



TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY
AUTHORITY
ISSN 0039-9795

WEDNESDAY 25 JANUARY 2012

OVER THE COUNTER
SALES \$1.10
INCLUDING G.S.T.

CONTENTS.

VACANCIES—

Economic Development, Tourism and the Arts.....	410
Education.....	411
Health and Human Services.....	411
Infrastructure, Energy and Resources.....	417
Justice.....	418
Premier and Cabinet.....	418
Primary Industries, Parks, Water and Environment.....	420
Tasmanian Audit Office.....	420
Treasury and Finance.....	421

STAFF MOVEMENTS—

Appointments.....	423
Promotions.....	422
Resignations.....	423
Retirements.....	422

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Tasmanian Government Gazette.

Email text copy to.

govt.gazette@thepat.com.au.

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

State Service Notices.

Vacancy, Direct Selection and Staff Movement Notices.

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

Order Information.

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

Deadlines.

Government Gazette :—.

Copy must be received by Print Applied Technology Pty Ltd by **last mail or 4pm Friday** prior to publication.

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

Deadlines will be strictly adhered to.

Subscription or account enquiries phone (03) 6233 3148

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CORPORATE SUPPORT DIVISION

Administrative and Executive Services

Property, Procurement and Facilities

Facilities Officer, Technopark (425057).

Applications Close:—Friday, 3 February 2012.

Salary:—\$45,823 – \$49,978 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time Preferred hours are from 10am to 6pm.

Location:—Hobart Technopark, Dowsings Point.

Duties:—Provide a high standard of reception and hospitality services to the Technopark, Technopark tenants and clients to ensure the effective operation of the Technopark, managed office and conference facilities. Provide a high standard of administrative and property support to the Technopark and related facilities and stakeholders.

Enquiries to Sean Kerr, Senior Property Officer, Technopark, phone (03) 6233 5588, email sean.kerr@development.tas.gov.au.

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

REDISCOVER, REINVENT, REJUVENATE.

STUDY ARTS AT UTAS.

Whether you want to rediscover your dreams, rejuvenate a passion or completely reinvent yourself, with more than 60 undergraduate and postgraduate courses on offer in the Faculty of Arts at UTAS you are sure to find the perfect fit.

DIVERSE DISCIPLINES = DIVERSE CAREERS:

Journalist	Historian	Actor
Social Worker	Composer	Graphic Designer
Diplomat	Criminologist	Author
Artist	Policy Advisor	Language Teacher

Some courses also have the flexibility of being studied part-time or via distance education.

Applications for 2012 are now open. To find out more about starting your new life, call **1300 363 864**, email course.info@utas.edu.au or visit www.utas.edu.au/arts



YOUR WAY FORWARD.
www.utas.edu.au | 1300 363 864



*Reinvent your career with
an Arts degree at UTAS.*

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Sport and Recreation Tasmania

Sector Development

Project Officer, Aboriginal Sport and Recreation (424311).

Applications Close:—Wednesday, 15 February 2012.

Salary:—\$58,179 – \$67,288 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time to 23 January 2013.

Location:—Hobart.

Duties:—Facilitate increased sport and recreation participation opportunities and encourage Aboriginal people in Tasmania to participate in sport and recreation.

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

Desirable Requirements:—A current driver's licence.

Enquiries to Renee Watson for a copy of the Statement of Duties, phone (03) 6233 5615, email Renee.Watson@development.tas.gov.au. For further information about the position please contact Helen Langenberg, Director Sector Development, phone (03) 6233 5793, email Helen.Langenberg@development.tas.gov.au.

Applications to Justine McGuire, Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 9664, 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

POST-YEAR 10

Tasmanian Polytechnic

Workforce Sector Leader South

Teacher (Guiding) (967711).

Applications Close:—Friday, 3 February 2012.

Salary:—\$53,229 – \$82,533 p.a.

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent full-time.

Location:—South.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

Specific areas of training will include, but not limited to, overall management of an outdoor program(s), rock climbing and abseiling, white-water kayaking and rafting and sea kayaking.

Essential Requirements:—Relevant post-secondary educational qualification.

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

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

Enquiries to Bruce Morley, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6233 7271, mobile 0407 338 720, email bruce.morley@education.tas.gov.au.

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

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 169, Hobart 7001, phone (03) 6233 4630, fax (03) 6233 7282, email recruitment@shareservices.tas.edu.au.

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

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

If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4630.

HEALTH AND HUMAN SERVICES

CARE REFORM

*Statewide Medication Policy and Reform***Pharmaceutical Formulary Project Manager (520539).**

Applications Close:—Friday, 3 February 2012.

Salary:—\$86,033 – \$95,154 p.a.

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

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

Location:—Hobart.

Duties:—The Pharmaceutical Formulary Project Manager is responsible for the co-ordination and management of the Formulary Project. This includes supporting the project sponsor and Steering Committee by managing the planning and implementation component of the project. This includes acting as Project Manager by developing a project implementation plan, including a comprehensive risk assessment; managing consultative processes with stakeholders, monitoring of service provider performance and providing advice in relation to issues arising from the implementation of the project.

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

Entitled to be granted registration by the Pharmacy Board of Australia.

Enquiries to Amber Roberts, Department of Health and Human Services, phone (03) 6233 7064, mobile 0400867 589, email amber.roberts@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Youth Services

Team Leader, Case Management (501538).

Applications Close:—Friday, 3 February 2012.

Salary:—\$75,005 – \$86,033 p.a.

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

Permanent full-time day work. Part-time hours may be available by negotiation, See Note below.

Location:—CYS, Children and Youth Services, South.

Note:—Other permanent or fixed term (full-time or part-time) vacancies that may arise in the near future may also be filled from this selection process.

Duties:—To co-ordinate the service delivery, including the management of financial, human and physical resources, of Child Protection staff employed to perform all functions of the statutory Child Protection program.

Selection criteria includes:—Significant post graduate experience in a relevant field. A demonstrated ability to provide supervision, leadership and direction to field staff. A high level of knowledge and understanding of current statutory requirements and Departmental procedures or the ability to acquire such knowledge.

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

Current drivers licence.

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

Enquiries to LeeAnn Russell, Department of Health and Human Services, phone (03) 6230 7666, email leeann.russell@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Youth Services

Youth Justice Worker (501591).

Applications Close:—Friday, 3 February 2012.

Salary:—\$48,809 – \$78,311 p.a.

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

Permanent full-time day work.

Location:—CYS, Community Youth Justice, South.

Duties:—As part of a restorative justice practice framework and subject to the statutory provisions of the Youth Justice Act 1997 assess the complex risks and rehabilitative needs of young people referred by the police and the courts, participate in youth diversionary programs and case manage a caseload of identified clients on legal orders.

Selection criteria includes:—Significant post graduate experience in a relevant field. A demonstrated ability to provide supervision, leadership and direction to field staff. A high level of knowledge and understanding of current statutory requirements and Departmental procedures or the ability to acquire such knowledge.

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, 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 LeeAnn Russell, Department of Health and Human Services, phone (03) 6230 7666, email leeann.russell@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Nurse Unit Manager (503007).

Applications Close:—Friday, 10 February 2012.

Salary:—\$82,923 – \$88,794 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 7a, Year 1 to Grade 7a, Year 4.

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

Location:—West Coast District Hospital, Queenstown.

Duties:—An outstanding career opportunity is available to experienced Registered Nurses who are looking forward to new challenges and a change of environment.

The North West Area Health Service is seeking to recruit a committed and enthusiastic Nurse Unit Manager with

extraordinary leadership skills to ensure the efficient and effective provision of care through co-ordinating the clinical, management, education and nursing research functions within the West Coast District Hospital, based at Queenstown on Tasmania's scenic West Coast.

You will be passionate about leading your team to collaboratively identify innovative service outcomes and fostering a positive culture of responsiveness. Your contemporary nursing practice experience will be valuable in this role and there will be an expectation to promote an environment conducive to innovation and change.

Previous experience managing financial, physical and human resources is advantageous. You will have excellent inter-personal, verbal and written communication skills and enjoy strong, respectful and positive relationships with your colleagues.

The West Coast District Hospital is a new purpose built facility offering a contemporary environment that is well resourced. The hospital has 2 Accident and Emergency beds, 10 acute beds and 16 residential aged care beds. The local General Practice is co-located and a range of visiting Allied Health Professionals ensures that clients have access to a comprehensive range of services.

We support your participation in professional education and development and will offer you attractive remuneration and access to Salary Packaging. Temporary accommodation and relocation expenses may be negotiated with the successful candidate.

Don't miss this chance for a career change, call the Director of Nursing, Karen Schnitzerling on 6472 2302 or email: karen.schnitzerling@dhhs.tas.gov.au for a confidential discussion about your application.

Desirable Requirements:—Relevant post graduate qualifications.

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, serious drug offences and crimes involving dishonesty. Identification Check and disciplinary action in previous employment check.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, Department of Health and Human Services, North West Area Health Service, P.O. Box 274, Ulverstone 7315 or email: rlo.nwaha@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Enrolled Nurse (504177).

Applications Close:—Friday, 3 February 2012.

Salary:—\$49,236 – \$54,527 pro rata, per annum.

Nurses (TPS) Award, Enrolled Nurse, Grade 1, Year G to Grade 2, Year 4.

Permanent part-time shift work (fully rotational), working 56 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 6D.

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

Essential Requirements:—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, serious drug offences and crimes involving dishonesty. Identification Check and disciplinary action in previous employment check.

Enquiries to Vanessa Fulton, Department of Health and Human Services, phone (03) 6348 7329, email vanessa.fulton@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, Northern Area Health Service, Department of Health and Human Services, P.O. Box 1963, Launceston 7250.

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

HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Senior Dietitian Rehabilitation (518624).

Applications Close:—Friday, 3 February 2012.

Salary:—\$75,005 – \$86,033 p.a.

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

Fixed-term full-time day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 25 January 2013.

Location:—Nutrition Department.

Duties:—Provide clinical dietetic services to allocated Rehabilitation areas. Advocate for appropriate nutrition for clients and staff of the Department of Health and Human Services. Assist the Manager, Nutrition Department in performing management and administrative tasks.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion, 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 Tracey Denmen, Department of Health and Human Services, phone (03) 6348 7493, email tracey.denmen@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Enrolled Nurse (Pool) (507391).

Applications Close:—Friday, 3 February 2012.

Salary:—\$49,236 – \$54,527 pro rata, per annum.

Nurses (TPS) Award, Enrolled Nurse, Grade 1, Year G to Grade 2, Year 4.

Fixed-term casual shift worker, working as and when required. To commence as soon as possible until 11 February 2014.

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, 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 Denise Callister, Department of Health and Human Services, phone (03) 6376 5222, email denise.callister@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, Northern Area Health Service, Department of Health and Human Services, P.O. Box 1963, Launceston 7250.

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

HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Foot Care/Therapy Assistant (513910).

Applications Close:—Friday, 3 February 2012.

Salary:—\$46,183 – \$49,324 pro rata, per annum.

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

Permanent part-time day work, working 60.8 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Kings Meadows Community Health Centre.

Duties:—To assist the Manager Podiatry to deliver foot-care services to clients identified as requiring such care within Tasmania. To work as a member of the podiatry team and within other multidisciplinary teams to assist clients with maintenance of foot-care.

Highly Desirable:—Current drivers licence.

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

Enquiries to Claire Massey, Department of Health and Human Services, phone (03) 6336 5148, email claire.massey@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, Northern Area Health Service, Department of Health and Human Services, P.O. Box 1963, Launceston 7250.

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

HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Registered Nurse (several vacancies) (510064).

Applications Close:—Friday, 3 February 2012.

Salary:—\$54,527 – \$69,758 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1 to Grade 3, Year 8.

Permanent full-time and part-time shift work (hours to be negotiated with successful applicants).

Location:—Royal Hobart Hospital.

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

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

Enquiries to Tim Newham, Department of Health and Human Services, phone (03) 6222 8769, email tim.newham@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.

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

HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North

Community Mental Health Nurse (504911).

Applications Close:—Friday, 3 February 2012.

Salary:—\$61,739 – \$74,620 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 4 to Grade 4, Year 4 CH FCH.

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

Location:—Mental Health, Launceston.

Duties:—Please Note: Access to the Grade 4 salary range \$70,558-\$74,620 is subject to successful application for progression to Grade 4.

The Community Nurse will:—Provide a specialist mental health service to consumers within the community setting for a designated client group, utilising evidence based practices and recovery principles.

Work within a multi-disciplinary team to deliver co-ordinated assertive case management to a designated number of clients.

Support and work in collaboration with primary health care professionals, within a designated region to provide care to clients in the community setting.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia and possesses specialist tertiary graduate or postgraduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia, New Zealand or the United Kingdom.

Current Drivers Licence.

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

Enquiries to Helen van der Molen, Department of Health and Human Services, phone (03) 6336 2185, email helen.vandermolen@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North

Community Mental Health Nurse (CAT), Multiple Positions (519274).

Applications Close:—Friday, 3 February 2012.

Salary:—\$54,527 – \$74,620 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1 to Grade 4, Year 4.

Permanent full-time shift worker (fully rotational).

Location:—Launceston.

Please Note: Access to the Grade 4 salary range \$70,558-\$74,620 is subject to successful application for progression to Grade 4.

Duties:—As a member of a multidisciplinary Crisis Assessment and Treatment (CAT) team with Adult Community Mental Health Services (ACMHS) delivering high quality specialist mental health services, provide crisis assessment and community based treatment that is client and carer focused, evidenced based, outcome orientated and time limited, in accordance with the Mental Health Services Strategic Plan,

Mental Health Service principles, CATT Model of Care, National Mental Health Standards, Agency policy, National Partnership Agreement, taking pressure off Hospital Emergency Departments, legal requirements and relevant professional competencies.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia and possesses specialist tertiary graduate or postgraduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia, New Zealand or the United Kingdom.

Current Drivers Licence.

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

Enquiries to Pauline Wieringa, Department of Health and Human Services, phone (03) 63487744, email pauline.wieringa@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Community Mental Health Nurse, CAT (505359).

Applications Close:—Friday, 3 February 2012.

Salary:—\$54,527 – \$74,620 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1 to Grade 4, Year 4.

Permanent full-time shift worker (set rotational).

Location:—St Johns Park, New Town.

Please Note: Access to the Grade 4 salary range \$70,558-\$74,620 is subject to successful application for progression to Grade 4.

Duties:—As a member of a multidisciplinary Crisis Assessment and Treatment (CAT) team within the Adult Community Mental Health Services (ACMHS), the CAT clinician delivers high quality specialist mental health services, and provides crisis assessment and community based treatment that is client and carer focused, evidenced based, outcome orientated and time limited, 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.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia and possesses specialist tertiary graduate or postgraduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia, New Zealand or the United Kingdom.

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

Enquiries to Sharmayne Batt, Department of Health and Human Services, phone (03) 6233 8779, email sharmayne.batt@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Occupational Therapist (518779).

Applications Close:—Friday, 3 February 2012.

Salary:—\$48,809 – \$78,311 p.a.

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

Permanent full-time day work.

Location:—Millbrook Rise, Hobart.

Duties:—We are seeking an Occupational Therapist to work as part of a multi-disciplinary team delivering high quality mental health services in accordance with the Clinical Services Plan, the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies. The Occupational Therapist will:

Undertakes the delivery of quality client care services utilising evidence-based best practice and recovery principles within a collaborative and multi-disciplinary framework.

Provide an occupational therapy assessment and treatment service to clients of Inpatient and Extended Treatment Mental Health Services and their families or carers in relation to mental health issues and in accordance with discipline specific skills and abilities.

Commensurate with experience, knowledge and skill, acts as a consultant to a range of internal and external stakeholders in relation to the support and management of clients with mental health issues.

Promote community awareness in relation to mental health.

Desirable Requirements:—A current Driver's Licence.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion, 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 Renae Michelin, Department of Health and Human Services, phone (03) 6233 4017, email renae.michelin@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Registrar Psychiatry (513047).

Applications Close:—Friday, 3 February 2012.

Salary:—\$78,220 – \$92,847 To be negotiated.

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:—Psychiatry Department, Royal Hobart Hospital.

Duties:—Here at Mental Health Services we are looking for a Registrar Psychiatry who will be responsible for the day to day management of private and public inpatients and outpatients within the hospital. Provide after hours emergency cover at the hospital as determined by the Medical Staffing Unit.

Essential Requirements:—General or limited registration with the Medical Board of Australia.

Enquiries to Jim Blacket, Dr, Department of Health and Human Services, phone (03) 6230 7549, email jim.blacket@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Senior Occupational Therapist (516251).

Applications Close:—Friday, 3 February 2012.

Salary:—\$86,033 – \$95,154 p.a.

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

Permanent full-time day work.

Location:—Mental Health Services, Hobart.

Duties:—We are seeking a senior occupational therapist to be part of a multi-disciplinary Child and Adolescent Mental Health Service (CAMHS) Team, delivering high quality mental health services to children, adolescents and their families referred to the service 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 Senior Occupational Therapist; Assists the Principal Occupational Therapist to ensure the quality of clinical Occupational Therapy services through the implementation of the model of professional

supervision, and participation in the on-going development of the statewide clinical program. As a senior clinician, provides a specialist Occupational Therapy assessment and treatment service to clients of the Child and Adolescent Mental Health Services, utilising best practise principles within a collaborative and multidisciplinary framework. Acts as a consultant to other agencies with regard to the support and management of children and adolescents with mental health needs, and promotes awareness in relation to mental health. Takes a lead role in on-going service development and intersectoral liaison.

Desirable Requirements:—Current driver's licence.

Post graduate qualification in an area specific to child and adolescent mental health.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion, 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 Monica Korpershoek, Department of Health and Human Services, phone (03) 6233 8612, email monica.korpershoek@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Senior Specialist Social Worker (506209).

Applications Close:—Friday, 3 February 2012.

Salary:—\$86,033 – \$95,154 pro rata, per annum.

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

Fixed-term full-time day work. Commencing as soon as possible until 5 December 2012.

Location:—Mental Health Services, Hobart.

Duties:—As part of a multidisciplinary 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 Senior Specialist Social Worker will, Ensure the quality of clinical social work services in Child and Adolescent Mental Health Service through the implementation of the model of professional accountability and supervision and participation. Take a lead role in ongoing service development and intersectoral liaison. Provide a specialist Social Work assessment, treatment and assertive case management service to clients of the regional Child and Adolescent Mental Health Service, utilizing evidence-based, best practice principles within a collaborative and multidisciplinary framework. Act as a consultant to other agencies with regard to the support and management of clients with mental health needs and promote community awareness in relation to mental health.

Desirable Requirements:—Current Drivers Licence.

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, 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 Monica Korpershoek, Department of Health and Human Services, phone (03) 6233 8612, email monica.korpershoek@dhhs.tas.gov.au.

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Traffic and Infrastructure

Senior Technical Officer Asset Management (371870).

Applications Close:—Friday, 3 February 2012.

Salary:—\$69,753 – \$72,946 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Co-ordination of the Department's road and bridge planning, design, construction and maintenance technical standards and specifications by continuous improvement and innovation, including performance monitoring. Consultation with internal and external stakeholders is required.

Provide technical input and general project management assistance in the development, monitoring and review of plans and policies that relate to the current and future management of the State's road and bridge asset, including impacts of legislative and environmental changes.

Provide in-depth analysis and interpretation of road asset data and prepare detailed technical reports.

Provide technical advice to Contract Administration and Specification Owners on road management plans, standards and specifications and asset management policies, standards and specifications.

Identify solutions to protect the road and bridge asset from impact by utility authorities and others, including development of permits.

Supervision of section staff as required in the performance of duties.

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

Desirable Requirements:—An Advance Diploma of Engineering Design (Civil).

Current driver licence.

Enquiries to Barry Walker, Manager Asset Management, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, phone (03) 6233 8682, email Barry.Walker@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

TASMANIA PRISON SERVICE

Integrated Offender Management

Case Co-ordination and Assessment Officer (354852).

Applications Close:—Friday, 3 February 2012.

Salary:—\$58,179 – \$67,288 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.5 hours per fortnight.

Location:—Risdon Prison.

Duties:—Provide evidence based criminogenic assessment for offenders identified suitable for a co-ordinated intervention. Discuss with inmates the results of assessment and formulate sentence goals. Develop comprehensive case plans and make referrals and or recommendations inline with individual case plans.

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:—Degree in Social Work, Psychology or Counselling.

Additional Information:—Applicants are required to undergo psychological and aptitude testing as part of the selection process.

Enquiries to Craig Mitchell, Team Leader Case Co-ordination, Tasmania Prison Service, Department of Justice, phone (03) 6216 8203, email craig.mitchell@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 Craig Mitchell on (03) 6216 8203.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than four attachments in either Microsoft Word format, PDF 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. Late applications will not be accepted.

JUSTICE

TASMANIAN PLANNING COMMISSION

Senior Planning Consultant (355843).

Applications Close:—Friday, 10 February 2012.

Salary:—\$116,608 – \$134,099 p.a.

Tasmanian State Service Award, Professional Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart or Launceston (negotiable).

Duties:—Provide strategic, statutory professional policy advice to the Tasmanian Planning Commission on land use and related planning matters. Facilitate consultation and advisory processes in relation to strategic and statutory planning matters. Chair advisory committees and facilitate other relevant planning forums.

Essential Requirements:—A degree of at least three years duration relevant to the professional duties to be undertaken is required, as provided by a recognised university.

Desirable Requirements:—Corporate membership of the Planning Institute of Australia.

Enquiries to Greg Alomes, Executive Commissioner, Tasmanian Planning Commission, Department of Justice, phone (03) 6233 4936, email greg.alomes@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 Daphne Webb on (03) 6233 6809.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than four attachments in either Microsoft Word format, PDF 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. Late applications will not be accepted.

PREMIER AND CABINET

COMMUNITY DEVELOPMENT DIVISION

Policy Analyst (001833).

Applications Close:—Friday, 3 February 2012.

Salary:—\$69,753 – \$72,946 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time.

Location:—Hobart.

Enquiries to Wanda Buza, Deputy Director, CDD, Department of Premier and Cabinet, phone (03) 6232 7098, email Wanda.Buza@dpac.tas.gov.au.

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

PREMIER AND CABINET
COMMUNITY DEVELOPMENT DIVISION

Principal Liaison Officer, Multicultural (001845).

Applications Close:—Friday, 3 February 2012.

Salary:—\$90,309 – \$96,458 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time.

Location:—Hobart.

Duties:—Work with government agencies, non-government organisations, business and the community to encourage engagement in the Division's multicultural program, and increase awareness and promote the benefits of cultural diversity to the broader community.

As the key point of contact for the Division's multicultural program, co-ordinate and provide support for policies and information in relation to Tasmania's culturally and linguistically diverse population across government, service providers and the community.

Research and provide high quality specialist advice to senior management, the Division's Managers and Principal Liaison Officers on issues affecting Tasmania's culturally and linguistically diverse population.

Undertake high level liaison, negotiation and consultation with relevant stakeholders including Commonwealth, State and Local Government agencies, businesses and community organisations, on a range of complex and often sensitive issues relating to Tasmania's culturally and linguistically diverse population. Represent the Government in public forums.

Work with the Division's Managers and Principal Liaison Officers on the formulation and development of policies and projects that progress the Division's strategic objectives, in particular those that progress community development and social inclusion principles.

Prepare high level discussion papers, guidelines, reports and advisory documents.

Undertake a project management and leadership role as required.

Enquiries to Wanda Buza, Deputy Director, CDD, Department of Premier and Cabinet, G.P.O. Box 123, Hobart Tasmania 7001, phone (03) 6232 7098, email Wanda.Buza@dpac.tas.gov.au.

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

PREMIER AND CABINET
COMMUNITY DEVELOPMENT DIVISION
Office of Aboriginal Affairs

Policy Analyst (000372).

Applications Close:—Friday, 3 February 2012.

Salary:—\$76,016 – \$87,325 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time.

Location:—Hobart.

Duties:—Provide a high level of research, analysis and advice on policy issues relevant to the Office of Aboriginal Affairs and the Community Development Division, and contribute to solutions, proposals and recommendations.

Enquiries to Laurette Thorp, Manager, OAA, Department of Premier and Cabinet, phone (03) 6232 7079, email Laurette.Thorp@dpac.tas.gov.au.

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

PREMIER AND CABINET
CORPORATE SERVICES DIVISION
Human Resources Management Branch

HR Officer (470540).

Applications Close:—Friday, 3 February 2012.

Salary:—\$51,832 – \$56,418 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time or part-time.

Location:—Hobart.

Duties:—As part of a team, share co-ordination and processing of payroll, leave, establishment and human resource related information for the department's payrolls.

Provide timely and solution focused advice to managers and employees on a range of human resource related matters, particularly on payroll and employee entitlements.

Assist the Payroll Co-ordinator with the processing, reconciliation and disbursement of the Department's payroll and in providing effective instruction, feedback and guidance to less experienced staff.

Prepare written correspondence and maintain records and electronic systems to meet established requirements.

Contribute to the development and review of policies and procedures and participate in allocated projects and tasks across the HR team.

Enquiries to Sarah Warner, HR Payroll Co-ordinator, Department of Premier and Cabinet, G.P.O. Box 123, Hobart Tasmania 7001, phone (03) 6270 5599, email Sarah.Warner@dpac.tas.gov.au.

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

PREMIER AND CABINET
CORPORATE SERVICES DIVISION
Records Management Branch

Manager Records (000417).

Applications Close:—Friday, 3 February 2012.

Salary:—\$76,016 – \$87,325 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Manage, co-ordinate and direct the activities of Records and Information Management Services section to ensure that efficient and effective Records and Information Management services are developed and provided to the Department.

Enquiries to Jeff Reeve, Director, Department of Premier and Cabinet, phone (03) 62705481, email jeff.reeve@dpac.tas.gov.au.

Applications to Matt Abey, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123 Hobart 7001, phone 0362705451, email job.application@dpac.tas.gov.au.

PREMIER AND CABINET

MINISTERIAL AND PARLIAMENTARY SERVICES

Executive Assistant to Cassy O'Connor MP Member for Denison (000000).

Applications Close:—Friday, 3 February 2012.

Salary:—\$50,079 p.a.

Salary Range.

Fixed-term full-time.

Location:—Denison Electorate, Moonah.

Duties:—Manage the Office of the Tasmanian Greens Member.

Enquiries to Cath Hughes, Chief of Staff, Department of Premier and Cabinet, Office of the Tasmanian Greens Parliamentarians, C/- Parliament House, HOBART, 7000, phone (03) 6233 8300, fax (03) 6223 1406.

Applications to Cath Hughes, Chief of Staff, Department of Premier and Cabinet, Office of the Tasmanian Greens Parliamentarians, C/- Parliament House, HOBART, 7000, phone (03) 6233 8300, fax (03) 6223 1406.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Track Worker Fixed-term Employment Register (Various).

Applications Close:—Wednesday, 12 December 2012.

Salary:—See Below.

AWU (Tasmanian Public Sector) Award.

Register.

Location:—Statewide.

Salary: Full-time employees: Band 1—\$35,511 - \$44,233, Band 2 - \$45,823- \$49,978, Band 3 - \$51,832- \$56,418 per annum.

Casual employees: Band 1 - \$17.90 - \$22.30, Band 2 - \$23.10 - \$25.20, Band 3 - \$26.13 - \$28.44 per hour. A 20% casual loading will apply in lieu of leave entitlements.

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

Applications are invited from persons interested in registering for Fixed-term employment as Trackworkers. The employment register will remain open for recruitment up to and including 12 December 2012.

The work is physically demanding and is undertaken in remote and isolated conditions. Applicants need to be physically fit and able to work in rough terrain which may be subject to harsh weather conditions. Further information is available on the Track Worker Information Sheet.

Please note that if you are currently registered, you do not need to submit a new application unless you wish to do so.

Duties:—Level 1 - Assist with the construction, maintenance, restoration, reconstruction and rehabilitation of walking tracks and associated facilities.

Level 2 and 3 - Undertake the construction, maintenance, restoration, reconstruction and rehabilitation of walking tracks and associated facilities.

Desirable Requirements:—It is desirable that you have a current motor vehicle driver's licence, and a current Statement of Competency in Chainsaw and Brushcutter Use.

Essential Requirements:—Track Workers must be physically fit and able to work in rough and isolated terrain.

The work associated with this position is outdoors and often in remote locations which involves periods of rough camping. The work can be physically demanding requiring the carrying of backpacks with overnight camping equipment or track maintenance tools. Prior to appointment the occupant of this position will be required to complete an approved medical disclosure and contact information form and pass an annual medical examination and fitness test used for fire fighters. A current St John's Workplace Level 2 First Aid Certificate or equivalent.

Enquiries to Martin O'Dea, Department of Primary Industries, Parks, Water and Environment, phone (03) 6233 2336, email martin.odea@parks.tas.gov.au.

Applications to Martin O'Dea, Administrative Officer, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 1751, Hobart 7001, phone (03) 6233 2336, email martin.odea@parks.tas.gov.au.

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

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

TASMANIAN AUDIT OFFICE

Manager - Finance (TAO4101).

Applications Close:—Friday, 3 February 2012.

Salary:—\$90,309 – \$96,458 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the Financial, Budget and Asset management functions of the Office ensuring that policies, procedures and processes are appropriate and being effectively implemented. Provide leadership through actions and various forums—as a member of the Business Support Services management team through valued input in regard to problems discussed and decisions made by the team, to Office staff in relation to finance, accounting and budget practices, remaining abreast of emerging issues, developing options and recommendations to address these and managing conflicting objectives. Provide high level advice to senior management on Financial, Budget and Asset management issues.

Liaise with and provide advice and support to business unit and cost centre managers on financial and budget and financial reporting issues within the context of devolved financial management responsibility.

Assume responsibility for producing and maintaining authentic, accurate and reliable records within organisational; recordkeeping systems.

People Management.

Provide guidance to staff by establishing goals, providing performance feedback, advice, recognition and staff development and by using a broad range of contemporary people management practices.

Ensure team and unit members work in a safe and secure environment including promoting support and respect of

individual and organisational differences taking action to respond to and prevent disrespect, harassment or bullying.

Financial Management.

Develop, implement and maintain the Office's Finance and Accounting Policies and Procedures and maintains the Office's Finance Manual. Through the maintenance of the Finance Manual establish and document internal control procedures and gain cooperation of applicable Office staff to ensure compliance with legislative and audit requirements. Liaise and negotiate with the Office's internal and external auditors and proactively resolve issues.

Manage the monthly and end of financial year reporting processes and prepares complex financial information, reports and returns for external bodies. For the annual financial statements it includes preparing working papers in a timely manner and for monthly financial statements includes reports at the level of Office, business unit and cost centre with projected forecasts and variance analysis.

Ensure the Office complies with, and adapts to changes in, taxation legislation and regulations, including the completion and lodgement of all statutory returns. Through processes ensure that critical financial activities, such as cash flow monitoring, payroll processing, expenditure authorisation, etc., occur, that all relevant legislation (e.g. superannuation and industrial award requirements) are complied with and that relevant records are maintained.

Manage and co-ordinate the provision of efficient and effective financial and procurement services that integrate the following:—purchases via corporate credit cards, procurement via whole of government contracts, including ICT, car hire and motor vehicle fleet management.

Procurement of other assets.

Manage the maintenance, development and enhancement of the Office's financial management and related information systems to ensure that they provide effective internal and external reporting services.

Using interpretation and initiative, ensure that the finance management of, and accounting for, the Office's operations comply with the Australian Accounting Standards, Treasurer's Instructions, the Financial Management and Audit Act 1990, Public Account Act 1986, Audit Act 2008 and other applicable legislation and regulations.

Act as certifying officer, charged with the duty of certifying all Office expenditure.

Budget Management.

Manages the preparation of the Office's budget, capital works and services programs and co-ordinates submission to Budget Committee and the preparation of information for Treasury and Estimates Committees. Supervises the entry of budget data into budget management systems of Treasury and the Office.

Manage, develop and enhance the Office's budget management system, statistical, resource allocation and data systems and other related business systems. Ensuring the provision of effective advisory and reporting services to internal and external clients.

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

PLUS

(Completion of a recognised accounting/auditing certificate program, that includes either three years supervised/mentored practical experience or five years unsupervised practical experience in accounting/auditing); OR (Either three years supervised/mentored practical experience or five years unsupervised practical experience in a relevant discipline).

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—Pre-employment checks, Arson and fire setting, Violent 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, Identification check.

Desirable Requirements:—Driver's Licence.

Enquiries to David Strong, General Manager Strategy and Governance, Tasmanian Audit Office, G.P.O. Box 851 Hobart 7000, phone (03) 6226 0100, fax (03) 6226 0199, email David.Strong@audit.tas.gov.au.

Applications to Jessica Reardon, Human Resources Consultant, Tasmanian Audit Office, G.P.O. Box 851 Hobart 7000, phone (03) 6226 0100, fax (03) 6226 0199, email Recruitment@audit.tas.gov.au.

Applicants are strongly encouraged to download the applicant information kit.

All applications should contain an application for employment form, a CV and a statement of claims against the selection criteria. Email submissions are preferred.

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Procurement and Property Branch

Manager Contracts (724141).

Applications Close:—Friday, 10 February 2012.

Salary:—\$90,309 – \$96,458 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the financial, contract and tendering activities of the Contract Management Unit to ensure effective management of whole-of-Government common use contracts and risk management arrangements, and provide input into the review and development of relevant procurement and risk management policies and procedures.

In the context of the selection criteria, to be successful in the position applicants will have:—strong communication, negotiation and relationship management skills, demonstrated ability to define complex problems and identify possible solutions and demonstrated ability to manage their own and team outputs and lead a team with a strong commitment to the Treasury values.

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

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

Staff Movements

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	S. Marshall	Advanced Skills Teacher, Manager Information and Communication	24.11.11
Education	H. Foster	Advanced Skills Teacher	01.01.12
Education	T. Rowley	Advanced Skills Teacher	01.01.12
Education	R. Walker	Advanced Skills Teacher	01.01.12
Education	J. Penman	Advanced Skills Teacher	01.01.12
Health & Human Services	D. Foster	Senior Physiotherapist	19.01.12
Justice	C. Dowling	Team Leader	19.01.12
Justice	Y. Prenc	Crown Counsel	19.01.12
Police & Emergency Management	I. Burns	Assistant Director Operations and Resources	16.01.12

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Support Officer IT	A. Case	31.01.12
Primary Industries, Parks, Water & Environment	Administrative Officer	A. Nolan	18.01.12



BUSINESS DEGREES BY DISTANCE

Studying business for the first time? Taking your next career step?
Updating your qualifications and knowledge?

You choose when you study, in a time that suits you and your life.

DISTANCE-UNDERGRADUATE
Bachelor of Business
Bachelor of Arts/Bachelor of Business

DISTANCE-POSTGRADUATE
Graduate Certificate and Graduate Diploma level studies in Business, Management and Corporate Governance.
MBAs in Health Management, Agricultural Innovation, Corporate Governance, Environmental Management, Environmental Planning and Policy Management.

- **Part-time or full-time**
- **Competitive fees**
- **Accessible lecturers**
- **Excellent online support**

ENROL NOW FOR 2012



YOUR WAY FORWARD.

www.utas.edu.au/business | 1300 363 864

UFBU6466A_RJ CRICOS Provider Code: 00586B

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	Roving Curator	M. Smith	6 months	23.01.12
Education	Teacher (Mathematics)	N. Fitzallen	12 months	24.11.11
Education	Teacher (Mathematics and Science)	A. Burke	12 months	06.02.12
Education	Student Residence Supervisor	S. Hudson	6 months	10.01.12
Education	Education Facility Attendant	M. Smith	6 months	01.02.12
Education	Teacher	J. Faulkner	12 months	22.12.11
Education	Education Facility Attendant	P. Wiggins	6 months	30.01.12
Education	Advanced Skills Teacher	S. Parker	12 months	01.01.12
Education	Teacher (Electronics and Mathematics)	J. Thornton	12 months	28.11.11
Health & Human Services	Physiotherapist - Cardiac Rehab Pulmonary	J. Sammut	6 months	13.02.12
Health & Human Services	Provisional Psychologist	L. Brient	6 months	30.01.12
Health & Human Services	Physiotherapist	M. Conlon	6 months	18.01.12
Health & Human Services	Speech Pathologist	A. Miller	6 months	14.08.12
Infrastructure, Energy & Resources	Manager Legislation and Legal Support	C. Trubody-Jager	6 months	11.01.12
Justice	Counsellor	E. Martin	Nil	10.01.12
Justice	Counsellor	K. Mason	Nil	10.01.12
Justice	Crown Counsel	S. Karpeles	Nil	19.01.12
Police & Emergency Management	Communications Technical Officer	M. Gwynne	Nil	30.01.12
Primary Industries, Parks, Water & Environment	Project Officer	C. Reeves	Nil	22.12.11
Treasury & Finance	Client Services Officer	S. Evans	6 months	30.01.12

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Information Officer	T. Burgess	29.03.2011 - 30.06.2012	01.02.12

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Registered Nurse	K. Leitch	02.01.12
Health & Human Services	Medical Secretary	V. Hill	26.08.11
Health & Human Services	Clinical Nurse	R. Strugnell	13.01.12
Health & Human Services	Clinical Nurse Educator	L. Dent	09.01.12
Health & Human Services	Area Manager South West	K. Bomford	06.01.12
Health & Human Services	Co-Director of Nursing Womens and Childrens Health	K. O'Shea	23.12.11
Health & Human Services	Enrolled Nurse	J. Wright	06.01.12
Health & Human Services	Booking Clerk	K. McCallum	13.01.12
Health & Human Services	Child Protection Worker	E. White	13.01.12
Health & Human Services	Community Podiatrist	F. Collins	17.01.12
Justice	Desktop Support Services Officer	C. Chamberlain	20.01.12
Premier & Cabinet	Executive Officer	B. Ackerley	20.01.12
Primary Industries, Parks, Water & Environment	Program Coordinator	D. Jackson	10.02.12



Our conscience is crystal clear.

Together we can make a difference.

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

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

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

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

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

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

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



print applied
TECHNOLOGY
PTY LTD

"environmentally responsible printer"



HOBART
123 Collins Street,
Hobart TAS 7000
P 03 6233 3289 F 03 6216 4294

TECHNOPARK
33 Innovation Drive,
Dowsing Point TAS 7010
P 03 6233 3168 F 03 6233 5346

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

Disclaimer.

Products and services advertised in this publication are not endorsed by the State of and the State does not accept any responsibility for the content or quality of reproduction. The Contractor reserves the right to reject any advertising material it considers unsuitable for government publication.

Copyright.

The Tasmanian Government Gazette and Tasmanian State Services are subject to the Copyright Act. No part of any material published in the Tasmanian Government Gazette or the Tasmanian State Service Notices may be reproduced except in accordance with the Copyright Act.

Printed by Print Applied Technology Pty Ltd under authority of the Government of the State of Tasmania.