quality outcomes for clients, provide high level advice on case management and practice issues.

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 David Fischmann, Department of Health and Human Services, phone (03) 6434 6449, email david.fischmann@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

Professional Officer, Allied Health Professional (505672).

Applications Close:—Friday, 4 February 2011.

Salary:—\$72,095 – \$82,694 p.a.

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

Permanent full-time day work.

Location:—DCYFS, Disability Services, South.

Duties:—Provide specialist habilitation services to people with disabilities in a range of settings within a transdisciplinary model.

Provide and co-ordinate supportive and specialist educational and consultancy services to carers, service providers and the wider community.

Initiate and facilitate the establishment and development of services and resources for clients.

Initiate and develop professional and policy advice on specialist services and related issues for senior and corporate management.

Relevant post graduate experience working with people with disabilities and a well developed ability to effectively design and manage specialist programs.

Ability to demonstrate by example, actions and behaviors valued by the community, which enhances the image of people with disabilities.

Demonstrated specialist skills in the disability field and contemporary knowledge of professional skills eg. Occupational Therapy, Social Work, Psychology, Physiotherapy.

Ability to design, implement and provide programs and educational services to carers, service providers and the wider community.

Essential Requirements:— Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers, or Graduate of an approved School of Occupational Therapy and Eligibility for membership to OT Australia (Australia Association of Occupational Therapy), or Registered with the Psychology 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 Wendy Wolf, Department of Health and Human Services, phone (03) 6230 7600, email wendy.wolf@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Customer Support Officer (511151).

Applications Close:—Friday, 28 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.

Location:—Housing Tasmania, Hobart.

Duties:—As part of a multi-skilled Customer Services Team, perform a range of duties including reception, administrative, clerical and customer support services for staff and clients, to

ensure the efficient and effective delivery of housing services across Areas as required.

Desirable Requirements:—Ability to liaise and communicate effectively with clients on a range of matters relating to Housing Tasmania services, other housing options and maintenance issues. Good interpersonal and communication skills both written and verbal. Ability to adequately determine client needs and to treat clients with dignity and respect.

Enquiries to Sally Hart, Department of Health and Human Services, phone (03) 6233 4803, email sally.hart@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

Executive Assistant (514982).

Applications Close:—Friday, 28 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, 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Mersey Community Hospital, Staffing and Recruitment.

Duties:—Provides high level business, project, research and administrative support to the Executive Director of Nursing, Clinical Leaders, Assistant Director of Nursing and Co-Directors including the management of clinical/financial and administrative information and correspondence, which is often of a confidential and highly sensitive nature.

Contribute to the Administration team for the hospital to ensure sustainable administration support is available at all times.

Essential Requirements:—Demonstrated ability to exercise initiative, flexibility, sound judgement and discretion including the ability to interpret and analyse information and recommend or decide an appropriate action and the capacity to participate effectively in a team environment. An understanding of the principles of project management and demonstrated ability to research analyse and collate information for specific projects. High-level written and verbal communication skills including the ability to negotiate and liaise with a wide range of internal and external clients in a sensitive and confidential manner.

Enquiries to Sharon Mason, General Manager, Mersey Community Hospital, Department of Health and Human Services, phone 6426 5516, email sharon.mason@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***Hospital Aide (514964).**

Applications Close:—Friday, 28 January 2011.

Salary:—\$39,132 – \$40,785 p.a.

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

Permanent part-time day work, 56 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant.

Location:—Mersey Community Hospital, High Dependency Unit.

Duties:—Cleaning of work areas and ward equipment within infection control guidelines.

Good communication between departments, as well as delivery and collections as needed.

Good interpersonal communication skills.

Assist the RN with the basic daily care of patients under supervision of the RN.

Essential duties:—Cleaning, maintenance and sterilisation of work areas and ward equipment within infection control guidelines. Provide a communication network between departments including delivery and collection service as required. Communicate effectively with patients, relatives and staff.

Enquiries to Jacqueline Roberts-Thomson, Nurse Unit Manager, High Dependency Unit, Department of Health and Human Services, phone (03) 64265682, mobile 0438 385 193, email jacqueline.roberts-thomson@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 Site Supervisor (Mersey Community Hospital) (517480).**

Applications Close:—Friday, 28 January 2011.

Salary:—\$82,694 – \$91,461 p.a.

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

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

Location:—Mersey Community Hospital, Pharmacy.

Duties:—Supervise all pharmacy activities undertaken on site at the Mersey Community Hospital. Liaise with local stakeholders at the Mersey Community Hospital. Assist the Pharmacy Site Manager (North West) to provide a comprehensive and consistent hospital pharmacy service to the North West of Tasmania.

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 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 6725, 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

*Mersey Community Hospital***Senior Physiotherapist (514471).**

Applications Close:—Friday, 28 January 2011.

Salary:—\$72,095 – \$82,694 p.a.

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

Fixed-term part-time day work, 46 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Mersey Community Hospital, Physiotherapy Services.

Duties:—Provide an efficient and effective evidence based Acute, Orthopedic and Surgical Physiotherapy Service to the population of the Mersey Community Hospital within the North West Area Health Service.

Responsible to the Manager of Physiotherapy Services for the provision of In-patient services including clinical and educational functions, ensuring compliance with legal requirements, professional ethics, departmental and hospital policies.

Assist the Manager in providing a safe and effective service through, planning, delivery, quality improvement and research activities.

Essential Qualifications:—Evidence of the following must be provided prior to appointment to the job: Current registration as a physiotherapist with the Australian Physiotherapy Board of Australia.

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

Enquiries to Ali MacRae, Advanced Scope Physiotherapist—EIIP, Department of Health and Human Services, phone 6430 6608, email ali.macrae@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***Senior Podiatrist (518858).**

Applications Close:—Friday, 28 January 2011.

Salary:—\$72,095 – \$82,694 p.a.

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

Permanent part-time day work, working 29 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Mersey Community Hospital.

Duties:—The Senior Podiatrist will provide a high standard of Podiatric services to patients within the North West Area Health Service. The position involves working within a multidisciplinary team and autonomously on building capacity for enhancing the health of individuals, groups, inpatients and the community.

Duties include assessing and implementing the Podiatry needs of inpatients, outpatients and community clients in the North West Area, especially those of vulnerable groups. Participate in staff meetings, professional development, quality assurance and relevant research projects as required. Ensure all clinical practice complies with the Occupational Health and Safety policies and procedures and ensure a safe working environment. In conjunction with the Podiatry Manager North West, be involved in the formulation of objectives, policies and priorities in the North West Areas.

Essential Requirements:—Registered with the Podiatry 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 Andrew Chappell, Department of Health and Human Services, 23 Steele St, Devonport, 7310, phone (03) 6421 7738, fax (03) 6421 7767, email andrew.chappell@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***Speech Pathologist (517597).**

Applications Close:—Friday, 28 January 2011.

Salary:—\$46,914 – \$75,272 p.a.

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

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, Speech Pathology.

Duties:—To provide professional clinical Speech Pathology assessment and intervention to inpatients and outpatients of the Mersey Community Hospital and North West Area Health Service.

To provide appropriate management including assessment, diagnosis and treatment to inpatients and outpatients with communication and/or swallowing problems (including paediatric patients with feeding difficulties).

Essential Requirements:—Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of the Speech Pathology Australia (SPA).

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

Enquiries to Lynelle Wyllie-Smith, Department of Health and Human Services, Devonport Community and Health Service Centre, 23 Steele Street, Devonport 7310, phone (03) 64217720, email lynelle.wylliesmith@dhhs.tas.gov.au or Sonia Doran, Department of Health and Human Services, Devonport Community and Health Services Centre, phone (03) 64217720, email sonia.doran@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***Ward Clerk (514494).**

Applications Close:—Friday, 28 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 day work, working 38 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Mersey Community Hospital.

Duties:—Provide and maintain a high standard of customer focused clerical, administrative and reception services to inpatient units at the Mersey.

Community Hospital. Maintain confidentiality and work according to all Hospital policies, procedures and guidelines.

Desirable Requirements:—Well developed oral and written communication and interpersonal skills with a demonstrated ability to interact with public and staff at all levels. Sound word processing skills and the ability to develop and maintain spreadsheets and databases. Knowledge of, and experience in, the use of mainframe information systems, preferably with exposure to a patient information system, or a demonstrated ability to acquire.

Enquiries to Jill McCarthy, Department of Health and Human Services, phone (03) 6426 5431, email jill.mccarthy@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Clinical Nurse Educator (517135).

Applications Close:—Friday, 4 February 2011.

Salary:—\$74,477 – \$79,725 p.a.

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

Permanent 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, Burnie, Medical East.

Description:—The role of the clinical nurse educator is to facilitate and support the development of the nursing workforce, including students, by planning, promoting, co-ordinating, implementing and evaluating education programs in the clinical practice setting.

The Department of Health and Human Services has established a clinical learning and education framework for nursing and midwifery. The framework recognises that the development of the nurse is optimised when theoretical knowledge is integrated with practice within a structured education environment.

The principal outputs of the framework are education programs including, transition programs; clinical practice placement programs as a component of pre and post registration and enrolment courses; and professional development programs.

In recognition of the requirements of the different settings, the clinical nurse educator role may incorporate activities associated with some or all of the principal outputs.

The objective is achieved in accordance with Agency policy and legal requirements and performance reporting arrangements are linked to the DHHS Progress Chart.

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

Enquiries to Jo Reid, Department of Health and Human Services, phone (03) 6430 6811, email jo.reid@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

PIMS Clerk (Casual) (501868).

Applications Close:—Friday, 28 January 2011.

Salary:—\$44,378 – \$48,358 p.a.

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

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

Location:—North West Regional Hospital.

Duties:—Maintain the medical record and associated systems in accordance with AS2828. Perform all roles within Patient Information Management Services, inclusive of Reception Services in Outpatient Clinics.

Essential Requirements:—High level communication and interpersonal skills and a demonstrated ability to interact with the public and staff at all levels. A demonstrated knowledge of clerical procedures within a hospital or health care facility and the ability to undertake complex clerical duties. Proven ability to organise and prioritise workflow according to demand with the ability to work in a multi-disciplinary team environment.

Enquiries to Emily Price, Health Information Manager, Department of Health and Human Services, phone 6430 6527, email emily.price@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Clinical Nurse (504243).

Applications Close:—Friday, 28 January 2011.

Salary:—\$65,595 – \$69,363 p.a.

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

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

Location:—Day Procedure Unit.

Duties:—In consultation with the Nurse Unit Manager undertake the management and delivery of quality patient care, through efficient and effective utilisation of human and material resources in conjunction with other members of the health care team in the Endoscopy Unit and the Day Procedure Unit.

Experience in Endoscopy is necessary to perform this role.

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

Enquiries to Cassandra Sampson, Department of Health and Human Services, phone (03) 6348 8707, email cassandra.sampson@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Occupational Therapist (518621).

Applications Close:—Friday, 28 January 2011.

Salary:—\$46,914 – \$75,272 p.a.

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

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

Location:—Occupational Therapy Unit.

Duties:—To assess and treat patients and to maintain optimal patient care. To maintain the Code of Ethics of O.T. Australia, the Australian Association of Occupational Therapists.

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

Enquiries to Cindy Hollings, Department of Health and Human Services, phone (03) 6348 7221, email cindy.hollings@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

PACS/RIS Specialist (519023).

Applications Close:—Friday, 28 January 2011.

Salary:—\$87,667 – \$93,681 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7.

Permanent full-time day work.

Location:—Launceston General Hospital.

Duties:—Provide support to the Project Manager in the planning co-ordination and delivery of project activities and outputs associated with the implementation of the Statewide Picture Archive Communication System and Radiology Information System (PACS/RIS). This will include activities associated with the acquisition, planning, co-ordination, implementation, training and support of a new IT system within the Northern Area Health Service. Co-ordinate, support and manage provision of Medical Imaging Information Services and provide PACS/RIS advice whilst fostering the continued development and improvement of the service in collaboration with other senior specialists in the State.

Desirable Requirements:—Extensive experience in the development and management of information technology projects including a sound understanding of contemporary information system networks and information systems. Demonstrated, or the capacity to develop, project management skills including the ability to plan, co-ordinate and be responsible for several concurrent project activities whilst working in an environment subject to tight timeframes. Broad knowledge and experience at a senior level within a clinical or similar field which includes a focus on delivering IT within that setting.

Enquiries to Garth Faulkner, Department of Health and Human Services, phone (03) 63487081, email garth.faulkner@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Pharmacy Site Manager (Nth) (519675).

Applications Close:—Friday, 28 January 2011.

Salary:—\$108,509 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional Manager, Level 5, Grade 3.

Permanent full-time Day Worker (with oncall), notwithstanding hours per fortnight may be negotiated with the successful applicant.

Location:—Pharmacy LGH.

Assist the Executive Director, Hospital Pharmacy Operations, to provide an efficient, effective, and consistent pharmacy service to the Area Health Service.

Work with a high level of autonomy and initiative to manage local pharmacy processes at the site under the supervision of the Executive Director, Hospital Pharmacy Operations.

Provide clinical and administrative oversight of pharmacy operations at the site, including teaching, research, dispensing, manufacturing, stores, and clinical pharmacy.

Provide leadership to pharmacy staff working at the site to ensure that statewide directions and initiatives are implemented at the site.

Provide effective management of human, physical, and financial resources at the site.

Collaborate with other Pharmacy Site Managers across the State, and staff within the Area Health Service, to ensure clinical and administrative needs are met.

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 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 Tom Simpson, Department of Health and Human Services, phone 6222 8451, email tom.simpson@dhhs.tas.gov.au.

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

Project Officer Capital Works Unit (519069).

Applications Close:—Friday, 28 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:—Capital Works Unit, Frankland Street.

Duties:—This position forms part of a team that is managing the building works at the Launceston General Hospital and Northern Area Health Service.

The successful applicant will manage the operational interface requirements between major stakeholders in the redevelopment of the works outlined within the Capital Works in the Northern Area Health Service. This will include the provision of advice on procurement, contracting legal and risk matters affecting the redevelopment project.

Work collaboratively with the Project Manager and various stakeholder groups to develop and implement strategies to ensure the integrity of the project in relation to expenditure and timeframes.

Provide executive support and act as a resource to the Project Control Group, Project Working Parties, the CEO LGH and other senior managers of the Northern Area Health Service on all aspects relating to the redevelopment of projects within the Capital Works Unit.

Enquiries to Grant Smith, Department of Health and Human Services, phone (03) 63365008, mobile 0409 217 958, email grant.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, P.O. Box 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Director of Nursing (Flinders Island) (504446).

Applications Close:—Friday, 28 January 2011.

Salary:—\$86,319 p.a.

Nurses (TPS) Award, Registered Nurse, Level 5, Grade 1.

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

Location:—Flinders Island Multi Purpose Centre, Whitemark.

Duties:—Lead and manage a range of inpatient/residential/community based services provided from the relevant rural health facility including the management of resources and undertaking a leadership role in ensuring that clinical and support services/infrastructure meet quality and safety standards and are in accordance with Agency performance objectives and community expectations.

Facilitate the development and maintenance of strong communication links within the Agency and other government and non government agencies, community health service providers and other key groups and consumers regarding health service priorities.

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 Sophie Legge, Department of Health and Human Services, phone (03) 6336 4141, email sophie.legge@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Enrolled Nurse (504513).

Applications Close:—Friday, 28 January 2011.

Salary:—\$47,703 – \$50,454 p.a.

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

Permanent part-time shift worker (fully rotational) 48 hours per fortnight, notwithstanding hours per fortnight may be negotiated with the successful applicant.

Location:—Campbell Town MPS.

Duties:—To provide general nursing care under direct and indirect supervision of a registered nurse.

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

Enquiries to Veronica Zupan, Department of Health and Human Services, Nurse Unit Manager, Campbell Town Health and Community Service, 70 High St, Campbell Town, 7213, phone (03) 63813300, fax (03) 63811596, email veronica.zupan@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

Primary Health Services North

Enrolled Nurse (504541).

Applications Close:—Friday, 4 February 2011.

Salary:—\$47,703 – \$50,454 pro rata.

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

Permanent part-time shift work (fully rotational), working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North Eastern Soldiers Memorial Hospital, Scottsdale.

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

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 Bucher, Department of Health and Human Services, phone (03) 6352 5523, email sue.bucher@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, P.O. Box 1963, Launceston 7001.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Enrolled Nurse (Medication Endorsed) (519258).

Applications Close:—Friday, 28 January 2011.

Salary:—\$47,703 – \$50,454 pro rata.

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

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

Location:—St Helens District Hospital.

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

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

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 Janette Cumming, Department of Health and Human Services, phone (03) 6376 5243, email janette.cumming@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, P.O. Box 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Registered Nurse (506392).

Applications Close:—Friday, 28 January 2011.

Salary:—\$49,012 – \$64,842 p.a.

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

Permanent part-time shift worker, 45 hours per fortnight, not withstanding hours per fortnight may be negotiated with the successful applicant.

Location:—Deloraine Hospital, Lansdown Place Deloraine.

Duties:—Responsible to and receives guidance and support from the Nurse Unit Manager and other senior experienced Registered Nurses for initiating, implementing and evaluating quality nursing care.

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 Lester Jones, Department of Health and Human Services, phone 63625000, email lester.jones@dhhs.tas.gov.au.

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

Primary Health Services North

Ward Clerk (504584).

Applications Close:—Friday, 4 February 2011.

Salary:—\$44,378 – \$48,358 pro rata.

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

Permanent part-time day work, working 16 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North Eastern Soldiers Memorial Hospital, Scottsdale.

Provide clerical and receptionist support to NESM Hospital. Provide a front line service to the general public. Receive and process all direct admissions/discharges for the ward/unit.

Desirable Requirements:—Demonstrated clerical experience with the ability to work under limited supervision. Ability to demonstrate high level interpersonal and communication skills. Ability to maintain, at all times, strict patient confidentiality.

Enquiries to Sue Bucher, Department of Health and Human Services, phone (03) 63525523, email sue.bucher@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, P.O. Box 1963, Launceston 7001.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Office Manager (510096).

Applications Close:—Friday, 28 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 work.

Location:—Royal Hobart Hospital.

Duties:—Undertake a co-ordination and supervisory role by overseeing the day to day delivery of all aspects of administrative and clerical service functions; including the reception, patient co-ordination, billing, and clinical information.

Provide input into improving processes for the management of inpatients and outpatients in the Department of Medical Imaging (DMI). Undertake implementation of new processes for the management of inpatients and outpatients in DMI, and associated information.

Provide project support to the Business Change Management Consultant and change programs to ensure that patient co-ordination and billing processes are optimised.

Enquiries to John De Vries, Department of Health and Human Services, phone (03) 6222 8469, email john.de.vries@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

Physiotherapist (508310).

Applications Close:—Friday, 28 January 2011.

Salary:—\$46,914 – \$75,272 p.a.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

PLEASE NOTE: Part-time hours will be considered. Casual positions are also currently available.

Duties:—Assess, plan and carry out treatment programs for individual patients following referral from a Medical Practitioner or other Health Professional.

Record details of assessments, treatments, discharge summaries and other relevant documentation to the required standard in the Southern Tasmanian Area Health Service clinical record.

Educate patients, carers and other members of the health care team in contemporary physiotherapy interventions.

Maintain accurate clinical and administrative activity data in accordance with Departmental requirements.

Attend and participate in family, ward and departmental meetings and in-services as required.

Liaise with other physiotherapists and members of the multi-disciplinary team regarding the ongoing care of patients.

Participate in the after-hours work rosters for the Royal Hobart Hospital Physiotherapy Services.

Assist senior physiotherapists in the implementation of continuous quality improvement programs.

Assist senior physiotherapists in providing clinical education programs for undergraduate physiotherapy students.

Assist with the maintenance of stores and equipment as required.

The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

Essential Requirements:—Registered with the Physiotherapy 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 Paul Shinkfield, Department of Health and Human Services, phone (03) 6222 8326, email paul.shinkfield@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

Play Specialists—2 Vacancies.

Applications Close:—Friday, 28 January 2011.

Salary:—\$44,378 – \$48,357 p.a.

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

Vacancy No. 508231.

Permanent part-time day work, working 60 hours per fortnight. Please note some weekend work will apply.

Location:—Royal Hobart Hospital.

Vacancy No. 508231.

Fixed-term part-time day work, working 38 hours per fortnight, from As soon as possible for a period of 6 months. Please note some weekend work will apply.

Location:—Royal Hobart Hospital.

PLEASE NOTE: Flexible working options allow these vacancies to be filled by more than one applicant.

Duties:—Play specialists engage children and adolescents in play and leisure activities that promote their wellness and development. They have an ability to build rapport with clients and their families and they apply their knowledge on child development and play to promote safe and appropriate activity options. As members of multidisciplinary and occupational therapy teams and they work under general supervision and demonstrate initiative, independent judgement and flexibility.

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 Christy Dorward, Department of Health and Human Services, phone (03) 6222 8633, email christy.dorward@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

Social Worker, Emergency Multidisciplinary Assessment Team (519048).

Applications Close:—Friday, 28 January 2011.

Salary:—\$72,095 – \$82,694 pro rata.

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

Permanent part-time shift work (weekends). See note below.

Location:—Royal Hobart Hospital.

PLEASE NOTE: Twenty six hours per fortnight will be spread across multiple rostered shifts by negotiation.

Duties:—Apply high level social work skills and knowledge in the assessment and management of patients in order to achieve timely and safe discharges. Complete effective handovers to weekday staff for those patients admitted to units within the Royal Hobart Hospital.

Essential Requirements:—Degree in Social Work giving eligibility for membership of Australian Association of Social Workers.

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 Barbara Moerd, Department of Health and Human Services, phone (03) 6222 8440, email barbara.moerd@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

Social Worker, Medical Assessment and Planning Unit (517291).

Applications Close:—Friday, 28 January 2011.

Salary:—\$72,095 – \$82,694 pro rata.

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

Permanent part-time shift work (weekends). See note below.

Location:—Royal Hobart Hospital.

PLEASE NOTE: Sixteen hours per fortnight will be spread across multiple rostered shifts by negotiation.

Duties:—Apply high level social work skills and knowledge in the assessment and management of patients in order to achieve timely and safe discharges. Complete effective handovers to weekday staff for those patients admitted to units within the Royal Hobart Hospital.

Essential Requirements:—Degree in Social Work giving eligibility for membership of Australian Association of Social Workers.

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 Barbara Moerd, Department of Health and Human Services, phone (03) 6222 8440, email barbara.moerd@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

Continence Nurse Advisor (503062).

Applications Close:—Friday, 4 February 2011.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent part-time day work, working 56.2 hours per fortnight.

Location:—Burnie Community Health Centre.

Duties:—The Southern Tasmanian Health Services (STAHS), is seeking to employ an experienced, motivated and enthusiastic continence nurse who is able to work autonomously and be a committed member of a statewide service. You will be required to demonstrate a considerable body of knowledge and skills covering divergent responsibilities, including but not limited to, administrative, promotional and educational abilities and have a defined responsibility for promotion, assessment, management and education in the fields of urinary incontinence. This position works closely with community nursing services. You will be expected to provide a comprehensive continence assessment within both a clinical setting and in the client's home as well as providing education to health professionals and other health care providers. This position is located in the north west region of Tasmania which offers an idyllic lifestyle in both urban and rural settings and provides an excellent work/lifestyle balance.

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 Tess Steel, Department of Health and Human Services, phone (03) 6222 7321, email tess.steel@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, Human Resources, Department of Health and Human Services, G.P.O. Box 1060, Hobart 7001.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Primary Health Services South

Physiotherapy Assistant (506201).

Applications Close:—Friday, 28 January 2011.

Salary:—\$44,378 – \$48,357 p.a.

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

Permanent part-time day work, working 30.4 hours per fortnight and Fixed Term part-time day work working 45.6 hours per fortnight until 31 October 2011 (two vacancies).

Location:—90 Davey St Hobart.

Duties:—To assist in the provision of effective and efficient client care under supervision and assist with the day to day running of the Community Physiotherapy Service. Exercise initiative and independent judgement in undertaking tasks under general supervision including assisting therapists in the rehabilitation of patients, preparation of equipment for use in treatment and other related tasks.

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 Jennie Delaney, Department of Health and Human Services, phone (03) 6222 7280, email jennie.delaney@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

Customer Service Officer (508188).

Applications Close:—Friday, 28 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 worker, working 76 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—The Customer Service Officer, PIMS provides

clerical support throughout all areas of the service. The position involves a high standard of customer focused reception skills and wide range of clerical functions in support of patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for patient services.

Desirable Requirements:—Demonstrated clerical experience with the ability to work within set Departmental policies and procedures. Demonstrated ability to enter data accurately and rapidly onto a computerised system with knowledge of health information systems an advantage. Demonstrated ability to set priorities and work with flexibility, speed and accuracy in a public environment with a demanding schedule.

Enquiries to Rhonda Boulter, Department of Health and Human Services, Royal Hobart Hospital, phone (03) 6222 7833, email rhonda.boulter@dhhs.tas.gov.au.

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

Executive Assistant (519834).

Applications Close:—Friday, 28 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.

Location:—Royal Hobart Hospital.

Duties:—As part of a team supporting the delivery of high quality workplace health and wellbeing services in accordance with DHHS Strategic Directions, agency policy and legal requirements provide comprehensive executive support to the Director of Workplace Health and Wellbeing Services, the Occupational Health Nurses and other staff within the service.

Desirable Requirements:—Highly developed interpersonal communication skills, including the proven ability to undertake duties in a professional manner and with a high level of discretion, and effectively liaise with internal and external parties, while maintaining a high level of stakeholder satisfaction. Proven proficiency at a high level in the use of information technology including, but not limited to, Microsoft Office suite, Microsoft Word, Microsoft Excel, Microsoft Outlook, Intranet management and the use of basic office equipment such as fax machines, photocopiers and printers. High level of keyboard skills (e.g. speed and accuracy) and experience in the production of general office correspondence, reports and other general documents with a high degree of attention to detail, including accurate spelling and correct use of grammar.

Enquiries to Dr Helen McArdle, Department of Health and Human Services, phone (03) 62164415, email helen.mcardle@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

*Co-ordination and Innovation***Statewide Senior Quality and Safety Consultant (515340).**

Applications Close:—Friday, 28 January 2011.

Salary:—\$87,667 – \$93,681 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7.

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

Location:—Co-ordination and Innovation Mental Health Services, Hobart.

Duties:—In accordance with Agency policies and statutory requirements, provide a high level of leadership and direction; and facilitate the promotion of a proactive, integrated and innovative approach to quality improvement, client safety and risk management programs for Statewide and Mental Health Services (SMHS). Provide high-level consultative advice to the Manager, Clinical Governance and executive team of SMHS on a broad range of issues relating to quality and safety, including the development of strategic policy, planning, service development and performance reporting. Co-ordinate quality improvement activities across the state and act as a resource and mentor to other staff employed throughout SMHS that have responsibilities and accountabilities for quality, consumer safety and improvement strategies. Develop effective linkages across the agency and with key external stakeholders in relation to the provision of quality services, safe client environments and effective risk management programs.

Desirable Requirements:—Relevant tertiary qualifications or related experience within this field. Extensive high level knowledge of continuous quality improvement, client safety, risk management principles and processes and relevant legislation with the ability to initiate activities and motivate staff. Possess a high level of interpersonal, communication, mediation and conflict resolution skills, with the ability to be influential and credible to a range of professional people, organisations and consumers.

Enquiries to Maggie Crawford, Department of Health and Human Services, phone (03) 6230 7803, email maggie.crawford@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Forensic Mental Health Services

Community Forensic MHS

Social Worker (515871).

Applications Close:—Friday, 28 January 2011.

Salary:—\$72,095 – \$82,694 p.a.

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

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

Location:—Community Forensic Mental Health, Hobart.

Note:., In addition to salary range stated, this position attracts the Correctional Health Service Allowance of 6.5 %.

Duties:., In accordance with primary health care principles, Agency policy and direction, legal requirements, service policy and procedures and professional competencies, undertake the delivery of quality patient care services, based on best practice and within a collaborative and multidisciplinary framework.

Essential Requirements:—Degree in Social Work giving eligibility for membership of Australian Association of Social Workers.

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 Scott Beswick, Department of Health and Human Services, phone (03) 6336 2627, email scott.beswick@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Casual Dental Assistants (501717).

Applications Close:—Friday, 28 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 day work, hours as and when required.

Location:—Oral Health Services, Launceston.

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

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

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

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

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HEALTH AND HUMAN SERVICES
STATEWIDE AND MENTAL HEALTH SERVICES
Health and Wellbeing Services
Oral Health Services

Dental Prosthetist (501297).

Applications Close:—Friday, 11 February 2011.

Salary:—\$46,914 – \$75,272 p.a.

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

Permanent full-time day work, or consideration will be given to part-time hours.

Location:—Oral Health Services, Hobart.

Duties:—Provide comprehensive care of clients in the specialised field of dental prosthetics in accordance with the Dental Prosthetists Registration Act.

Essential Requirements:—Registered with the Dental 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 Carolynne Smith, Department of Health and Human Services, phone (03) 6214 5433, email carolynne.smith@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES
STATEWIDE AND MENTAL HEALTH SERVICES
Health and Wellbeing Services
Oral Health Services

Dental Technician (517347).

Applications Close:—Friday, 28 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 work, consideration will be given to part-time hours.

Location:—Prosthetic Dental Services, Launceston.

Duties:—To work within a dental team to provide an efficient and effective, high quality dental prosthetic service within the framework of Oral Health Services Tasmania.

Essential Requirements:—Diploma of Dental Technology or recognised equivalent.

Enquiries to Jayne Scull, Department of Health and Human Services, phone (03) 6336 4207, email jayne.scull@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES
STATEWIDE AND MENTAL HEALTH SERVICES
Mental Health Services North

Allied Health Professional (504929).

Applications Close:—Friday, 4 February 2011.

Salary:—\$46,914 – \$75,272 p.a.

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

Fixed-term full-time day work, commencing as soon as possible until 31 December 2012.

Location:—Statewide and Mental Health Services, Launceston.

Duties:—The Allied Health Professional will: Work as part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan 2006-2011, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies. Undertake the delivery of quality client care services utilising evidence-based best practice and recovery principles within a collaborative and multi-disciplinary framework. Provide assessment, treatment and assertive case management to clients of Mental Health Services and their families or carers in relation to mental health issues and in accordance with discipline specific skills and abilities. Promote community awareness in relation to mental health.

Essential Requirements:— Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers, or Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia (Australia Association of Occupational Therapy), or Registered with the Psychology 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 Raelene Tabor, Department of Health and Human Services, phone (03) 6336 2952, email raelene.tabor@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES
STATEWIDE AND MENTAL HEALTH SERVICES
Mental Health Services North West

Allied Health Professional, Casual (519273).

Applications Close:—Friday, 28 January 2011.

Salary:—\$72,095 – \$82,694 p.a.

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

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

Location:—Mental Health Services, North West.

Duties:—Community Mental Health allied health clinicians provide specialist mental health services to clients in accordance with professional discipline recovery-focused skills and standards, and promote community awareness and collaborative responses to mental health issues in a variety of settings. These positions are available with the Adult, Older Persons and Child and Adolescent Mental Health Teams for fixed periods of varying duration.

Essential Requirements:— Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers, or, Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia (Australia Association of Occupational Therapy), or Registered with the Psychology 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 Susan Ballard, Department of Health and Human Services, phone (03) 6434 6434, email susan.ballard@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Client File and Clinical Documents Project Officer (519975).

Applications Close:—Friday, 4 February 2011.

Salary:—\$67,532 – \$70,611 p.a.

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

Fixed-term full-time day work, commencing as soon as possible for a period of 2 years.

Location:—Statewide and Mental Health Services, Hobart.

Duties:—As a member of the Clinical Governance Unit, and in accordance with Agency policies, statutory requirements and relevant standards and guidelines the person will be responsible for: Supporting the work of the Statewide and Mental Health Services (SMHS) Client File and Clinical Documents Control Committee; The development of clinical documents for use across SMHS in paper based client health files and the new Client Management and Clinical Information System (eCARE) to be implemented during 2011-12; Establishing systems and processes to support the implementation and ongoing management of clinical documents and forms in eCARE; Ensuring defined project outputs meet the clinical and business requirements of SMHS and acting as a resource to senior managers and staff within SMHS by providing advice and support in the delivery of safe, quality care to consumers.

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 Maggie Crawford, Department of Health and Human Services, phone (03) 6230 7803, email maggie.crawford@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Registrar Psychiatry (513047).

Applications Close:—Friday, 11 March 2011.

Salary:—\$76,312 – \$90,582 p.a.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner in Training, Level 1 (Salary commensurate with qualifications and experience).

Fixed-term full-time day work, commencing as soon as possible for a period of 2 years.

Location:—Department of Psychiatry, Hobart.

Duties:—The Department of Health and Human Services, State-wide and Mental Health Services is currently recruiting Psychiatry registrars to train for the FRANZP qualification with The Royal Australian and New Zealand College of Psychiatric Training Program. Alternatively the Department of Psychiatry can also offer an initial non-training registrar post with a view of training in 2012, subject to the approval of the Tasmanian Psychiatric Training Committee.

The position is based in Tasmania's capital city Hobart, you'll get to enjoy a city with a lively culture, great bars and cafes, a relaxed lifestyle and affordable cost of living. Hobart offers the sophistication of city life without the traffic and pollution of most major centres, and is the ideal location from which to experience Tasmania's world class natural heritage. There is ready access to short and long bushwalks, great diving, world-class sailing and mountain biking on your doorstep, all supplemented by a seasonal climate and up to 16 hours of daylight during summer to fit everything in.

Essential Requirements:—General or limited registration with the Medical 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 Dr Jim Blackett, Department of Health and Human Services, phone (03) 6230 7549, email lisa.york@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES
STATEWIDE AND MENTAL HEALTH SERVICES
Mental Health Services South

Social Worker (508260).

Applications Close:—Friday, 4 February 2011.

Salary:—\$72,095 – \$82,694 p.a.

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

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

Location:—Inpatient and Extended Treatment Services Mental Health Services, Hobart.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Social Worker; Undertakes the delivery of quality client care services utilising evidence-based best practice and recovery principles within a collaborative and multidisciplinary framework. Provides a specialist Social Work assessment, treatment and case management service for clients of the Inpatient and Extended Treatment Mental Health Service and their families or carers. Acts as a consultant to other Agencies with regard to the support and management of clients with mental health needs and promotes community awareness in relation to mental health.

Essential Requirements:—Degree in Social Work giving eligibility for membership of Australian Association of Social Workers.

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 Julia Miller, Department of Health and Human Services, phone (03) 6222 8512, email julia.miller@dhhs.tas.gov.au.

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

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INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

Human Resources

Manager Human Resources.

Applications Close:—Friday, 4 February 2011.

Salary:—\$97,036 – \$104,522 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Vacancy No. 370937.

Permanent full-time.

Location:—Hobart.

This role provides a Human Resource management opportunity with true diversity, overseeing and working on projects in organisational development, employee engagement,

health and wellbeing and change management to enable a flexible and future-ready workforce. It also provides leadership to teams of HR professionals in relationship management, operations and OHS.

The Department of Infrastructure, Energy and Resources employs over 600 people with positions as varied as Racing Stewards, School Crossing Patrol Guards, Geologists and Engineers. DIER's activities touch the life of every Tasmanian every day through our work in roads and traffic, racing, forestry, mineral resources and infrastructure planning for the future. This position is an opportunity to contribute to the Agency providing advice at Executive level on HR strategies and goals to keep pace with rapid and ongoing change.

Duties:—To lead the Human Resources Branch in the delivery of a full range of contemporary human resource management services to a diverse, state-wide Department with over 600 employees. To provide strategic policy advice and systems support to facilitate high quality employee engagement, organisational development and the related change management initiatives within the Department.

Enquiries to Amanda Russell, General Manager Corporate Services, Department of Infrastructure, Energy and Resources, 10 Murray St, Hobart, phone (03) 6233 3371, fax (03) 6233 5337, email amanda.russell@dier.tas.gov.au.

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart Tas 7001, phone (03) 6233 2060, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Registration and Licensing Branch

Driver Assessor (371861).

Applications Close:—Wednesday, 26 January 2011.

Salary:—\$50,815 – \$55,312 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 36.75 hours per week.

Location:—North West.

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

A current full car driver's licence.

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

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

Extensive work experience in a relevant field.

Enquiries to Brian Edwards, Manager Driver Assessors, Department of Infrastructure, Energy and Resources, phone (03) 6233 5604, email Brian.Edwards@dier.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

*Vehicle Operations***Technical Officer (372395).**

Applications Close:—Wednesday, 26 January 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 12 months.

Location:—Hobart.

Duties:—Consider applications for vehicle modifications and administer the approval process.

Provide verbal and written technical advice to clients about operating a vehicle safely and in conformity with relevant federal and state legislative requirements, standards, practices and procedures.

Maintain appropriate records of permits and vehicle modifications.

Other duties including projects relating to the safe operation, loading, modification and construction of vehicles, as required.

Evaluate applications and issue permits for over-mass and over-dimension vehicles and loads under relevant legislation, practices and policies.

Desirable Requirements:—Trade certificate in automotive mechanics or a relevant related field.

Enquiries to Jeremy Gleeson, Manager Vehicle Standards, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart 7001, phone (03) 6233 5189, email Jeremy.Gleeson@dier.tas.gov.au.

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

JUSTICE

CONSUMER AFFAIRS AND FAIR TRADING

Assistant Director (356308).

Applications Close:—Friday, 28 January 2011.

Salary:—\$97,036 – \$104,522 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Manage the day to day activities of the Compliance and Enforcement Branch including the functions of the Residential Tenancy Commissioner. Manage assigned financial, information, human and physical resources of the branch and as otherwise allocated in accordance with Government and departmental policies and guidelines and ensure that defined standards and agreed objectives are met.

Desirable Requirements:—Relevant tertiary qualifications.

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

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If

a Statement of Duties cannot be downloaded, please contact Chris Batt on (03) 6233 4555.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than three attachments in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

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

JUSTICE

CORPORATE SERVICES

*Information Technology Services***Senior Support Officer (354964).**

Applications Close:—Friday, 28 January 2011.

Salary:—\$68,385 – \$71,516 p.a.

Tasmanian State Service Award, ICT Level 2.

Permanent full-time working 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Provide technical advice and assist IT Services staff in the support of hardware infrastructure. Undertake a lead roll in the rollout, installation and replacement of IT hardware and software as part of the Agencies IT procurement process. Provide high level technical support for Client PCs and workstation hardware, printers and software. Ensure the departmental systems and desktop services can and are managed efficiently and that high standards are followed in maintaining services provided by the IT services group.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy.

Desirable Requirements:—A minimum of five years experience working in an ICT environment. Current Driver's Licence.

Enquiries to John Cole, Manager Service Support, Information Technology, Department of Justice, phone (03) 6242 2401, email john.cole@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact John Cole on (03) 6242 2401.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than three attachments in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

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

JUSTICE
MAGISTRATES COURT
North West

Administrative Assistant (355043).

Applications Close:—Friday, 28 January 2011.

Salary:—\$44,925 – \$48,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time 73.5 hours per fortnight until 17 November 2011.

Location:—Burnie.

Duties:—Provide secretarial assistance to the Magistracy and Manger, including the preparation of confidential material. Undertake administrative and clerical functions associated with the day to day operations of the Magisterial Chambers, including assisting the Court Clerks with listing arrangements. Maintain the Magistrate's law library materials in conjunction with the Andrew Inglis Clark Law Library. High volume of transcription is required, including transcribe or copy lower court proceedings and materials as required by legislation and the Magistracy. Assist other Lower Court registries with transcription.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Enquiries to Natalie Luttrell, Manager Burnie, Magistrates Court, Department of Justice, phone (03) 6434 6340, email natalie.luttrell@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Natalie Luttrell on (03) 6434 6340.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than three attachments in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

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

JUSTICE
SUPREME COURT
Hobart

Registry Administration Assistant (356318).

Applications Close:—Friday, 28 January 2011.

Salary:—\$34,815 – \$43,365 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term full-time 73.50 hours per fortnight for 12 months.

Location:—Hobart.

Duties:—Undertake general administrative and clerical functions associated with the day-to-day operations of the Hobart Civil Registry. Assist the listing clerk with the maintenance of court diaries. Undertake other duties as may be required from time to time including providing assistance in the Criminal and Probate Registries and other areas of the court as required.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Desirable Requirements:—Broad understanding of court administration and practices and procedures, or a demonstrated ability to acquire the relevant knowledge and skills within a reasonable time frame.

Enquiries to Jenny Stapenell, Registry Administration Officer, Supreme Court, Department of Justice, phone (03) 6233 3713, email jenny.stapenell@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Jenny Stapenell on (03) 6233 3713.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than three attachments in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

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

JUSTICE
TASMANIA PRISON SERVICE

Correctional Manager (355626).

Applications Close:—Friday, 28 January 2011.

Salary:—\$73,077 p.a.

Correctional Officers Interim Agreement 2008, Correctional Manager, Grade 1.

Permanent full-time 73.50 hours per fortnight.

Location:—Risdon.

Duties:—Direct and supervise the staff of a unit or facility and develop and implement team and unit lines of communication. Ensure that correctional services are appropriate to the needs of inmates. Manage a unit or facility in order to make the most effective use of staff, resources and systems.

Correctional managers may elect to undertake the role of duty manager and receive an allowance where out of hours and weekend work is undertaken, where this is the case the salary of the position is increased as stated in Clause 24 of the Correctional Officers Interim Agreement 2008.

Essential Requirements:—Full Diploma of Correctional Administration or relevant tertiary qualifications and Management qualifications mapped to nationally recognised training packages, including Diploma of Correctional Administration and/or others and Advanced case management qualifications mapped to nationally recognised training packages, including Certificate IV Correctional Practice (Custodial) and/or others.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Desirable Requirements:—Demonstrated knowledge and application of contemporary and developing correctional management practices, policies and procedures. Demonstrated capacity and skills to plan; allocate and be accountable for the management of human, physical and financial resources.

Enquiries to Robert Bonde, Assistant Director, Tasmania Prison Service, Department of Justice, phone (03) 6216 8190, email robert.bonde@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Courtney Bennett on (03) 6216 8183.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than three attachments in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

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

JUSTICE

TASMANIAN PLANNING COMMISSION

Project Officer, State of the Environment Reporting Unit (355833)

Applications Close:—Friday, 28 January 2011.

Salary:—\$72,479 – \$85,612 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time working 73.50 hours per fortnight for a period of 12 months.

Location:—Hobart.

Duties:—Undertake detailed research, analysis and reporting associated with the assessment of the condition of the Tasmanian environment, including trends and changes in the environment, pressures on the environment, and management responses. Undertake policy research and prepare proposals for draft recommendations for future action to be taken in relation to the management of the environment, including the effect of those recommendations on government policy initiatives. Liaise with public and private sector groups, including government agencies research institutions, industry, community groups and

members of the public, in relation to the content of the Report.

Desirable Requirements:—Tertiary qualifications in an appropriate discipline. A current motor vehicle driver's licence.

Enquiries to Pam Scott, Director Assessments, Tasmanian Planning Commission, Department of Justice, phone (03) 6233 2506, email Pam.Scott@planning.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Nadine Baker on (03) 6233 2795 or alternatively Nadine.Baker@planning.tas.gov.au.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than three attachments in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

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

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Communication Services

Communications/Electronics Technical Officer (001031)

Applications Close:—Friday, 28 January 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Installation, testing and maintenance of the police radio and telecommunications systems together with other specialist electronic/electrical equipment as well as associated administrative and project management functions.

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

Qualifications and Experience:—Advanced Diploma in Electronic/Communication Engineering or other qualification, together with suitable work experience. Extensive experience in the installation, testing and maintenance of electronic systems. Holder of a current driver's licence.

Enquiries to Mr Lawrence Fletcher, Technical Support Manager, Department of Police and Emergency Management, phone (03) 6230 2362, email lawrence.fletcher@police.tas.gov.au.

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

Applicants should address the knowledge and skills (selection criteria) as outlined in the Statement of Duties. Applications forwarded by email receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within

DPEM. If no acknowledgement or system generated response is received please contact Employee Relations on (03) 6230 2266. Please ensure that your application is in either Microsoft Word format, PDF or RTF (rich text format).

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Information Systems Branch

Senior Systems and Network Administrator (001478).

Applications Close:—Friday, 28 January 2011.

Salary:—\$72,479 – \$85,612 p.a.

Tasmanian State Service Award, ICT Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—As a member of the Technical Services team, undertake a senior technical role in the delivery and ongoing management of new and upgraded system services, and deliver network support services to Agency clients.

Desirable Requirements:—Professional information technology knowledge gained through satisfactory completion of an appropriate course of study at a tertiary institution or equivalent experience is an advantage.

Enquiries to Carey Nairn, Manager ISB, Department of Premier and Cabinet, phone (03) 6270 5619, email Carey.Nairn@dpac.tas.gov.au.

Applications to Matt Abey, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, HOBART TAS 7001, phone (03) 6270 5451, email job.application@dpac.tas.gov.au.

PREMIER AND CABINET

LOCAL GOVERNMENT DIVISION

Senior Partnerships Co-ordinator (000114).

Applications Close:—Friday, 28 January 2011.

Salary:—\$68,385 – \$71,516 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the effectiveness of the partnership agreements program. Undertake research and analysis on matters relevant to local government, and provide strategic advice on local government issues.

Desirable Requirements:—Possession of a current drivers licence is desirable.

Enquiries to Greg Brown, Director, Partnership Agreements, Department of Premier and Cabinet, phone (03) 6232 7020, email greg.brown@dpac.tas.gov.au.

Applications to Matt Abey, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123 HOBART TAS 7001, phone (03) 6270 5451, email job.application@dpac.tas.gov.au.

PREMIER AND CABINET

TMD

Senior Account Manager (001720).

Applications Close:—Friday, 28 January 2011.

Salary:—\$97,036 – \$104,522 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—The Senior Account Manager manages the development of significant customer and whole-of-government proposals, and agreements in consultation with key business managers within TMD and senior executives across government. Builds strategy and customer relationships, and assist customers to understand the services delivered to their organisation by TMD; along with helping Agencies to maximise their business outcomes from the better utilisation of TMD services.

Desirable Requirements:—Formal tertiary qualifications in business or accounting disciplines and membership or eligibility for membership of a relevant professional body will be regarded as an advantage.

Enquiries to Peter Langford, Contract and Relationship Manager, Department of Premier and Cabinet, 2 Salamanca Place, Hobart, phone (03) 6233 7620, email Peter.Langford@dpac.tas.gov.au.

Applications to Matt Abey, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart 7001, phone (03) 6270 5451, email job.application@dpac.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

ABORIGINAL HERITAGE TASMANIA

Interpretation and Education Officer (706569).

Applications Close:—Friday, 28 January 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

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

Duties:—Design, develop and deliver training, interpretation, information and educational materials on Aboriginal cultural heritage through the provision of face-to-face programs, publications, displays, web materials and other media.

Essential Requirements:—The State Service Commissioner has determined that this is an Aboriginal tagged position and that it will be filled in accordance with the Ministerial Direction No 12: Aboriginal and Torres Strait Islander Employment in the Tasmanian State Service.

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

A tertiary qualification or equivalent in a relevant discipline.

Enquiries to Steve Gall, phone (03) 6233 6679, email Steve.Gall@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@dpiiwe.tas.gov.au.

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

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

ROYAL TASMANIAN BOTANICAL GARDENS

Cook (706537).

Applications Close:—Friday, 28 January 2011.

Salary:—\$34,815 – \$43,365 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time for 12 months.

Location:—Royal Tasmanian Botanical Gardens.

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 deliver high quality food and beverage services to all RTBG clients.

To assist the RTBG in achieving improved financial outcomes through the provision of catering functions both internal and external.

Desirable Requirements:—Competent numeracy and literacy skills. Level 3 Commercial Cookery Certificate or equivalent. Food Safety Accreditation. First Aid Workplace 2 Certificate.

Enquiries to Lesley Kirby, phone (03) 6236 3053, email lesley.kirby@rtbg.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.

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

ROYAL TASMANIAN BOTANICAL GARDENS

Manager Arboriculture (706395).

Applications Close:—Friday, 28 January 2011.

Salary:—\$68,385 – \$71,516 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

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

Duties:—To ensure high level, strategic management, curation, and long term development of the RTBG Tree Collection in accordance with RTBG Strategic Master Plan, Living Collections Plan and Business Operational Plans. To develop, manage and operate the RTBG Arbor Consultancy Service as a commercial business unit with the aim of increasing the profile of the RTBG in relation to horticultural and botanical excellence and improving the financial diversification and income generating capacity of the Gardens.

Essential Requirements:—Trade certificate/ qualification in Arboriculture, tree surgery or equivalent as provided by either a university, a vocational education organisation or a registered and accredited training provider. Current Chainsaw operator's ticket. Current Motor Vehicle and Medium Rigid drivers licences.

Desirable Requirements:—First Aid, Workplace Certificate 2. Experience in operation of chipper.

Enquiries to Mark Fountain, phone (03) 6236 3061, email mark.fountain@rtbg.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.

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

WATER AND MARINE RESOURCES

Water Management

Project Officer (GDE Atlas) (706635).

Applications Close:—Friday, 28 January 2011.

Salary:—\$68,385 – \$71,516 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time from as soon as possible for 4 months.

Location:—Hobart.

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

Applicants should note that while this vacancy has been advertised as full-time, DPIPWE may be prepared to negotiate a part-time arrangement with the successful applicant.

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

Duties:—Provide support to the Tasmanian constituent of the national Groundwater Dependent Ecosystem (GDE) Atlas project.

Desirable Requirements:—A qualification in environmental management, science or geography, relevant to the technical duties to be undertaken. A current motor vehicle driver's licence.

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.

Enquiries to Rebecca Sheldon, phone (03) 6233 6550, email rebecca.sheldon@dPIPWE.tas.gov.au.

Applications to Kris Andrews, Administrative Assistant, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 2584, fax (03) 6224 4977, email kris.andrews@dPIPWE.tas.gov.au.

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Budget Management Branch

Assistant Director (724249).

Applications Close:—Friday, 4 February 2011.

Salary:—\$97,036 – \$104,522 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—The Assistant Director's primary duties include: efficiently managing designated resources and providing

effective leadership within the work area to ensure that work objectives are completed in a timely manner and to a high standard; undertaking ongoing strategic review of the operating environment to enable the effective management and continuous improvement of operations, policies and relevant legislation; initiating and directing research, investigations and analysis to enable the development of high level advice on policy, operational, technical and/or legislative matters; proactively managing projects to ensure the successful delivery of objectives and outcomes; undertaking key communication tasks, which may include: - representation in high level external forums; - negotiation and resolution of complex issues; presentation of information to key stakeholders; preparation of high level briefings, correspondence, report and submissions; and actively promoting a work environment that demonstrates tolerance of, respect for and interest in the wellbeing of individuals.

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

Enquiries to Michael Reynolds, Director, Budget Management Branch, Department of Treasury and Finance, phone (03) 6233 2234, email michael.reynolds@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

Human Resources Branch

Human Resources Officer (724133).

Applications Close:—Friday, 4 February 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—The Human Resources Officer's primary duties include:

organising and co-ordinating the administration of the learning and development program and staff inductions, providing a high quality client service; liaising with Treasury staff and external contractors and suppliers, as required, to ensure high quality service delivery outcomes in the areas of learning and development and staff induction; supervising the Administrative Officer to ensure an appropriate level of support in the delivery of program outcomes, this includes the timely payment of invoices and the provision of in-room support for Corporate Training courses; providing authoritative recruitment advice and support, ensuring compliance with departmental policy and relevant legislation; assisting the Manager, Organisational Development in monitoring and reporting outcomes and statistical information relating to learning and development, including support for the Learning and Development Committee; and undertaking specific projects or tasks that may contain components of research, investigation, analysis, evaluation and providing options and recommendations.

Desirable Requirements:—Diploma or Advanced Diploma, completion, or partial completion, of relevant tertiary qualifications.

Enquiries to Karen Martin, Manager of Organisational Development, Human Resources Branch, Department of Treasury and Finance, phone (03) 6233 4924, email karen.martin@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.

Promotions without Advertising

HEALTH AND HUMAN SERVICES.

IT is my intention to request the State Service Commissioner to exercise discretion to not advertise the following duties in accordance with section 40 (2) of the State Service Act 2000 and to promote the following permanent employee —.

K. Whitton.

to perform the duties of Registered Nurse 508712, Registered Nurse, Level 1.

Duties:—In collaboration with members of the healthcare team plan, implement and evaluate patient/client care. Involve patients/clients and their families/significant others in the planning and implementation of care. Work effectively within the dynamic multidisciplinary team, contributing to a strong team approach through open communication and a positive supportive approach. Evaluate the effectiveness of nursing strategies towards meeting anticipated patient/client outcomes. Maintain knowledge of innovations in clinical practice and research. Support the development of others through participation in orientation and preceptorship nurses and other members of the health team.

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

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

State Service employees aggrieved by this intention may make application to the State Service Commissioner for a review under section 50(1)(b) of the State Service Act 2000. Applications for review are to be lodged with the Office of the State Service Commissioner within 14 days of the publication date of this Gazette.

David Roberts.

Tasmanian Government Senior Executives Service

HEALTH AND HUMAN SERVICES

OFFICE OF THE SECRETARY

Deputy Secretary Children (519985).

Applications Close:—Friday, 28 January 2011.

Salary:—\$189,350 – \$217,753 p.a.

Senior Executive, Level 4.

Fixed-term full-time working 73.5 hours per fortnight, for a period of up to five years.

Location:—Hobart.

Duties:—Reporting to the Secretary Health and Human Services, but working collaboratively across multiple agencies, The Deputy Secretary Children will develop and lead strategies that will deliver improved multifaceted outcomes for children across Tasmania.

Salary: \$206,391—\$237,350 p.a. including superannuation, plus fully maintained motor vehicle.

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 Matthew Double, Director Human Resources and Workplace Safety, Department of Health and Human Services, phone (03) 6233 3177, email matthew.double@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.

Staff Movements

Appointment of Officers

<i>Agency</i>	<i>Officers Name</i>	<i>Duties Assigned</i>	<i>Date of Appointment</i>	<i>Duration</i>
Primary Industries, Parks, Water & Environment	A. Schaap	Director (Environment Protection Authority)	17.01.11	5 years

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>
Justice	Senior Investigation Officer/Complaints Assessor	A. Nunn	2 years	10.01.11

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Home Care Services Coordinator	K. Willis	24.12.10
Premier & Cabinet	Senior Partnership Coordinator	N. Gardner	17.01.11
Primary Industries, Parks, Water & Environment	Supervisor (Accounting Operations)	J. Miller	02.02.11

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	Executive Assistant	K. Duval-Stewart	6 months	13.01.11
Economic Development, Tourism & the Arts	Project Manager, Participation and Premier's Physical Activity Council	E. Parker	NA	10.01.11
Education	Cleaner - Exeter Library	H. Tait	6 months	20.12.10
Education	Network Support Officer - Information and Technology Services Branch	D. Elphinstone	6 months	17.01.11
Education	Literacy Coordinator - Scottsdale Group	S. Alexander	6 months	04.01.11
Education	Literacy Coordinator - Regional Services St Helens	F. Watts	6 months	17.01.11
Education	LINC Services Coordinator - Launceston LINC	J. Panday	6 months	17.01.11
Education	Education Facility Attendant - Penguin High School	B. Hickey	6 months	01.01.11
Education	Literacy Coordinator - Regional Services New Norfolk	K. Gilbert	6 months	17.01.11
Education	Literacy Coordinator - Bridgewater	M. Christie	6 months	17.01.11
Education	LINC Services Coordinator - Glenorchy LINC	G. Porter	6 months	17.01.11
Education	Network Support Officer - Information and Technology Services Branch	J. Williams	6 months	17.01.11
Health & Human Services	Housing Consultant	L. Donohue	6 months	24.01.11
Health & Human Services	Physiotherapist	A. McLean	6 months	10.01.11
Health & Human Services	Physiotherapist	S. Weeding	6 months	10.01.11
Health & Human Services	Hospital Aide	R. Kelly	6 Months	17.01.11
Health & Human Services	Hospital Assistant	T. Cutcliffe	6 months	10.01.11
Health & Human Services	Physiotherapist	D. Poon	6 months	10.01.11
Health & Human Services	Hospital Aide	V. George	6 Months	17.01.11
Health & Human Services	Occupational Therapist	J. McLean	6 months	11.01.11
Health & Human Services	Administrative Assistant	M. Ridley	6 months	10.01.11
Health & Human Services	Radiation Therapist	B. Taylor	6 months	10.01.11
Health & Human Services	Team Leader - Admissions Centre	A. Spinks	6 Months	10.01.11
Health & Human Services	Assistant Director of Nursing - Community Health Reform	F. Walsh	6 months	17.01.11
Health & Human Services	Physiotherapist	A. Shaw	6 months	17.01.11
Health & Human Services	Occupational Therapist	R. Sperring	6 months	17.01.11
Health & Human Services	Senior Policy Analyst	A. Holmes	6 months	17.01.11
Health & Human Services	Domestic Services Officer	G. Clayton	6 months	17.01.11
Health & Human Services	Physiotherapist	C. Hanley	6 months	17.01.11
Health & Human Services	Social Worker LGH	A. Keen	6 Months	17.01.11
Health & Human Services	Manager Outpatient Appointments	A. Rushton	6 Months	17.01.11
Health & Human Services	Domestic Services Officer	H. Woolley	6 months	17.01.11
Health & Human Services	Physiotherapist	B. Schmeiss	6 months	10.01.11
Health & Human Services	Community Liaison Advisor	E. Kiernan	6 months	19.01.11
Justice	Policy Support & Research Officer	B. Evans	NA	13.01.11
Justice	Legal Practitioner	S. Christensen	6 months	17.01.10
Primary Industries, Parks, Water & Environment	Section Head (Wildlife Monitoring and Management)	V. Smith	6 months	01.02.11
Primary Industries, Parks, Water & Environment	Regional Planner - North-West	A. Carmen-Brown	6 months	24.01.11
Primary Industries, Parks, Water & Environment	Supervisor, Financial Operations	V. Bones	6 months	17.01.11
Primary Industries, Parks, Water & Environment	Administrative Assistant (Fox Eradication)	J. Elmer	NA	20.01.11
Treasury & Finance	Financial Analyst	A. Lockley	NA	20.12.10
Treasury & Finance	Assistant Director	A. Hutchinson	6 months	31.01.11
Port Arthur Historic Site Management Authority	Director Tourism Operations	D. Rochford	6 months	10.01.11
Tasmanian Audit Office	Cadet - Financial Audit Services	J. Hay	6 months	19.01.11
Tasmanian Audit Office	Cadet - Financial Audit Services	R. Munnings	6 months	17.01.11
Tasmanian Polytechnic	Teacher	L. Ahearn	3 months	20.12.10
Tasmanian Polytechnic	Teacher	K. Triffett	3 months	20.12.10

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	J. Richardson	LINC Services Coordinator - Launceston LINC	17.01.11
Education	D. Newlands	Principal - Lindisfarne Primary School	01.01.11
Education	E. Humphries	Principal - Kempton Primary School	01.01.11
Education	S. Beatty	Administrative Officer - Learning Services (North)	01.01.11
Education	W. Campbell	IT Support Officer - Schools & Client IT Support - Information & Technology Services	15.12.10
Education	D. Parker	IT Support Officer - Schools & Client IT Support - Information & Technology Services	15.12.10
Education	L. Brenner	Principal - Tasman District School	01.01.11
Education	S. Shaw	IT Support Officer - Schools & Client IT Support - Information & Technology Services	15.12.10
Health & Human Services	M. Knapik	Clinical Nurse	10.01.11
Health & Human Services	K. McLachlan	Executive Support Officer	11.01.11
Health & Human Services	J. Moltmann	Clinical Nurse	09.01.11
Health & Human Services	J. Summers	Clinical Nurse	02.01.11
Health & Human Services	H. Elmer	Assistant Director of Nursing	10.01.11
Health & Human Services	S. Cannon	Clinical Nurse	10.01.11
Premier & Cabinet	L. Caswell	Policy Analyst	06.01.11
Primary Industries, Parks, Water & Environment	J. Baulis	Administrative Assistant	07.02.11
Primary Industries, Parks, Water & Environment	A. Gillie	Program Coordinator	11.01.11
Treasury & Finance	J. Shea	Principal Compliance Officer	11.01.11

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Coordinator Distribution Operations	K. Bertino	14.01.11
Economic Development, Tourism & the Arts	Sports Performance Officer	T. Mosey	07.01.11
Health & Human Services	Disability Worker	P. Masters	22.12.10
Health & Human Services	Clinical Specialist Musculoskeletal / Deputy Manager Physiotherapy	P. Watson	31.12.10
Health & Human Services	Home Help Personal Carer	A. McLaren	03.01.11
Health & Human Services	Speech Pathologist	K. Oswald	03.01.11
Health & Human Services	Hospital Receptionist	L. Searle	13.01.11
Health & Human Services	Leading Technical Consultant	R. Scott	07.01.11
Health & Human Services	House Services Assistant	S. Maney	16.12.10
Health & Human Services	Assessor ACAT	J. Cairns	04.01.11
Health & Human Services	Community Health Nurse	D. Bowden	08.01.11
Health & Human Services	Child Protection Worker	S. Stafford	07.01.11
Health & Human Services	Disability Worker	L. Sheehan	03.01.11
Health & Human Services	After Hours Nurse Unit Manager	T. Simes	26.12.10
Health & Human Services	Physiotherapist - Community	M. Kalis	31.12.10
Health & Human Services	Clinical Nurse	S. Wood	14.10.10
Infrastructure, Energy & Resources	Administrative Assistant	L. Bluett	31.12.10
Justice	Human Resources Officer	B. Singline	31.12.10
Police & Emergency Management	Clerical Support Officer	J. Gregory	21.01.11
Premier & Cabinet	Administrative Assistant	D. Svamvur	05.01.11
Primary Industries, Parks, Water & Environment	Ranger	D. Krushka	14.01.11
Primary Industries, Parks, Water & Environment	Client Service Officer	R. Munnings	14.01.11
Tasmanian Polytechnic	Teacher	P. Vandenberg	21.01.11

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