



# TASMANIAN STATE SERVICE NOTICES

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

## Vacancies—General Information

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

[www.jobs.tas.gov.au](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, 123 Collins Street, Hobart and Birchalls Newsagency, The Mall, Launceston.

### Further Information

Applicants are strongly advised to seek further information including the statement of duties, from the [www.jobs.tas.gov.au](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.

## Tasmanian Government Gazette

Email text copy to

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

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

### State Service Notices

#### Vacancy, Direct Selection and Staff Movement Notices

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

#### Order Information

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

#### Deadlines

*Government Gazette* :—

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

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

**Deadlines will be strictly adhered to**

**Subscription or account enquiries phone (03) 6233 3148.**

#### Gazette and State Service Online

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

#### EDUCATION

##### LEARNING SERVICES

##### *Learning Services (North)*

##### Ashley School

#### **Teacher Assistant, Ashley School (981128).**

Applications Close:—Friday, 4 May 2012.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 10 hours per fortnight for up to 42 weeks per year.

Location:—Ashley School.

Description of the role:—Provide assistance to the teacher(s) by assisting with the supervision and learning of students. Provide support and assistance to students with high and/or additional needs including but not limited to students with physical and/or intellectual disabilities and students with behavioural issues.

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:—College or TAFE studies in health and/or education support.

Enquiries to Jill Budgeon, Department of Education, phone (03) 6362 8222, email *jill.budgeon@education.tas.gov.au*.

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

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)*

#### **School Support Manager (963278).**

Applications Close:—Friday, 4 May 2012.

Salary:—\$122,168 p.a.

Teaching Service (TPS) Award, Band 3, Level 7.

Fixed-term full-time 18 June 2012 until 31 December 2014, 73.5 hours per fortnight, 4 weeks annual leave.

Location:—Learning Services North West.

Description of the role:—Manage support to schools and colleges, including resources, HR services, and co-ordination of professional support staff. Collaborate with principals and Learning Services staff to ensure that schools and colleges have effective and timely information, staffing, support and professional services to lead school based educational improvement. Provide high-level educational leadership to school and college communities, in optimising the management and use of available resources.

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

Current certificate of registration granted by the Teachers Registration Board (Tasmania) 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.

A proven senior management and leadership record in a large private or public sector organisation.

A current driver's licence.

Enquiries to Bruce Cameron, Department of Education, phone (03) 6434 6369, email *bruce.cameron@education.tas.gov.au*.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](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)*

#### Dunalley Primary School

#### **Teacher Assistant, Dunalley Primary School (953556).**

Applications Close:—Friday, 4 May 2012.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 36 hours per fortnight for up to 42 weeks per year.

Location:—Dunalley Primary School.

Description of the role:—Provide assistance to the teacher(s) by assisting with the supervision and learning of students. Provide support and assistance to students with high and/or additional needs including but not limited to students with physical and/or intellectual disabilities and students with behavioural issues.

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:—College or TAFE studies in health and/or education support.

Enquiries to Matthew Kenny, Department of Education, phone (03) 6253 5151, email [matthew.kenny@education.tas.gov.au](mailto:matthew.kenny@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](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 Access and Collections*

#### Hobart LINC

#### **Customer Services Officer, Hobart LINC (700533).**

Applications Close:—Friday, 4 May 2012.

Salary:—\$36,511 – \$45,233 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time.

Location:—Hobart 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 Jane McGregor, 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 7252, 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.

## HEALTH AND HUMAN SERVICES

#### **Audiometrist (515376a).**

Applications Close:—Friday, 4 May 2012.

Salary:—\$47,183 – \$50,324 pro rata, per annum.

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

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

Location:—South.

Duties:—Perform routine audiometric screening tests, including advising of test results. Maintain thorough working knowledge of infant hearing screening program and act as a resource for hearing screeners, maternity ward staff and parents. Ensure the timely and accurate entry of information into the UNHS data management system. Ensure that all sites have adequate supplies of consumables and that screening equipment is maintained and calibrated. Ensure all babies receive appropriate follow up.

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

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

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## HEALTH AND HUMAN SERVICES

### CARE REFORM

#### ***Employee Relations Advisor (515061).***

Applications Close:—Friday, 4 May 2012.

Salary:—\$70,260 – \$73,463 p.a.

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

Permanent full-time day work.

Location:—Employee Relations, Hobart.

Duties:—The Employee Relations Advisor provides high-level industrial and employee relations consultancy and advisory services to managers and Human Resources (HR) staff. Provide consultancy service to HR Managers, Managers and their staff, and senior management in the Agency on industrial and employee relations issues including interpretation of Awards/Agreements and employment legislation.

Selection Criteria includes:—High level knowledge and understanding of contemporary human resource management issues, employment legislation and industrial Awards/Agreements as they apply within the Department. Demonstrated skills and experience in providing a high-level IR and HR consultancy service in relation to dealing with complex issues, within the political, social and organisational environment of the Health and Human Services Public Sector. Negotiation, advocacy, interpersonal, written and oral communication skills and the ability to work constructively as a member of a strategically focused servi—.

Satisfactory completion of an appropriate course of study from a recognised tertiary institution.

Enquiries to Jane Fitton, Department of Health and Human Services, phone (03) 6233 3690, email [jane.fitton@dhhs.tas.gov.au](mailto:jane.fitton@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### CARE REFORM

#### ***Employee Relations Consultant (517697).***

Applications Close:—Friday, 4 May 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.

Location:—Employee Relations, Hobart.

Duties:—The Employee Relations Consultant provides high-level industrial and employee relations consultancy and advisory services to managers and Human Resources (HR) staff within the Agency in relation to external client complaints, employee grievances, disciplinary matters, Integrity Commission complaints, Award negotiations, legislation interpretation and employee relations policy development and implementation.

Selection Criteria includes:—High level knowledge and understanding of contemporary human resource management issues, employment legislation and industrial Awards/Agreements as they apply within the Department. Demonstrated skills and experience in providing a high-level IR and HR consultancy service in relation to dealing with complex issues including legislation interpretation, Award negotiation, complaint handling and dispute resolution, within the political, social and organisational environment of the Health and Human Services Public Sector. High level negotiation, advocacy, interpersonal, written and oral communication skills and the ability to work constructively as a member of a strategically focused service delivery team.

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

Enquiries to Jane Fitton, Department of Health and Human Services, phone (03) 6233 3690, email [jane.fitton@dhhs.tas.gov.au](mailto:jane.fitton@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### CARE REFORM

#### ***Manager Employee Relations (519671).***

Applications Close:—Friday, 4 May 2012.

Salary:—\$100,067 – \$107,763 p.a.

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

Permanent full-time day work.

Location:—Employee Relations, Hobart.

Duties :—To provide a comprehensive Workplace Relations service to the Department of Health and Human Services (DHHS). This will involve providing high level specialist advice and proactively leading, developing and planning for the effective management and support on all aspects of workplace relations matters including Employment Policy, Industrial Relations and Conflict Resolution to maximize the performance of DHHS employees.

Essential Qualifications:—Tertiary qualification in Human Resources or a relevant discipline.

Enquiries to Matthew Double, Department of Health and Human Services, phone (03) 6233 3177, email [matthew.double@dhhs.tas.gov.au](mailto:matthew.double@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### CARE REFORM

#### ***Senior Employee Relations Consultant (514172).***

Applications Close:—Friday, 4 May 2012.

Salary:—\$91,208 – \$97,466 p.a.

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



Permanent full-time day work.

Location:—Employee Relations, Hobart.

Duties:—Provide high level specialist advice, case management and support services to the Department Executive and Director Human Resources and Workplace Safety (HRWS) on workplace and employment matters including discipline, capability and grievance management matters.

Essential Qualifications: Satisfactory completion of an appropriate course of study from a recognised tertiary institution.

Enquiries to Jane Fitton, Department of Health and Human Services, phone (03) 62333690, email jane.fitton@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Youth Services*

#### **Child Protection Worker (501529).**

Applications Close:—Friday, 4 May 2012.

Salary:—\$48,809 – \$78,311 p.a.

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

Permanent full-time day work. (part-time hours may be considered on negotiation).

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

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

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

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

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

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

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

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

Current Drivers Licence.

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

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Disability, Housing and Community Services*

#### **Professional Officer, Clinical Psychologist (507583).**

Applications Close:—Friday, 4 May 2012.

Salary:—\$75,005 – \$86,033 p.a.

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

Permanent full-time day work (part-time hours may be considered by negotiation).

Location:—DHCS, Disability Services, North.

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

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

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

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

Selection criteria includes:—Relevant post graduate experience working with people with disabilities and a well developed ability to effectively design and manage specialist Psychological programs.

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

Demonstrated specialist skills in the disability field and contemporary knowledge clinical psychology.

Desirable requirements:—Current drivers licence.

Capacity to lift or transfer clients.

Essential Requirements:—Registered with the Psychology Board of Australia and endorsed to practice in the approved area of practice of clinical psychology.

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

Enquiries to Fiona Woodfield, Department of Health and Human Services, phone (03) 6336 4130, email [fiona.woodfield@dhhs.tas.gov.au](mailto:fiona.woodfield@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Clinical Nurse Consultant, Respiratory Unit (516070).**

Applications Close:—Friday, 4 May 2012.

Salary:—\$79,310 – \$84,784 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse Grade 6 Year 1 to Grade 6, Year 4.

Fixed-term part-time day work, working 22.8 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 1 April 2014.

Location:—Launceston General Hospital.

Duties:—The Respiratory Clinical Nurse Consultant ensures the effective utilisation of Human, Financial and Material Resources as well as providing expert clinical consultancy and maintenance of quality patient care standards for respiratory patients in Northern Tasmania. The Nurse Consultant supports an environment that fosters education, teaching, research and quality activities.

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

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

Enquiries to Mel Grey, Department of Health and Human Services, phone (03) 6348 7705, email mel.grey@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## OFFICE OF THE CHIEF INFORMATION OFFICER

**Business Analyst—2 vacancies (520559).**

Applications Close:—Friday, 4 May 2012.

Salary:—\$70,260 – \$73,463 pro rata, per annum.

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

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

Location:—Hobart.

Duties:—Support Principals/Senior Business Analysts to work with Tasmanian Health Organisations (THO's), Human Services and other stakeholders to understand front-line (clinical, patient, client) business issues and challenges, and determine effective solutions underpinned by technology. Identify and specify key components of the overall solution (people, process and technology) that meet business requirements, will deliver measureable benefits and align to overall eHandHS strategic direction. Provide high-level

assignment delivery support activity.

Selection criteria includes:—Demonstrated experience in one or more of the following: business process analysis, objective problem solving, project management and delivery, and change management (including training), particularly in the context of business need and strategy driven change to service delivery. Good understanding of the complex environment of health and human services delivery and the impact of major e-health and human services initiatives on this environment. Ability to work efficiently and effectively as a member of a multi-skilled project team and an understanding of and a demonstrated commitment to a team approach together with a demonstrated capacity to exercise independent judgment and initiative.

Enquiries to Warren Lewis, Department of Health and Human Services, phone (03) 6233 5978, email warren.lewis@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

## OFFICE OF THE CHIEF INFORMATION OFFICER

**Senior Business Analyst (520561).**

Applications Close:—Friday, 4 May 2012.

Salary:—\$76,648 – \$88,261 pro rata, per annum.

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

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

Location:—Hobart.

Duties:—Work in close partnership with Tasmanian Health Organisation's (THO's) and Human Services stakeholders to understand business issues and challenges and determine effective solutions underpinned by technology. Identify and specify solutions (people, process and technology) that meet business requirements, deliver measureable benefits and align to overall SeHandHS strategic direction. Manage and drive the delivery of solutions into the live environment working through vendors, with the impacted departments, IT services and other potential service providers.

Selection criteria includes:—Bachelor level degree qualification in relevant discipline with work related experience or an equivalent level of knowledge gained through other combination of education training and/or experience. Experience (3+ years) supporting delivery of IT related assignments, with some delivery into a healthcare and/or human service environment and front line patient/client facing experience is desirable.

Enquiries to Warren Lewis, Department of Health and Human Services, phone (03) 6233 5978, email warren.lewis@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

**Deputy Manager/Clinical Lead, Social Work Services (518587).**

Applications Close:—Friday, 4 May 2012.

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

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

Fixed-term part-time day work, working 60.8 hours per fortnight, commencing As soon as possible until 8 February 2014.

Location:—Royal Hobart Hospital.

Duties:—Assist the Manager Social Work Services with the overall co-ordination, leadership and management of social work services provided to the Royal Hobart Hospital (RHH). Deputise in the absence of the Manager Social Work Services. Provide high level clinical leadership and/or specialised clinical services and contribute to the system of clinical governance in the Social Work Department. Contribute to the overall corporate governance of the Social Work Department within the context of RHH Clinical Support Services.

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

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

Enquiries to Barbara Moerd, Department of Health and Human Services, phone (03) 6222 8440, email barbara.moerd@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

**Orthotist/Prosthetist—3 Vacancies.**

Applications Close:—Friday, 4 May 2012.

Salary:—\$55,147 – \$78,311 p.a.

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

Vacancy No. 510738.

Permanent full-time day work (with oncall).

Location:—South.

Vacancy No. 505870.

Permanent full-time day work (oncall may be required).

Location:—North.

Vacancy No. 510415.

Permanent full-time day work (oncall may be required).

Location:—North West.

Duties:—An immediate opportunity exists for qualified orthotist/prosthetists to join our dynamic team. Orthotic and

Prosthetic Services Tasmania (OPST) is a State-wide service, allowing staff regular collaborative experiences with their colleagues across Tasmania. Positions exist in each of our three facilities in Hobart, Launceston and Burnie. OPST provides a wide range of prosthetic, orthotic and specialised seating services. Clinical duties involve provision of patient assessment, delivering clinical care, guiding fabrication, attending ward rounds and inter-disciplinary clinics and participation in continuous quality improvement.

We are looking for clinicians who are passionate about achieving great results for our clients. Clinicians with a particular interest in quality improvement and the development of inter-disciplinary services are encouraged to apply. Our diverse client base and flexible working environment enables clinicians to focus upon specific areas of prosthetic and orthotic clinical practice that most interest them and to rotate into different roles over time.

We offer:—A salary range of \$55,147 to \$78,311 per annum, plus superannuation and access to salary packaging.

Excellent professional development, learning and mentoring opportunities.

The benefit of working within a supportive, committed inter-disciplinary team environment, in acute and rehabilitation settings.

Great potential for career advancement.

Essential Requirements:—A bachelor of Prosthetics and Orthotics or an equivalent tertiary Prosthetic and Orthotic qualification.

Desirable Requirements:—Current driver's licence. Experience in the use of computer spreadsheets and database programs.

Enquiries to Richard Dyson-Holland, Department of Health and Human Services, phone (03) 6222 7377, email richard.dyson-holland@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

**Registered Nurse (505590).**

Applications Close:—Friday, 11 May 2012.

Salary:—\$54,527 – \$69,758 p.a.

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

Permanent part-time working 56 hours per fortnight.

Location:—Whittle Palliative Care Unit.

Duties:—In accordance with agency policy and legal requirements, the Registered Nurse assists with planning, co-ordinating and evaluation of service provision to palliative care clients and their families.

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

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



Enquiries to Sheila Campbell, Department of Health and Human Services, phone (03) 6220 2400, email [sheila.campbell@dhhs.tas.gov.au](mailto:sheila.campbell@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Senior Orthoptist (508904).**

Applications Close:—Friday, 4 May 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 8 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—As a member of the Royal Hobart Hospital's Ophthalmic team, the Orthoptist will be required to provide and maintain optimal Orthoptic care to patients referred to the Orthoptic Clinic. This includes undertaking a wide range of general ophthalmic diagnostic procedures to diagnose and manage eye movement disorders.

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

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

Enquiries to Robin Hill, Department of Health and Human Services, mobile 0409 213 725, email [robin.hill@dhhs.tas.gov.au](mailto:robin.hill@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Specialist Orthotist/Prosthetist—2 Vacancies.**

Applications Close:—Friday, 4 May 2012.

Salary:—\$75,005 – \$86,033 p.a.

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

Vacancy No. 510418.

Permanent full-time day work (with oncall).

Location:—South.

Vacancy No. 510771.

Permanent full-time day work (oncall may be required).

Location:—North West.

Duties:—An immediate opportunity exists for qualified and experienced orthotist/prosthetists to join our dynamic team. Orthotic Prosthetic Services Tasmania (OPST) is a State-wide service, allowing staff regular collaborative experiences with their colleagues across Tasmania. Senior clinical positions exist in both our Hobart and Burnie facilities. OPST provides a wide range of prosthetic, orthotic and specialised seating services. Clinical duties involve provision of patient assessment, delivering clinical care, guiding fabrication, attending ward rounds and inter-disciplinary clinics and leading continuous quality improvement projects.

We are looking for clinicians who are passionate about achieving great results for our clients. Clinicians with a particular interest in quality improvement and the development of inter-disciplinary services are encouraged to apply. Our diverse client base and flexible working environment enables clinicians to focus upon specific areas of prosthetic and orthotic clinical practice that most interest them. The positions available would suit those who enjoy working with students and junior clinical staff. Those with considerable experience in either or both prosthetics and orthotics will be favourably considered.

We offer:—A salary range of \$75,005 to \$86,033 per annum, plus superannuation and access to salary packaging.

Excellent professional development, learning and mentoring opportunities.

The benefit of working within a supportive, committed inter-disciplinary team environment, in acute and rehabilitation settings.

Great potential for career advancement.

Essential Requirements:—A bachelor of Prosthetics and Orthotics or an equivalent tertiary Prosthetic and Orthotic qualification.

Desirable Requirements:—Current driver's licence. Experience in the use of computer spreadsheets and database programs.

Enquiries to Richard Dyson-Holland, Department of Health and Human Services, phone (03) 6222 7377, email [richard.dyson-holland@dhhs.tas.gov.au](mailto:richard.dyson-holland@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Nurse Unit Manager (508418).**

Applications Close:—Friday, 4 May 2012.

Salary:—\$82,923 – \$88,794 p.a.

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

Permanent full-time day work.

Location:—Inpatients Oncology, Royal Hobart Hospital.

Duties:—Ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within Oncology Inpatients.

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



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

Enquiries to Ann Allanby, Department of Health and Human Services, phone (03) 6233 6763, email ann.allanby@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink Recruitment Services, Department of Health and Human Services, G.P.O. Box 1061, Hobart, Tasmania 7001. Please do not send hard copy applications to the contact person.

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Registered Nurse (516244).**

Applications Close:—Friday, 4 May 2012.

Salary:—\$54,527 – \$69,758 p.a.

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

Permanent full-time shift work (fully rotational)—Multiple Vacancies (hours to be negotiated).

Location:—Emergency Department, Royal Hobart Hospital.

PLEASE NOTE: Part-time hours will be considered.

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

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

Enquiries to Don Burton, Department of Health and Human Services, phone (03) 6222 8425, email don.burton@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink Recruitment Services, Department of Health and Human Services, G.P.O. Box 1061, Hobart, Tasmania 7001. Please do not send hard copy applications to the contact person.

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Staff Specialist (Anatomical Pathology) (510263).**

Applications Close:—Friday, 29 June 2012.

Salary:—\$132,011 – \$184,815 pro rata, per annum.

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

Permanent part-time day worker, working 45.6 hours per fortnight.

Location:—Pathology Services.

Duties:—Participate in the provision of a diagnostic

histopathology and cytology service in the Anatomical Pathology Department of the Royal Hobart Hospital. Contribute to undergraduate and post graduate teaching. Undertake research and quality improvement activities.

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

Enquiries to Dr Katherine Marsden, Department of Health and Human Services, phone (03) 6222 8410, email katherine.marsden@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Alcohol and Drug Services*

#### **Clinical Nurse Consultant (500820).**

Applications Close:—Friday, 4 May 2012.

Salary:—\$79,310 – \$84,784 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 6, Year 1 to Grade 6, Year 4.

Permanent full-time daywork.

Location:—Alcohol and Drug Services, North.

Duties:—Working within a multidisciplinary health team framework to facilitate the comprehensive assessment, planning and implementation of appropriate interventions for individuals and their families who may be affected by alcohol and other drug use issues, in accordance with the philosophies of the National Drug Strategy. Provide professional and clinical leadership, support and direction to nursing staff in the delivery of specialist services to clients of the Alcohol and Drug Service and across the alcohol and other drugs sector utilising evidence based practice. As a member of the area management team contribute to the overall development and implementation of the statewide Alcohol and Drug strategic plan, including the development of partnerships with key stakeholders, foster service improvement and professional development. Practice in accordance with Government legislation and regulations (including the Alcohol and Drug Dependency Act 1968), Primary Health Care principles, Alcohol and Drug Service policies, Agency policies, legal requirements and professional competencies, to provide direct high level care to clients of the ADS ensuring high quality service provision and nursing care.

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

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

Enquiries to Anita Reimann, Department of Health and Human Services, phone (03) 6336 5495, email anita.reimann@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES  
STATEWIDE AND MENTAL HEALTH SERVICES  
*Correctional Health Services*

**Registered Nurse (512600).**

Applications Close:—Friday, 4 May 2012.

Salary:—\$54,527 – \$69,758 pro rata, per annum.

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

Fixed-term part-time shiftwork, working 37.5 hours per fortnight, commencing as soon as possible to 31 December 2012.

Location:—Risdon Prison Complex and other worksites as required.

Duties:—Utilise a problem solving approach and established nursing procedures in the delivery of direct nursing care. Collaborate with other members of the health care team to ensure the delivery and evaluation of nursing care.

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

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

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

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

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

**Senior Specialist Social Worker (506209).**

Applications Close:—Friday, 11 May 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 daywork.

Location:—Child and Adolescent Mental Health Service (CAMHS), Hobart.

Duties:—Provide a specialist Social Work assessment, treatment and assertive case management service to clients of the regional Child and Adolescent Mental Health Service, utilizing evidence-based, best practice principles within a collaborative and multidisciplinary framework.

Desirable Requirements:—Current Drivers Licence.

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

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

Enquiries to Anne Easter, Department of Health and Human Services, phone (03) 6233 8612, email [anne.easter@dhhs.tas.gov.au](mailto:anne.easter@dhhs.tas.gov.au).

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

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

**Ward Aide (Relief) (512436).**

Applications Close:—Friday, 4 May 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 shiftwork, working hours as and when required, commencing As soon as possible for a period of 12 months.

Location:—Mental Health Services, South.

Duties:—Provide support to nursing and allied health professional staff in the delivery of care to clients of Mental Health Services across a variety of settings.

Desirable Requirements:—Current driver's license.

Certificate 4 in Health Care or equivalent.

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

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

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

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JUSTICE

GUARDIANSHIP AND ADMINISTRATION BOARD

**Investigator (355641).**

Applications Close:—Friday, 4 May 2012.

Salary:—\$59,343 – \$68,634 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 73.5 hours per fortnight until 31 January 2013.

Location:—Hobart.

Duties:—To investigate and prepare reports in matters including emergency applications relating to applications made to the Guardianship and Administration Board (the Board). Appear before the Board at hearings and follow up matters arising out of hearings as directed by the Board.

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 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 Jane Bliss, Acting Registrar, Guardianship and Administration Board, Department of Justice, phone (03) 6233 3078, email jane.bliss@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Jane Bliss on (03) 6233 3078.

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

### LEGAL AID COMMISSION OF TASMANIA

#### **Legal Practitioner (354292).**

Applications Close:—Friday, 4 May 2012.

Salary:—\$93,960 – \$108,259 p.a.

Legal Practitioners Agreement 2010, Level 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Launceston.

Duties:—To appear in Court on behalf of Commission clients on any matter in the criminal jurisdiction, and maintain all relevant file management in the Commission's Criminal Case Management System. To perform such other professional legal work as directed from time to time.

Essential Requirements:—Admitted as a Barrister and Practitioner of the Supreme Court of Tasmania and the relevant Federal Courts.

Desirable Requirements:—A minimum of 5 years experience as a practitioner in the Criminal Law jurisdiction.

Contact:—A Statement of Duties, Information for Applicants and an Application for Employment are available at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au), or by contacting Leesa Bevan on (03) 6236 3820 or [Leesa.Bevan@legalaid.tas.gov.au](mailto:Leesa.Bevan@legalaid.tas.gov.au).

Enquiries to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 1422, Hobart, Tas,

7001, phone (03) 6236 3820, fax (03) 6236 3811, email [Leesa.Bevan@legalaid.tas.gov.au](mailto:Leesa.Bevan@legalaid.tas.gov.au).

Applications to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 1422, Hobart, Tas, 7001, phone (03) 6236 3820, fax (03) 6236 3811, email [Leesa.Bevan@legalaid.tas.gov.au](mailto:Leesa.Bevan@legalaid.tas.gov.au).

## JUSTICE

### SUPREME COURT

#### Hobart

#### **Judges Attendant (350394).**

Applications Close:—Friday, 4 May 2012.

Salary:—\$36,511 – \$45,233 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time hours as and when required according to the Supreme Court sittings calendar, commencing as soon as possible until 10 April 2013.

Location:—Hobart.

Duties:—Provide administrative assistance to the Judges of the Supreme Court by attending judges in Court and in Chambers including ensuring the availability of reference material; maintaining lists of authorities; preparing court rooms, chamber and jury rooms; swearing in witnesses, jurors and other personnel; assist the Associate and when required act as the Associate; and organise travel and equipment for Judges on circuit.

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

Desirable Requirements:—A current driver's licence.

Enquiries to Andrew Cox, Acting Manager Supreme Court, Department of Justice, phone (03) 6233 7158, email [andrew.cox@justice.tas.gov.au](mailto:andrew.cox@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 Andrew Cox on (03) 6233 7158.

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

PARKS AND WILDLIFE SERVICE

*Operations and Performance*

**Track Ranger Fixed-term Employment Register (Various).**

Applications Close:—Friday, 21 March 2014.

Salary:—\$46,823 – \$50,978 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Register.

Location:—Statewide.

Applications are invited from persons interested in registering for Fixed-term employment as Track Rangers. The employment register will remain open for recruitment up to and including 21 March 2014.

Commencing salary within the above range will be determined in accordance with qualifications and previous relevant experience. Pro rata salary is based on the above full-time rates.

A percentage salary loading may be payable in addition to the annual award salary for those employees who are authorised to undertake work on weekends, public holidays, outside normal working hours and for performing first aid duties.

Duties:—Support and contribute to the visitation experience through the maintenance of huts, tracks and other facilities and the provision of information, interpretation, advice and assistance to visitors.

Undertake enforcement procedures related to minor offences involving the issuing of verbal cautions and park infringement notices.

Essential Requirements:—Satisfactory completion of medical examination and fire fighter fitness test. Workplace Level 2 First Aid Certificate.

Desirable Requirements:—Immunisation for Hepatitis A and B or the willingness to acquire prior to appointment. A current motor vehicle drivers' licence. Statement of competency (accreditation) in Chainsaw and Brush cutter use. Wilderness First Aid qualification.

Enquiries to Kathy Raymond, phone (03) 6233 6047, email [Kathryn.Raymond@parks.tas.gov.au](mailto:Kathryn.Raymond@parks.tas.gov.au).

Applications to Kathy Raymond, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 1751, Hobart, Tas, 7001, phone (03) 6233 6047, fax (03) 6223 8308, email [Kathryn.Raymond@parks.tas.gov.au](mailto:Kathryn.Raymond@parks.tas.gov.au).

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

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

TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

*Corporate Information Support Branch*

**Senior TRIM Administrator (723972).**

Applications Close:—Friday, 4 May 2012.

Salary:—\$71,148 – \$74,405 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—This position is responsible for the system administration of TRIM including the provision of support services, development and maintenance of operating procedures and documentation, and liaison with the Information Systems Branch for technical support.

In the context of the selection criteria, to be successful in the position applicants will have:—the ability to liaise with the Information Systems Branch regarding technical issues, database performance, upgrades and report management and development; the ability to provide input into the operation, technical and strategic direction in the management and use of an Electronic Document and Records Management System; and experience in EDMS system administration and the provision of support services including training and documentation and help desk.

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

Enquiries to Lynne Valentine, Assistant Director, Corporate Information Support Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart, Tas 7001, phone (03) 6233 3951, email [lynne.valentine@treasury.tas.gov.au](mailto:lynne.valentine@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.



## Tasmanian Government — Senior Executive Service

### INFRASTRUCTURE, ENERGY AND RESOURCES

#### OFFICE OF THE SECRETARY

#### ***Deputy Secretary Strategy and Policy (372468).***

Applications Close:—Friday, 4 May 2012.

Salary:—See Below.

Senior Executive, Level 3.

Senior Executive Full-time 5 year appointment.

Location:—Hobart.

Remuneration:—The role offers an attractive remuneration package of between \$192,399 and \$219,009 per annum, which incorporates salary, superannuation and private use of a fully maintained motor vehicle. Final salary is subject to negotiation with packages beyond \$210,138 subject to a specific Government approval.

The Tasmanian State Service also provides opportunities for salary sacrifice.

Role:—The Department of Infrastructure, Energy and Resources (DIER) is a diverse Government Agency. Every Tasmanian is touched in some way by the services and projects we provide, whether they travel on our roads, register a vehicle, catch a bus, engage in the mining and energy resources sectors, or attend a race meeting. This diversity obliges us to deliver on our commitments, and focus on achieving the best possible results for the community in which we live and work.

As Deputy Secretary, Strategy and Policy you play a crucial role in providing leadership to the Strategy and Policy Group which is responsible for co-ordination of whole of agency strategy and policy development. You will be responsible for leading strategic thinking on Infrastructure, Transport, Energy and Resources long-term future directions together with the development of the supporting Government policies.

The position reports directly to the Secretary of this diverse Department and plays a key role in the leadership, direction and co-ordination of effort across the Agency in strategy formulation, strategic policy, research development and economic, social and environmental impact assessments.

Desirable Requirements:—Relevant tertiary qualifications.

Demonstrated ability to deliver outcomes in public policy formulation and strategic analysis at the highest level.

Interested? For a confidential discussion about these exciting roles, please contact Norm Mcilfattrick, Secretary, DIER on (03) 6233 4024.

Enquiries to Norm Mcilfattrick, Secretary, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart TAS 7000, phone (03) 6233 4024, email [norm.mcilfattrick@dier.tas.gov.au](mailto:norm.mcilfattrick@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).

## 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	Foot Care/Therapy Assistant	G. Todd	6 months	19.04.12
Health & Human Services	Speech Pathologist	T. Chappell	6 months	23.04.12
Health & Human Services	Community Health Nurse	D. McLean	6 months	18.04.12
Health & Human Services	Community Podiatrist	P. Chen	nil	27.03.12
Health & Human Services	Ward Clerk	R. Johnson	6 months	20.04.12
Health & Human Services	Cook	T. Fenton	6 months	26.02.12
Health & Human Services	Principal Business Systems Officer	G. Hurford	6 months	26.04.12
Health & Human Services	Cook	C. Pennicott	6 months	26.02.12
Justice	Senior Inspector of Mines	P. Murphy	6 months	16.04.12
Police & Emergency Management	Police Public Enquiry Officer	S. Wilson	6 months	16.04.12
Public Trustee	Client Account Manager	E. Kempa	6 months	13.04.12

### *Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Client Services Officer	A. Jackson	14 months	23.04.12

### *Cessation of Employees*

<i>Agency</i>	<i>Duties assigned</i>	<i>Employee name</i>	<i>Date of Effect</i>
Premier & Cabinet	Project Support Officer	A. Jackson	16.03.12

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	T. Huseyin	Advanced Skills Teacher	14.02.12
Education	M. Duggan	Advanced Skills Teacher	13.02.12
Education	L. Bird	Assistant Principal	14.02.12
Education	M. Carter	Principal	14.02.12
Education	K. Dyer	Assistant Principal	14.02.12
Education	P. Clymo	Advanced Skills Teacher	14.02.12
Education	J. Best	Advanced Skills Teacher	13.02.12

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Registered Nurse	A. Lennard	23.03.12
Health & Human Services	Community Nurse	J. Fahey	18.04.12
Health & Human Services	Occupational Therapy Assistant	T. Hall	30.03.12
Health & Human Services	Executive Assistant	R. Purton	05.04.12
Health & Human Services	Support Worker	R. Wylie	05.04.12
Health & Human Services	Registered Nurse (Midwife)	S. Gee	21.03.12
Health & Human Services	Support Worker	D. Vernon	05.04.12
Health & Human Services	Manager EHealth Planning Unit	R. Hill	30.03.12
Health & Human Services	CSD Technician	M. Howard	13.04.12
Health & Human Services	Nurse Unit Manager	B. Dudfield	14.04.12
Health & Human Services	Support Worker	L. Nichols	03.02.12
Health & Human Services	Registered Nurse	C. Richardson	13.04.12
Health & Human Services	Support Worker	D. Robinson	05.04.12
Health & Human Services	Registered Nurse	C. Anning	16.04.12
Health & Human Services	Enrolled Nurse	A. Wright	30.03.12
Infrastructure, Energy & Resources	School Crossing Patrol Officer	J. Turner	17.04.12
Justice	Regional Team Leader	D. Weller	17.04.12
Police & Emergency Management	Speed Camera Operator	M. De Courcy	28.03.12
Police & Emergency Management	Speed Camera Operator	D. Mayne	09.03.12
Police & Emergency Management	Speed Camera Operator	A. Nowland	09.03.12
Police & Emergency Management	Speed Camera Operator	D. Gainsford	09.03.12
Primary Industries, Parks, Water & Environment	Visitor Reception Officer	D. Haas	12.04.12

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	M. Parker	Infrastructure, Energy & Resources	Human Resources Consultant	16.04.12
Economic Development, Tourism & the Arts	S. Muller	Premier & Cabinet	Assistant Director	16.04.12



# 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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