



# 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](http://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, 33 Innovation Drive, Dowsing Point, Tasmania 7010.

### Further Information

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

### Submission of Applications

**Applications will close 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](http://www.jobs.tas.gov.au) site. A list of currently operating registers is also available from this site.

Retirement Benefits Fund



# We have moved.

Our Hobart office is now  
located on the ground floor  
at **21 Kirksway Place,  
Hobart.**

*i*

- ▶ 1800 622 631
- ▶ [www.rbf.com.au](http://www.rbf.com.au)

## Tasmanian Government Gazette

Email text copy to

**govt.gazette@thepat.com.au**

or fax to (03) 6233 5346. All copy must be typed in upper and lower case not ALL CAPS, if unsure please telephone (03) 6233 8077

### 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 5346

#### 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.**

#### Gazette and State Service Online

The Tasmanian Government Gazette and State Service Notices are now available online at:—  
**www.gazette.tas.gov.au**

## Tasmanian Government Gazette & Tasmanian State Service Notices

### Publication and Copy Closure Dates

#### CHRISTMAS PERIOD 2012

COPY deadline for the *Tasmanian Government Gazette* and *State Service Notices* to be published on Wednesday 19 December 2012:—

All copy for the *Tasmanian Government Gazette* and *State Service Notices* must be received by 4 p.m. on Friday 14 December 2012.

COPY deadline for the *Tasmanian Government Gazette* to be published on Wednesday 26 December 2012:—

All copy for the *Tasmanian Government Gazette* must be received by 12 noon on Thursday 20 December 2012.

**Note:** There will be no State Service Notices section on 26 December 2012.

#### NEW YEAR 2013

COPY for the *Tasmanian Government Gazette* and *State Service Notices* to be published on Wednesday 2 January 2013:—

All copy for the *Tasmanian Government Gazette* and *State Service Notices* must be received by 4 p.m. on Monday 24 December 2012.

#### EDUCATION

##### CORPORATE SERVICES

##### *Human Resources Management*

##### Workplace Relations

##### Safety, Injury and Risk Management Unit

#### ***Manager Safety, Injury and Risk Management and Conduct and Investigations (965058).***

Applications Close:—Friday, 30 November 2012.

Salary:—\$100,957 – \$108,744 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time From as soon as possible.

Location:—Letitia House, Mt Nelson.

Description of the role:—To provide quality management and resolution of complaints, grievances, inability and disciplinary procedures. Responsible for the strategic management of high quality health and safety, risk management, rehabilitation, workers compensation and associated employee assistance and advisory services.

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

Desirable Requirements:—Tertiary Qualifications in a relevant discipline.

Enquiries to Mark Watson, Manager Employee Relations, Department of Education, phone (03) 6233 7038, email **mark.watson@education.tas.gov.au**.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email **recruitment@education.tas.gov.au**.

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 PDF 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.

#### EDUCATION

##### CORPORATE SERVICES

##### *Human Resources Management*

##### Vacancy and Staffing Services

#### ***Manager, Vacancy and Staffing Services (964915).***

Applications Close:—Friday, 30 November 2012.

Salary:—\$100,957 – \$108,744 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time from as soon as possible.

Location:—Letitia House, Mt Nelson.

Description of the role:—To lead a team responsible for providing general staffing processes throughout the Department including recruitment and selection, establishment and vacancy

control arrangements. Establish and maintain best practice human resource management procedures, methods and systems including the development, implementation and review of policies and practices to ensure the provision of a high level, integrated and effective HR consultancy service.

**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.

**Desirable Requirements:**—Membership of a relevant professional organisation. The completion of tertiary qualification in a Human Resource Management or relevant field, or a significant background in Human Resources Management.

Enquiries to Paul Gourlay, Manager Human Resource Services, Department of Education, phone (03) 6233 7955, email paul.gourlay@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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 PDF 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.

## EDUCATION

### EARLY YEARS AND SCHOOLS

#### *Child and Family Centre*

#### ***Centre Leader, Child and Family Centre, Beaconsfield (964453).***

Applications Close:—Friday, 30 November 2012.

Salary:—\$100,957 – \$108,744 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Fixed-term full-time from 10 January 2013 to 9 January 2015.

Location:—Beaconsfield Child and Family Centre.

**Description of the role:**—Child and Family Centres are for children, birth to five years, and their families. Their purpose is to improve the health and well being, education and care of Tasmania's very young children by supporting parents and enhancing accessibility of services in the local community.

**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.

**Desirable Requirements:**—An appropriate tertiary qualification, such as a qualification in Early Childhood Education, Child Care, Adult Education, Health Care, Community Development, or a related discipline.

A current driver's licence.

Enquiries to Cheryl Larcombe, Principal Project Officer, Department of Education, phone 0437 259 524, email cheryl.larcombe@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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 PDF 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.

## EDUCATION

### FURTHER EDUCATION AND TRAINING

#### *Tasmanian Academy*

#### *Don College*

#### ***Advanced Skills Teacher, Don College (968184).***

Applications Close:—Friday, 30 November 2012.

Salary:—\$91,185 p.a.

Teaching Service (TPS) Award, Advanced Skills Teacher Band 2 Level 3.

Permanent full-time from 29 January 2013.

Location:—Don College.

**Description of the role:**—To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

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

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

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

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

Enquiries to John Thompson, Department of Education, phone (03) 6424 0200, mobile 0419 872 126, email john.thompson@education.tas.gov.au.

All interested applicants are strongly encouraged to discuss specific details of the vacancy with the Contact Officer.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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 PDF 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.

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Student Support

***Speech and Language Pathologist, Student Support North-West (962902).***

Applications Close:—Friday, 30 November 2012.

Salary:—\$49,465 – \$79,153 p.a.

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

Fixed-term full-time As soon as possible until 30 June 2013.

Location:—Student Support North-West.

Description of the role:—Work in schools as a member of a multi-disciplinary Learning Service Support Team to provide a speech and language pathologist service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students.

Essential Requirements:—A degree in speech pathology from a university, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas 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.

Desirable Requirements:—A current driver's licence. Eligibility for membership of Speech Pathology Australia.

Enquiries to Sonia Guizzo, Department of Education, mobile 0427 583 041, email [sonia.guizzo@education.tas.gov.au](mailto:sonia.guizzo@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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 PDF 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.

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

## Jordan River Learning Federation

## East Derwent Campus

***School Administration Clerk, Jordan River Learning Federation, East Derwent Primary Campus (964845).***

Applications Close:—Friday, 30 November 2012.

Salary:—\$46,823 – \$50,978 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 58.80 hours per fortnight, up to 42 weeks per year from 21 January 2013.

Location:—JRLF, East Derwent Primary Campus.

Description of the role:—As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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.

Enquiries to Michael Seymour, Department of Education, phone (03) 6263 7303, email [michael.seymour@education.tas.gov.au](mailto:michael.seymour@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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 PDF 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.

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

## Lauderdale Primary School

***Education Facility Attendant, Lauderdale Primary School (964746).***

Applications Close:—Friday, 30 November 2012.

Salary:—\$37,063 – \$55,491 pro rata, per annum.

Education Facility Attendants Salaries and Conditions of Employment Industrial Agreement 2011, Education Facility Attendant, Level 1-3.

Permanent part-time 47 hours per fortnight.

Location:—Lauderdale Primary School.

Description of Role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

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.

Enquiries to Gail Reeves, Department of Education, phone (03) 6248 6270, email [gail.reeves@education.tas.gov.au](mailto:gail.reeves@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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 PDF 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.

#### EDUCATION

##### LEARNING SERVICES

##### *Programs, Personalised Learning*

##### Guaranteeing Futures

#### **Pathway Planning Officer (2 Vacancies).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$59,343 – \$68,634 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Vacancy No. 962931.

Permanent full-time 73.5 hours per fortnight.

Location:—Guaranteeing Futures South.

Vacancy No. 962932.

Permanent full-time 73.5 hours per fortnight.

Location:—Guaranteeing Futures South.

Provide pathway planning and transition support for young people aged 14-17 in a secondary school environment.

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.

Desirable Requirements:—A Current Drivers Licence.

Enquiries to Lynne Hanlon, Department of Education, phone 0418 251 290, email [lynne.p.hanlon@education.tas.gov.au](mailto:lynne.p.hanlon@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

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#### EDUCATION

##### LINC TASMANIA

##### *LINC's East*

##### Rosny LINC

#### **LINC Services Co-ordinator Literacy (700448).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$77,536 – \$89,072 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time From as soon as possible.

Location:—Rosny LINC.

Description of the role:—Manage and co-ordinate the provision of assigned information, community learning or adult and family literacy services and programs in an urban catchment area and contribute directly to the formulation of LINC Tasmania policies.

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.

Desirable Requirements:—Appropriate academic/professional qualifications.

Enquiries to Jane McGregor, Manager Hobart LINC, Department of Education, phone (03) 6233 9630, email [jane.mcgregor@education.tas.gov.au](mailto:jane.mcgregor@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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 PDF 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.

#### EDUCATION

##### LINC TASMANIA

##### *West Coast Community Services Hub*

#### **Literacy Co-ordinator: West Coast (700567).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$77,536 – \$89,072 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 6.

Permanent part-time 58.80 hours per fortnight, from as soon as possible.

Location:—West Coast Community Services Hub, Queenstown.

Description of the role:—Develop, implement, monitor and evaluate strategies to support adult and family literacy in Tasmanian communities, in consultation with LINC staff and community stakeholders.

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.

Desirable Requirements:—Qualifications and/or experience in adult and family literacy or relevant tertiary qualifications. A current driver's licence.

Enquiries to Amanda Metrikas, Manager West Coast Community Services Hub, Department of Education, phone (03) 6471 5964, email [amanda.metrikas@education.tas.gov.au](mailto:amanda.metrikas@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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 PDF 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.

EDUCATION  
LINC TASMANIA  
*LINC's and Library Services*  
Scottsdale LINC

**Customer Services Officer, Scottsdale LINC (965229).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$36,511 – \$45,233 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time from as soon as possible.

Location:—Scottsdale LINC.

Description of the 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.

Enquiries to Doug Fingland, Manager Scottsdale LINC, Department of Education, phone (03) 6352 2477, email [doug.fingland@education.tas.gov.au](mailto:doug.fingland@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Ambulance Tasmania*

Emergency and Medical Services

**Operational Support Assistant (510551).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$46,265 – \$50,325 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

Duties:—Provide administrative and clerical support to the Regional Manager and other senior staff. This will include, but is not limited to: visitor reception, telephone screening, data entry, management of appointment diaries, collation and cross checking of time sheets, maintenance of petty cash system, and electronic and hardcopy inward and outward correspondence and secretarial support.

Enquiries to Andrew O'Brien, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 8566, email [andrew.obrien@dhhs.tas.gov.au](mailto:andrew.obrien@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](http://www.dhhs.tas.gov.au).

HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Statewide and Mental Health Services*

**Care Assistant (515993).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$43,602 – \$45,672 pro rata, per annum.

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

Fixed-term casual shift work, commencing 14 January 2013 to 13 January 2014.

Location:—Wilfred Lopes Centre, South.

Duties:—In accordance with mental health care standards, agency policy and direction, legal and ethical requirements assist nursing and allied health staff in the delivery of patient care.

Assist patients with aspects of daily living under the supervision of nursing staff.

Delivers personal care as delegated by the Registered Nurse, under the supervision of a Registered Nurse (RN) or Enrolled Nurse (EN) according to the nursing care plan and within the scope of the Care Assistant Workplace Guidelines. Works with the RN and EN in establishing priorities for the patient/client care delivery.

Assists the RN and EN in the collection of appropriate data and specimens from patients, clients and/or family as required.

Provides information in support and reinforcement of the nursing care plan to the nurse, patients, client and/or family.

Monitor equipment and stock levels as directed.

Desirable Requirements:—Certificate III in Health Support Services or Equivalent.

Certificate IV in Mental Health Work (Non Clinical) would be highly regarded. It is expected that this qualification will be undertaken during this role, if it has not already been achieved.

Essential Requirements:—Current Driver's Licence. Current First Aid certificate.

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

Enquiries to Barry Nicholson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 8007, email [barry.nicholson@dhhs.tas.gov.au](mailto:barry.nicholson@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Statewide and Mental Health Services*

**Registered Nurse Pharmacotherapy (517321).**

Applications Close:—Friday, 30 November 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 day work.

Location:—Alcohol and Drug Services, as part of Statewide Mental Health Services, North.

Please note that access to the Grade 4 salary range \$70 558 – \$74 620 is subject to successful application for progression to Grade 4.

Duties:—Provide direct clinical care, including comprehensive alcohol and drug assessments and clinical interventions based on evidence based practice, to individuals who may be physically and or psychologically dependent on legal and or illegal substances, specifically individuals who are opioid dependent. As part of the multidisciplinary team provide case management of a clinical caseload of opioid dependent clients applying case management principles; clinical risk management strategies and adherence to relevant legislation. In consultation with the Medical Officer and the clinical team, implement, monitor and review procedures of clinical components of client care plans, undertake assessments of client status and need (using standardised Alcohol and Drug screening tools and client discussion) to develop and negotiate client care/treatment plans within agreed client treatment plan frameworks.

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

Enquiries to Monika Petschar, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5577, email [monika.petschar@dhhs.tas.gov.au](mailto:monika.petschar@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 AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Strategic and Portfolio Services*

**Executive Officer (516485).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$70,260 – \$73,463 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

Duties:—Manage effective liaison between the Office of the Secretary, the Minister's Office, departmental Organisational Units, other Government Agencies and private organisations as required which includes managing electronic diaries and travel arrangements. Transact business with senior officers on behalf of the Secretary and the Director and provide related information management support and co-ordination including liaison with Australian Government and State bodies, as required. Provide expert advice to departmental staff on protocols and procedures for dealing with the Office of the Secretary to ensure documentation being forwarded from within the Department is of the highest standard. This requires the ability to be methodical, exercise interpretive skills in carrying out the duties of the position, have an eye for detail, learn and be familiar with the conventions and protocols established by the Government and the Department related to document style and grammar and have an advanced level of knowledge regarding a range of Microsoft Office software.

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

Enquiries to Sharon Trueman, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3791, email [sharon.trueman@dhhs.tas.gov.au](mailto:sharon.trueman@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 AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Strategic and Portfolio Services*

**Senior Advisor (516394).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$91,208 – \$97,466 p.a.

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

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

Location:—Hobart.



Duties:—Develop, manage, co-ordinate and direct policies, procedures and guidelines on issues relating to information held by the Department of Health and Human Services as required under the delegations processes as the Agency's central point of contact for RTI and delegations enquires. Implement, assess and monitor appropriate strategies, policies and processes to ensure the effective and timely flow of business between and within the Agency, to the Secretary, the Departmental Executive, the Minister and external stakeholders.

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

Enquiries to Sharon Trueman, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3761, email [sharon.trueman@dhhs.tas.gov.au](mailto:sharon.trueman@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 AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Administrative Assistant (504851).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$46,265 – \$50,325 pro rata, per annum.

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

Permanent part-time day work, working 12 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Womens and Childrens Services Administration.

Duties:—Provide administrative and clerical support to the Director(s) of Women's and Children's Services, and assistance to other members of the Department.

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

Enquiries to Anne Brierley, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8977, email [anne.brierley@dhhs.tas.gov.au](mailto:anne.brierley@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, Tasmanian Health Organisation, North, P.O. Box 1963, Launceston 7250.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Allied Health Team Leader (521109).**

Applications Close:—Friday, 21 December 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. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Acute Medical Unit.

Duties:—In an acute health setting, co-ordinate the delivery of allied health services; including operational planning, allocation of resources, determining and evaluating clinical standards and performance and the supervision of a small team of professional and support staff.

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

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

Enquiries to Cindy Hollings, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7221, email [cindy.hollings@dhhs.tas.gov.au](mailto: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, Tasmanian Health Organisation, North, P.O. Box 1963, Launceston 7250.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Registered Nurse (513656).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$54,527 – \$74,620 pro rata, per annum.

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

Fixed-term part-time shift work, working 16 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 5A, Launceston General Hospital.

Please note that access to the Grade 4 salary range \$70,558 – \$ 74,620 is subject to successful application for progression to Grade 4.

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

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

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

Enquiries to Andrea Tiffin, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7846, email [andrea.tiffin@dhhs.tas.gov.au](mailto:andrea.tiffin@dhhs.tas.gov.au).

Please complete the online application form or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Organisation, North, P.O. Box 1963, Launceston 7250.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Senior Cardiac Technologist (507712).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$76,648 – \$88,261 p.a.

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

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

Location:—Cardiology and Neurology Clinical Services, Launceston General Hospital.

Duties:—Working in partnership as part of a multidisciplinary cardiac health team, functioning as a specialist resource providing best practice in the management and health care of patients with Implantable Cardiac Devices (ICDs), Permanent Pacemakers (PPM) and Automated Implanted Cardioverter Defibrillators (AICDs). Key functions include:

Managing and conducting Permanent Pacemaker follow up clinics in the North and North West Regions for patients with implanted pacemakers and defibrillators.

Working collaboratively with individual Specialists and other members of the multidisciplinary team in planning, delivery and evaluation of individual cases.

Contribute specialty knowledge to the review of practice policy and procedures and in evaluating patient outcomes.

Desirable Requirements:—In possession of, or working towards the International Board of Heart Rhythm Examiners (IBHRB) certificate or equivalent.

Essential Requirements:—Nil.

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

Enquiries to Shelley Foale, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8712, email [shelley.foale@dhhs.tas.gov.au](mailto:shelley.foale@dhhs.tas.gov.au).

Please complete the online application form or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Organisation, North, P.O. Box 1963, Launceston 7250.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Senior Physiotherapist (521114).**

Applications Close:—Friday, 21 December 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 (with oncall). Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Acute Medical Unit.

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

Enquiries to Shawn Lee, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7935, email [shawn.lee@dhhs.tas.gov.au](mailto:shawn.lee@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, Tasmanian Health Organisation, North, P.O. Box 1963, Launceston 7250.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Senior Physiotherapist, Transitional Care Program (Rotational) (516268).**

Applications Close:—Friday, 30 November 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 (with oncall). Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 3R.

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

Enquiries to Shawn Lee, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7935, email shawn.lee@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, Tasmanian Health Organisation, North, P.O. Box 1963, Launceston 7250.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

#### **Senior Physiotherapist Outpatients Rehab (503779).**

Applications Close:—Friday, 21 December 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 (withoncall). Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Physiotherapy Department.

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

Enquiries to Shawn Lee, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7935, email shawn.lee@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, Tasmanian Health Organisation, North, P.O. Box 1963, Launceston 7250.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

#### **Ward Clerk (2 Vacancies).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$46,265 – \$50,325 pro rata, per annum.

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

Vacancy No. 521056.

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

Location:—Acute Medical Unit, Launceston General Hospital.

Vacancy No. 521057.

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

Location:—Acute Medical Unit, Launceston General Hospital.

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

Essential Requirements:—Nil.

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

Enquiries to Robyn Hayes, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8063, email robyn.hayes@dhhs.tas.gov.au.

Please complete the online application form or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Organisation, North, P.O. Box 1963, Launceston 7250.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

St Helens District Hospital

#### **Maintenance Support Officer (507239).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$43,602 – \$45,672 pro rata, per annum.

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

Fixed-term casual day work, working as and when required commencing as soon as possible to 16 November 2014.

Location:—St. Helens.

Duties:—To undertake a range of duties associated with the maintenance of Hospital grounds and building fabric and equipment. The position includes duties such as gardening, maintenance of equipment, purchasing and storage of chemicals, cleaning external hospital windows and general handy man jobs to facilitate an effective service to the health facility.

Essential Requirements:—Nil.

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

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

Enquiries to Louise Peacock, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6376 5205, email [louise.peacock@dhhs.tas.gov.au](mailto:louise.peacock@dhhs.tas.gov.au).

Please complete the online application form or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Organisation, North, P.O. Box 1963, Launceston 7250.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

##### **Recruitment Liaison Officer (515544).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$58,549 – \$67,701 p.a.

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

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

Location:—11 Alexandra Rd Ulverstone.

Duties:—Tasmanian Health Organisation-North West (THO-North West) is seeking to appoint a Recruitment Liaison Officer to join the Human Resources team based in Ulverstone.

Your main responsibility in this role will be to provide sound advice and assistance for managers and staff on all aspects of the recruitment cycle within the THO-North West. You will be able to utilise your strong negotiation and organisation skills in this role, as you will be required to liaise with a number of stakeholders, both internal and external, in order to ensure that recruitment outcomes are delivered in a timely manner for the business.

In this role we are looking for someone who has a unique mix of information management, and computer skills along with recruitment and/or marketing skills and experience. You will have had previous experience in drafting content for external stakeholders and the proven ability to meet strict deadlines. As the sole recruiter for the THO-North West you will become an expert in the recruitment technology system, delivering training and facilitating workshops for all users throughout the North West.

It will be of benefit to your application if you can demonstrate knowledge of contemporary human resource policy and process, particularly related to recruitment, and the ability to apply this in the Tasmanian State Service context.

We offer a welcoming work environment, attractive remuneration including access to salary packaging. This excellent career opportunity is located on Tasmania's North West coast, the clean air, mild climate, beautiful beaches and casual lifestyle make it a fantastic and unique place to live and work.

To discuss your application and learn more about this career opportunity, please contact Rachel Hoyt on (03) 6490 8980 or email [rachel.hoyt@dhhs.tas.gov.au](mailto:rachel.hoyt@dhhs.tas.gov.au).

In order to be considered for this position it is a requirement that you address the selection criteria.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Organisation, North West, P.O. Box 274, Ulverstone 7315.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mersey Community Hospital*

##### **Registered Nurse Oncology MDPU (516932g).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$54,527 – \$74,620 pro rata, per annum.

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

Permanent part-time part-time day work, working 16 hours per fortnight.

Location:—Mersey Community Hospital.

Please note that access to the Grade 4 salary range \$70 558 – \$74 620 is subject to successful application for progression to Grade 4.

Duties:—Tasmanian Health Organisation-North West is seeking to recruit a Grade 3 registered nurse who is passionate, motivated and enjoys working collaboratively with a team of health professionals in what can be a demanding and fast paced environment.

As a Registered Nurse, you will ensure the provision of quality nursing care to patients on a daily basis within the Oncology section of the Medical Day Procedure Unit at Mersey Community Hospital, Latrobe. You will be passionate about providing the greatest quality of care, ensuring that you collaborate with members of the multidisciplinary healthcare team. Within the dynamic multidisciplinary team, you will contribute to a strong professional team approach through open communication and a positive supportive environment.

The Unit functions as a day facility from 9:00 am to 5:00 pm on Monday to Friday and its primary service is the treatment of cancer and management of haematological disorders.

This includes the education, support and referral to ancillary services of people with cancer and haematological disorders. Your excellent communication and interpersonal skills will ensure that patients, their families and other health clinicians, are kept informed and respond appropriately for the benefit of the patient.

We support the requirement for your education and up skilling as we value the additional benefits that this will bring to the team. We pride ourselves on being family friendly and encourage life/work balance.

We offer a welcoming work environment, excellent remuneration and superannuation and access to salary packaging. This excellent career opportunity is located on Tasmania's North West coast, the clean air, mild climate, beautiful beaches and casual lifestyle make it a fantastic and unique place to live and work. Hours are negotiable for the successful applicant.

To discuss your application and learn more about what this career opportunity, please contact Julie Duff, Co-Director of Nursing, THO, North West on (03) 6426 5468 or email [julie.duff@dhhs.tas.gov.au](mailto:julie.duff@dhhs.tas.gov.au).

In order to be considered for this position it is a requirement that you address the selection criteria.

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, crimes involving dishonesty and serious traffic offences. 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, Tasmanian Health Organisation, North West, P.O. Box 274, Ulverstone 7315.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Primary Health Services North West*

##### **Manager, Social Work (520983).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$105,170 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, AHP Specialist, Level 5, Grade 1-2, Year 1.

Permanent part-time day worker 38 hours per fortnight.

Location:—23 Steele Street, Devonport.

Duties:—Tasmanian Health Organisation-North West is seeking a dynamic and passionate person to join the social work team as the Manager, Social Work. The social work team is dedicated to enhance the quality of life of people in the community setting.

As the leader and manager of the Tasmanian Health Organisation, North West Social Work team you will contribute to the development, provision and evaluation of Social Work services for individual clients and client groups and/or the community; in accordance with the Code of Ethics of the Australian Association of Social Workers and the Code of Conduct of the Department of Health and Human Services.

In this role you will also mentor and supervise Social Work staff and practices in accordance with current models, professional standards and the Australian Association of Social Workers Code of Ethics. The role will be a part of the Allied Health leadership team which meets regularly with other Allied Health managers. The incumbent will directly report to the Director of Allied Health for THO, North West.

We offer a welcoming work environment, excellent remuneration and superannuation. This exciting career opportunity is located on Tasmania's North West coast, the clean air, mild climate, beautiful beaches and casual lifestyle make it a fantastic and unique place to live and work. The position is for 38 hours per fortnight.

To discuss your application and learn more about this career opportunity, please contact the Director of Allied Health, Paula Hyland on (03) 6490 8959 or email [paula.hyland@dhhs.tas.gov.au](mailto:paula.hyland@dhhs.tas.gov.au).

In order to be considered for this position it is a requirement that you address the selection criteria.

Essential Requirements:—Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers or Registered with the Occupational Therapy

Board of Australia 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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Paula Hyland, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6490 8959, email [paula.hyland@dhhs.tas.gov.au](mailto:paula.hyland@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Organisation, North West, P.O. Box 274, Ulverstone 7315.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Clinical Support Services*

##### **Customer Service Officer (PIMS) (520722).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$46,265 – \$50,325 pro rata, per annum.

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

Permanent part-time day worker, working 38 hours per fortnight.

Location:—Patient Information Management Service.

Duties:—The Customer Service Officer, Patient Information Management Service (PIMS) provides clerical support within the Patient Travel Assistance Scheme (PTAS) unit. 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.

Enquiries to Mark Upton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8687, email [mark.upton@dhhs.tas.gov.au](mailto:mark.upton@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: StaffLink Recruitment Services, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart 7001.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Clinical Support Services*

##### **Senior Physiotherapist, Community Clinical Education and Research (520172).**

Applications Close:—Friday, 30 November 2012.

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

Allied Health Professionals (Tasmanian Public Sector)

Industrial Agreement 2010, Allied Health Professional, Level 4.

Permanent part-time day work, working 22.8 hours per fortnight.

Location:—Repatriation Centre Hobart.

Duties:—Do you have extensive general physiotherapy experience and enjoy working in a friendly, professional team environment? The Community Physiotherapy service requires a senior team member who is committed to staff development and lifelong learning. In collaboration with the team, you will develop and support staff education, clinical placements and implementation of best practice across the service.

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

Enquiries to Jennie Delaney, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7280, email [jennie.delaney@dhhs.tas.gov.au](mailto: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, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart 7001.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Clinical Support Services*

#### **Senior Physiotherapist, Pain Management (516151).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$75,005 – \$86,033 pro rata, per annum.

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

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

Location:—Physiotherapy Department, Royal Hobart Hospital.

Duties:—The role of the Senior Physiotherapist, within an Area Health Services Framework and in accordance with Agency Policy and Procedures is to provide assessments care and maintain optimal physiotherapy care to patients of the Royal Hobart Hospital Pain Management Unit (PMU). This care is provided collaboratively with other members of the multidisciplinary team in the PMU and related areas. Provide a contemporary specialised physiotherapy service related to the management of patients with chronic or persistent pain.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in

previous employment check.

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

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink HR, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart, Tasmania 7001. Please do not send hard copy applications to the contact person.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Complex Chronic and Community Services*

#### **Administrative Assistant (513620).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$46,265 – \$50,325 pro rata, per annum.

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

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

Location:—Huon Community and Health Centre.

Duties:—The Huon Community Health Centre is seeking to employ casual Administrative Assistants on an as and when required basis. You will be responsible for the provision of administrative and clerical support and reception duties. Provide advice and assistance to the Nurse Unit Manager located at the Centre.

Enquiries to Tracy Hemmings, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6264 8850, email [tracy.hemming@dhhs.tas.gov](mailto:tracy.hemming@dhhs.tas.gov).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink HR, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart, Tasmania 7001. Please do not send hard copy applications to the contact person.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

#### INFRASTRUCTURE, ENERGY AND RESOURCES

RACING SERVICES TASMANIA

##### *Stewards*

#### **Stipendiary Steward (670164).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$59,343 – \$68,634 p.a.

Salary Range.

Fixed-term full-time 5 year appointment.

Location:—Launceston.

Duties:—Assist the Chief Stipendiary Stewards in the conduct of race meetings, including swabbing and identification of racing animals and persons, inquiries and the preparation of reports.

Adhere to set procedures in the conduct of swabbing activities.

Conduct stable and kennel inspections and race trials.

Check race field information for eligibility, general race

conditions and accuracy and maintain registers of databases.

Supervise training at registered racecourses and training venues and assist the Chief Stipendiary Stewards with the conduct of apprentice/junior drivers' school, including the presentation of lectures when required.

Liase with and provide advice to clubs, officials and industry participants on regulatory matters.

Guide and mentor RST staff in relation to regulatory matters and complex issues.

Undertake general office duties relating to the day-to-day administration of stewards' records.

Assist the Racing Operations Manager as required.

Essential Requirements:—Current Driver Licence.

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

The following checks are to be conducted:—Crimes involving dishonesty including illegal betting or gambling—serious traffic offences—crimes of violence.

Enquiries to Glenda Attenborrow, Executive Officer, Racing Services Tasmania, Department of Infrastructure, Energy and Resources, 2nd Floor, Henty House, Civic Centre Launceston, phone (03) 6336 2489, email [Glenda.Attenborrow@dier.tas.gov.au](mailto:Glenda.Attenborrow@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 2077, fax (03) 6233 5337, email [recruitment@dier.tas.gov.au](mailto:recruitment@dier.tas.gov.au).

## JUSTICE

### OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

#### **Child Protection Legal Practitioner (356360).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$71,910 – \$91,437 p.a.

Legal Practitioners Agreement 2010, Level 2.

Permanent full-time 73.5 hour per fortnight.

Location:—Hobart.

Duties:—To act as Solicitor and Counsel in routine child protection matters and appeals on behalf of the State of Tasmania before a range of Courts and Tribunals. To provide advice to the State and its Agencies in respect of child protection legal matters. Assist in the training of child protection officers employed by the Department of Health and Human Services.

Essential Requirements:—Admitted or eligible for admission as a Barrister or Practitioner of the Supreme Court of Tasmania.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or tran—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 Kerry Worsley, Manager Crown Law, Department of Justice, phone (03) 6233 8732, email [kerry.worsley@justice.tas.gov.au](mailto:kerry.worsley@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Kerry Worsley on (03) 6233 8732.

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

#### **Planning Adviser (356366).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$77,536 – \$89,072 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 73.5 hours per fortnight commencing 2 January 2013 until 18 December 2013.

Location:—Hobart.

Duties:—Provide a high level of professional advice and support to the Commission and its delegates as required. Prepare recommendations to the Commission regarding its statutory decision making and other functions. Assist in preparing advice for the Minister.

Enquiries to Pam Scott, Director Assessments, Tasmanian Planning Commission, Department of Justice, phone (03) 6233 2506, email [pam.scott@justice.tas.gov.au](mailto:pam.scott@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Julie Cullen on (03) 6233 2998.

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.

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### EPA DIVISION

#### *Analytical Services Tasmania*

#### **Laboratory Technical Officer (700148).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$52,869 – \$57,546 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—New Town.

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

Duties:—Work as part of a team of professional and technical staff in the laboratory to provide high quality, timely and accurate test results to clients. The Laboratory Technical Officer prepares and performs analysis of samples in accordance with standard operating procedures and instructions and performs the associated administrative, maintenance and equipment calibration activities as required.

Desirable Requirements:—A Certificate III or IV in laboratory operations or an equivalent level, relevant to the nature of the work to be undertaken, as provided by either a vocational education organisation or a registered and accredited training provider.

Enquiries to Glen Naphthali, phone (03) 6230 7000, email [Glen.Naphthali@environment.tas.gov.au](mailto:Glen.Naphthali@environment.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 3004, fax (03) 6233 3682, email [job.applications@dPIPWE.tas.gov.au](mailto:job.applications@dPIPWE.tas.gov.au).

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

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

HERITAGE TASMANIA

**Executive Officer (705675).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$59,343 – \$68,634 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time (36.75 hours per week) from 21 November 2012-20 November 2013 or until the return of the substantive occupant, whichever is sooner.

Location:—Hobart.

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

Duties:—Provide high level executive services to Heritage Tasmania and the Director, and manage assigned financial, human and physical resources for the division. Provide high level secretariat services to the Tasmanian Heritage Council and executive support to its Chair. Support Heritage Tasmania to plan, develop, implement, monitor and review its programs, projects, policies and initiatives throughout the State.

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

Sound IT skills including, experience of Finance 1, TRIM and/or Doc1, or similar systems.

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 Ester Guerzoni, phone (03) 6233 4152, email [ester.guerzoni@heritage.tas.gov.au](mailto:ester.guerzoni@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 3004, fax (03) 6233 3682, email [job.applications@dPIPWE.tas.gov.au](mailto:job.applications@dPIPWE.tas.gov.au).

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

**Graduate Financial Analyst (723377).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$52,869 – \$63,654 p.a.

Tasmanian State Service Award, Graduate.

Permanent full-time.

Location:—Hobart.

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

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

Qualifications and Requirements:—A business degree that enables the applicant to complete the Certified Practising Accountant in CPA Australia or the Institute of Chartered Accountants in Australia postgraduate program is essential.

Enquiries to Joy Crane, Assistant Director, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart, Tas 7001, phone (03) 6233 4896, email [joy.crane@treasury.tas.gov.au](mailto:joy.crane@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](mailto: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

BUDGET AND FINANCE DIVISION

*Shareholder Policy and Markets Branch*

**Specialist Business Analyst (724127).**

Applications Close:—Friday, 7 December 2012.

Salary:—\$92,115 – \$98,387 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—The Specialist Business Analyst will have a high level of expertise and will make a significant contribution to the development and implementation of the framework for the analysis of the performance of the State's GBEs and SOCs, the establishment of appropriate governance arrangements for Government-owned businesses and management of interaction with credit rating agencies.

In the context of the selection criteria, to be successful in the position applicants will have:—proven ability to identify strategic issues, understand complex matters, identify problems and assess and recommend possible solutions; strong capacity to develop and manage consultation and communication strategies in an environment of conflicting stakeholder interests;



leadership skills and be able to provide direction to assist in managing resources to deliver outcomes in accordance with the position objective and a flexible and adaptive approach, be highly self-driven and be able to manage deliverables.

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

Enquiries to Nick Merse, Acting Assistant Director, Shareholder Policy and Markets Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart, TAS 7001, phone (03) 6233 5996, email [nick.merse@treasury.tas.gov.au](mailto:nick.merse@treasury.tas.gov.au).

Applications to Recruitment Officer, 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](mailto: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

### REVENUE, GAMING AND LICENSING DIVISION

#### *Revenue Branch*

#### **Senior Research Officer (724227).**

Applications Close:—Friday, 30 November 2012.

Salary:—\$71,148 – \$74,405 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—The Senior Research Officer provides internal legal interpretation and advice services to the Revenue Branch and

identifies and progresses solutions to legislative deficiencies. It also assists with the determination of taxpayer objections and administrative reviews. This position undertakes research relevant to implementing legislative reforms including policy review and taxation legislation research as the basis for the development of rulings, input into policy deliberations and the development of legislative amendments.

In the context of the selection criteria, to be successful in the position applicants will have:—demonstrated the ability to communicate effectively, both verbally and in writing, in a range of forums; demonstrated the ability to negotiate and liaise effectively with, and achieve consensus amongst, Team Leaders, Managers, Assistant Directors and Executive Management in contributing to the achievement of section and branch objectives; project management skills including project governance, project planning, project issue identification, project reporting and stakeholder management and demonstrated the ability to interpret legislation and to prepare rulings, guidelines and other technical materials in relation to that legislation.

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

Enquiries to Lisa Steele, Acting Assistant Director, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 2694, email [lisa.steele@treasury.tas.gov.au](mailto:lisa.steele@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, email [recruitment@treasury.tas.gov.au](mailto: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.

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Taylor	Nil	19.10.12
Health & Human Services & Tasmanian Health Organisations	Patient Transport Officer	M. Fishwick	6 months	19.11.12
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	E. Marron	6 months	19.11.12
Health & Human Services & Tasmanian Health Organisations	Speech Pathologist	H. Leitch	6 months	17.11.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	B. Free	Nil	19.10.12
Health & Human Services & Tasmanian Health Organisations	Paediatric Sleep Technician	S. Bramich	6 months	21.11.12
Health & Human Services & Tasmanian Health Organisations	Hospital Aide	A. Carnes	Nil	11.09.12
Health & Human Services & Tasmanian Health Organisations	Clerical Officer	E. Cameron	6 months	08.11.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	L. Cashman	Nil	19.10.12
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	J. Van Rooye	6 months	02.11.12
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	C. Smith	Nil	11.09.12
Health & Human Services & Tasmanian Health Organisations	Ward Clerk	D. Harris	Nil	02.01.13
Premier & Cabinet	Assistant Director	B. Cruise	6 months	05.11.12
Primary Industries, Parks, Water & Environment	Client Service Officer	R. Summers	6 months	19.11.12

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	S. Rigby	Nurse Unit Manager (DEM)	19.11.12
Primary Industries, Parks, Water & Environment	C. Spry	Section Manager (Response Coordination)	03.12.12

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Public Relations Officer	D. Byrne	02.11.12
Health & Human Services & Tasmanian Health Organisations	Physiotherapist	L. Cox	07.11.12
Health & Human Services & Tasmanian Health Organisations	Sewer/Repairer	A. Young	10.11.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	D. Beechey	15.11.12
Health & Human Services & Tasmanian Health Organisations	Nurse Unit Manager	P. Denton	11.11.12
Infrastructure, Energy & Resources	Project Officer	A. Yuile	01.11.12
Premier & Cabinet	Policy Analyst	L. Badcock	21.11.12
Primary Industries, Parks, Water & Environment	Client Service Officer	L. Cretu	09.11.12

### *Resignation of Officers*

<i>Agency</i>	<i>Officer's Name</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	M. Kitteridge	Technical Officer	09.11.12

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Home Care	R. Richardson	02.11.12
Health & Human Services & Tasmanian Health Organisations	Project Manager, Tasmanian Clinical Education Network	D. Scholfield-Gavin	26.10.12
Health & Human Services & Tasmanian Health Organisations	Staff Specialist (Obstetrics and Gynaecology)	G. Standen	10.11.12
Justice	Manager	T. Stuart	14.11.12
Police & Emergency Management	Photographic Technician	H. Nightingale	16.11.12
Police & Emergency Management	Customer Service Officer	L. Rainbird	15.11.12
Primary Industries, Parks, Water & Environment	Library Technician	A. Lucadou-Wells	21.11.12

*Retirement of Officers*

<i>Agency</i>	<i>Officer's Name</i>	<i>Duties Assigned</i>	<i>Date Effective</i>
Health & Human Services & Tasmanian Health Organisations	R. Richardson	Home Care	02.11.12

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	K. Mazengarb	Infrastructure, Energy & Resources	Senior Project Officer	12.11.12



# 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](http://www.fscaustralia.org)



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