



# TASMANIAN STATE SERVICE NOTICES

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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.

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.

## 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**

#### EDUCATION

##### LEARNING SERVICES

*Learning Services (North)*

Port Dalrymple School

#### **Assistant Principal (203326).**

Applications Close:—Friday, 24 August 2012.

Salary:—\$100,051 p.a.

Teaching Service (TPS) Award, Assistant Principal, Band 3, Level 3.

Permanent full-time 70 hours per fortnight.

Location:—Port Dalrymple School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration 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 Philip Challis, Principal, Department of Education, phone (03) 6382 0500, email *philip.challis@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.

Please note that a local task list is attached which provides more detailed information regarding the duties of this position.

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) (962760).**

Applications Close:—Friday, 24 August 2012.

Salary:—\$49,465 – \$79,153 pro rata, per annum.

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

Fixed-term full-time as soon as possible until 1 March 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 an Australian University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution. Eligibility for membership of Speech Pathology Australia.

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*.

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

### LINC TASMANIA

#### *LINCs and Community Learning*

#### Launceston LINC

#### Ravenswood Library

#### **Customer Services Officer, Ravenswood Library (700540).**

Applications Close:—Friday, 24 August 2012.

Salary:—\$52,869 – \$57,546 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 23 hours per fortnight.

Location:—Ravenswood Library.

Undertake a range of multiple, diverse and complex tasks and provide support to a range of customer-focused services and programs in a LINC Tasmania 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.

Enquiries to Garry Conroy-Cooper, Department of Education, phone (03) 6336 2743, email [garry.conroy-cooper@education.tas.gov.au](mailto:garry.conroy-cooper@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.

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Ambulance Tasmania*


#### Clinical Services

#### **Paramedic Educator (510675).**

Applications Close:—Friday, 24 August 2012.

Salary:—See Below.

Tasmanian Ambulance Service Award, Paramedic Educator, Level 2 (Base).



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Permanent full-time daywork.

Location:—Ambulance Tasmania, North/North West.

Salary:—Salary will depend on the qualification of the successful applicant, PED1 \$69,514 or PED2 \$96,364 per annum.

Please Note:—This is a permanent vacancy however should a suitable permanent applicant not be identified a fixed term arrangement for up to 12 month period may be considered.

Duties:—Research, develop and implement effective and appropriate training programs for ambulance practitioners. Conduct relevant training needs analysis. Develop programs, evaluate and teach appropriate education programs which apply to paramedic practitioners. Review the effectiveness of courses.

Essential Requirements:—PED.2-Intensive Care Paramedic with an additional qualification in training and assessment or equivalent. PED.1 Holds a Bachelor of Paramedic Science and relevant work experience or other qualification approved by the Service.

Current Drivers Licence.

Desirable Requirements:—Certificate IV in Assessment and Training or equivalent. A tertiary qualification in education 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, crimes involving dishonesty and Serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Tina Ivanov, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 8018, email [tina.ivanov@dhhs.tas.gov.au](mailto:tina.ivanov@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

##### *Ambulance Tasmania*

##### Health Transport Services

#### ***Patient Transport Officer (514968).***

Applications Close:—Friday, 24 August 2012.

Salary:—\$47,183 – \$50,324 p.a.

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

Permanent full-time daywork with on call.

Location:—Ambulance Tasmania, North West.

Please Note: Anyone interested in casual work can also apply.

Duties:—Provide an efficient and safe non emergency patient transport service for eligible Department of Health and Human Services (DHHS) patients in accordance with Ambulance Tasmania Non Emergency Patient Transport Policy and Clinical Protocols. Work as a member of the Health Transport Services team providing transport of low acuity, medically stable patients requiring a basic level of care and observation for patients travelling to, from or between DHHS facilities.

Essential Requirements:—Current Driver's Licence.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check 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 Janet Carty, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6211 7242, email [janet.carty@dhhs.tas.gov.au](mailto:janet.carty@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

##### *Ambulance Tasmania*

##### Health Transport Services

#### ***Patient Transport Officer (518036).***

Applications Close:—Friday, 24 August 2012.

Salary:—\$47,183 – \$50,324 p.a.

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

Permanent full-time daywork (with on call).

Location:—Ambulance Tasmania, Southern Region.

Please Note: Anyone interested in casual work may also apply.

Duties:—Provide an efficient and safe non emergency patient transport service for eligible Department of Health and Human Services (DHHS) patients in accordance with Ambulance Tasmania Non Emergency Patient Transport Policy and Clinical Protocols. Work as a member of the Health Transport Services team providing transport of low acuity, medically stable patients requiring a basic level of care and observation for patients travelling to, from or between DHHS facilities.

Essential Requirements:—Current Drivers Licence.

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

Enquiries to Janet Carty, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6211 7242, email [janet.carty@dhhs.tas.gov.au](mailto:janet.carty@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

*Statewide and Mental Health Services*

**Clinical Nurse Educator, Alcohol and Drug Services  
(517286).**

Applications Close:—Friday, 7 September 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 day work.

Location:—Alcohol and Drug Services, South.

Duties:—As a member of the Workforce Development Team, Alcohol and Drug Services (ADS), provide leadership and strategic thinking in the development of workforce capacity within the alcohol, tobacco and other drug (ATOD) sector.

Provide high level input and support into the development and implementation of a workforce development strategy for the ATOD service sector in Tasmania, with a particular focus on the nursing workforce.

Work in close collaboration with other workforce development positions to establish, coordinate and evaluate the delivery of workforce development and education activities for the ATOD sector and other health service sectors.

Lead activity and strategic thinking in the development of workforce capacity within the ATOD sector with a focus on the nursing workforce, and contribute to agency wide initiatives that promote workforce development and maintain national links in respect to workforce agendas.

Desirable Requirements:—Current drivers licence.

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 Mark Frohmader, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6214 5717, email mark.frohmader@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

*Primary Health Services North*

**Day Care Centre Assistant (514753).**

Applications Close:—Friday, 24 August 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 part-time day work, working 16 hours per fortnight, commencing 3 September 2012 to 30 June 2013. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Flinders Island Multi-Purpose Centre.

Duties:—To provide therapy under the guidance and/or supervision of the Co-ordinator to clients of the Day Care Centre.

Desirable Requirements:—Bus drivers licence.

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

Enquiries to Sue Ryden, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6359 2122, email sue.ryden@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 WEST

*Mersey Community Hospital*

**Asset Clerk (514839).**

Applications Close:—Friday, 24 August 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 73 hours per fortnight.

Location:—Mersey Community Hospital.

Duties:—Tasmanian Health Organisation-North West (THO-NW) is seeking to recruit an experienced, well-disciplined and enthusiastic administrative assistant. This is a fantastic opportunity that exists within our Building and Engineering team at Mersey Community Hospital (MCH).

Your primary responsibility will be the provision efficient and effective administrative and clerical support relating to the provision of goods and services for the MCH. Duties will include the generation and processing of purchase orders, the provision of a reception/telephone service, and accurate maintenance of records and filing system.

Your high level communication and interpersonal skills will assist you to work effectively as part of a team to resolve issues as they arise and be adaptable to change in the work environment. You will have the demonstrated ability to prioritise your daily work output.

To find out more information or to discuss your application please contact Andrew Groves today on (03) 6430 6615/ 0419 973 006 or email [andrew.groves@dhhs.tas.gov.au](mailto:andrew.groves@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, NW, P.O. Box 247, Ulverstone 7315 or email: [rlo.nw@dhhs.tas.gov.au](mailto:rlo.nw@dhhs.tas.gov.au).

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mersey Community Hospital*

**Cook (514508).**

Applications Close:—Friday, 24 August 2012.

Salary:—\$52,160 – \$56,777 pro rata, per annum.

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

Fixed-term part-time shift worker, working 72 hours per fortnight.

Location:—Mersey Community Hospital.

Duties:—The Tasmanian Health Organisation-North West (THO-NW) is seeking to recruit an experienced, well disciplined and enthusiastic cook. This is a fantastic opportunity that exists within our Food Services team at Mersey Community Hospital (MCH).

Your primary responsibility will be to follow strict daily production requirements for the preparation, cooking, weighing and portioning of food for patients, staff and delivered meals recipients across the area.

The successful applicant will have previous experience in cooking operations together with relevant trade qualifications in cookery and demonstrated knowledge of food hygiene practices.

Your high level communication and interpersonal skills will assist you to work effectively as part of a team to resolve issues as they arise and be adaptable to change in the work environment. You will have the demonstrated ability to prioritise your daily work output.

To find out more information or to discuss your application please contact Andrew Groves today on (03) 6430 6615/ 0419 973 006 or email [andrew.groves@dhhs.tas.gov.au](mailto:andrew.groves@dhhs.tas.gov.au).

Essential Requirements:—A relevant trade qualification.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Organisation, P.O. Box 247, Ulverstone 7315.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

**Registered Nurse (520941).**

Applications Close:—Wednesday, 29 August 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 full-time and part-time shiftwork (Multiple positions).

Location:—Surgical Central/Rehabilitation NWRH.

Tasmanian Health Organisation-North West (THO-NW) is seeking to recruit multiple Grade 3 registered nurses who are passionate, motivated and enjoy 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 within the Surgical Central Ward and Rehabilitation Unit of North West Regional Hospital. 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.

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 flexibility and a 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.

To discuss your application and learn more about this career opportunity, please contact Jo Lodge on (03) 6430 6558 or email [johanna.lodge@dhhs.tas.gov.au](mailto:johanna.lodge@dhhs.tas.gov.au).

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 Jo Lodge, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6558, email [johanna.lodge@dhhs.tas.gov.au](mailto:johanna.lodge@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, NW, P.O. Box 247, Ulverstone 7315 or email: [rlo.nw@dhhs.tas.gov.au](mailto:rlo.nw@dhhs.tas.gov.au).

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Primary Health Services North West*

**Nurse Unit Manager (503007).**

Applications Close:—Friday, 31 August 2012.

Salary:—\$82,923 – \$88,794 p.a.

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

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

Location:—Queenstown.

Duties:—An exciting employment opportunity exists for a dynamic, energetic and innovative person who would like to live and work in the beautiful West Coast Region of Tasmania.

The Tasmanian Health Organisation-North West (THO-NW) is seeking to recruit a committed and enthusiastic Nurse Unit

Manager with extraordinary leadership skills to ensure the efficient and effective provision of care through coordinating the clinical, management, education and nursing research functions within the West Coast District Hospital (WCDH), based at Queenstown on Tasmania's scenic West Coast.

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

Previous experience in providing clinical leadership in the residential aged care, acute and emergency care settings will be advantageous. You will have excellent inter-personal, verbal and written communication skills and enjoy strong, respectful and positive relationships with your colleagues.

The WCDH is a new purpose built facility offering a contemporary environment that is well resourced. The hospital has 2 Accident and Emergency beds, 10 acute beds and 16 residential aged care beds. The local General Practice is co-located and a range of visiting Allied Health Professionals ensures that clients have access to a comprehensive range of services. The WCDH is part of the HealthWest suite of services which covers the entire West Coast and allows for collaboration and integration with a range of health professionals.

We support your participation in professional education and development and will offer you attractive remuneration and access to Salary Packaging. You will be eligible for the remote professional development package of \$3,000 per year. Temporary accommodation and relocation expenses may be negotiated with the successful candidate.

Don't miss this chance for a career change, call the Manager/Director of Nursing, Karen Schnitzerling on (03) 6472 2302 or email: karen.schnitzerling@dhhs.tas.gov.au for a confidential discussion about your application.

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, NW, P.O. Box 247, Ulverstone 7315.

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Clinical Support Services*

#### **Senior Occupational Therapists—4 Vacancies.**

Applications Close:—Friday, 31 August 2012.

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

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

Vacancy No.:—508243.

Permanent full-time day work.

Location:—South.

Vacancy No.:—508243.

Permanent full-time day work.

Location:—South.

Vacancy No.:—508243.

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

Location:—South.

Vacancy No.:—517290.

Fixed-term casual shift work, commencing as soon as possible for a period of two years.

Location:—South.

PLEASE NOTE: Part-time hours will also be considered as flexible working options allow these vacancies to be filled by more than one applicant.

Duties:—Clinically, Senior Occupational Therapists provide complex and specialised assessment and intervention. As leaders they improve the occupational therapy service through: support and supervision; commitment to evidence based practice; and quality assurance and improvement activities. We are seeking Senior Occupational Therapists with specialised skills in paediatrics, rehabilitation and medical specialities. Senior Occupational Therapists lead by example in maintaining and promoting the Code of Ethics of OT AUSTRALIA and the values of the department.

Essential Requirements:—Registered with the Occupational Therapy 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 Jolene May, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8314, email [jolene.may@dhhs.tas.gov.au](mailto:jolene.may@dhhs.tas.gov.au).

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

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

Please do not send 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 (516177).**

Applications Close:—Friday, 24 August 2012.

Salary:—\$46,265 – \$50,325 p.a.

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

Permanent full-time day work.

Location:—Repatriation Centre, 90 Davey Street, Hobart.

Duties:—Provide clerical support throughout all areas of the Repatriation Centre. The position involves a high standard of customer focused reception skills and a 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 Jenny Batt, Department of Health and Human Services and Tasmanian Health Organisations, mobile 0409 181 911, email [jennifer.batt@dhhs.tas.gov.au](mailto:jennifer.batt@dhhs.tas.gov.au).

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

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

Please do not send 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*

#### **Customer Service Officer, Appointment Scheduling Clerk—3 Vacancies.**

Applications Close:—Friday, 24 August 2012.

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

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

Vacancy No.:—508102.

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Vacancy No.:—508102.

Permanent part-time day work, working 60.8 hours per fortnight.

Location:—Royal Hobart Hospital.

Vacancy No.:—520660.

Permanent full-time day work.

Location:—Repatriation Centre, 90 Davey Street, Hobart.

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

Duties:—Provide clerical support for the co-ordination and efficiency of Outpatient reception areas within the hospital and offsite including the collection of manual and computerised patient information system data in accordance with the policies and procedures relating to clinical, financial and administrative requirements for Outpatient services.

Enquiries to Andy Rushton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8921, email [andrew.rushton@dhhs.tas.gov.au](mailto:andrew.rushton@dhhs.tas.gov.au).

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

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

Please do not send 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*

#### **Home Help—2 Vacancies.**

Applications Close:—Friday, 24 August 2012.

Salary:—\$41,625 – \$42,601 pro rata, per annum.

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

Vacancy No.:—506010.

Permanent part-time day work, working 35 hours per fortnight.

Location:—Eastern Shore.

Vacancy No.:—506700.

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

Location:—New Norfolk District Hospital.

Duties:—This role of the Home Help is to provide essential household duties as assessed by the nominated assessor and approved by the relevant supervisor. These duties could include cleaning, cooking, shopping assistance, washing and ironing. Provide feedback about significant changes to the client's circumstances to the relevant supervisor.

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 Rylands, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7077, email [robyn.rylands@dhhs.tas.gov.a](mailto:robyn.rylands@dhhs.tas.gov.a).

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, 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*

#### **Nurse Unit Manager (520542).**

Applications Close:—Friday, 31 August 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:—Royal Hobart Hospital.

Duties:—This position is for the Nurse Unit Manager to lead an acute Older Persons Unit within the Royal Hobart Hospital. The model of care on the unit is person centred within a practice development framework. The unit provides comprehensive assessment for the acute older person on admission and a plan of care developed within a multidisciplinary approach. Family involvement is encouraged through shared decision making and care case conferences and discharge planning where appropriate. The unit does have a strong education and research focus with all care delivered informed by evidence based practice.

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 Helen Fitzgerald, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 6701, mobile 0400 149 719, email helen.fitzgerald@dhhs.tas.gov.au.

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

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

Please do not send 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*

##### **Radiographer (510136).**

Applications Close:—Friday, 24 August 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 shift work.

Location:—Royal Hobart Hospital.

Duties:—The Medical Imaging Department is seeking a qualified radiographer with some Computer Tomography skills for this shiftwork position. We are willing to extend training for someone who has an interest in this area. Medical Imaging provides a strong professional team approach through a welcoming environment.

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Registration Board (MRSPRB) OR attainment of a provisional statement of accreditation from the Professional Accreditation Education Board (PAEB) of the Australian Institute of Radiography.

Enquiries to Shane Morgan, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8363, email shane.morgan@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, 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*

##### **Supervisory Pharmacist, Production (508368).**

Applications Close:—Friday, 24 August 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 (with on call).

Location:—Pharmacy Department, Royal Hobart Hospital.

Duties:—This role is responsible for providing professional leadership, direction, co-ordination and supervision in the area of pharmacy manufacturing services for the Royal Hobart Hospital and its clients. Also the provision of specialist consultant advice and participation in the clinical review of patients requiring this service.

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

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

Enquiries to Maurice Curtis, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 6693, email maurice.curtis@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, 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

*Oral Health Services (Statewide)*

Oral Health South

##### **Customer Services Officer—2 Vacancies.**

Applications Close:—Friday, 24 August 2012.

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

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

Vacancy No.:—511927.

Permanent part-time day work, working 30.4 hours per fortnight.

Location:—Oral Health Services South.

Vacancy No.:—500853.

Permanent part-time day work, working 30.4 hours per fortnight.

Location:—Oral Health Services South.

Duties:—Provide an efficient and effective reception service to all clients and centre based staff as well as administrative and clerical support to Oral Health Services Tasmania staff and external service providers. Liaise and assist in the coordination of the day to day functions of the Dental Centre and community clinics. Provide a clerical support service in relation to the administrative functions associated with primary patient care.

Enquiries to Teresa Nicholls, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6214 5473, email teresa.nicholls@dhhs.tas.gov.au.

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

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

Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Women and Children Services*

**Clinical Nurse Consultant (Paediatric Outpatient Clinic)  
(519157).**

Applications Close:—Friday, 24 August 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 day worker (76 hours per fortnight).

Location:—Paediatric Outpatient Clinic, Royal Hobart Hospital.

Duties:—To provide leadership in the continuing development of a culture that places the child, adolescent and family at the centre of care, and strive for nursing excellence in clinical practice, teaching and research. Facilitate effective communication between hospital staff, community care and consumers, in particular supporting negotiated problem solving with high risk, complex individuals and their families in order to achieve agreed care plans and outcomes including acting as a health teaching resource for families.

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

Enquiries to Michael Yates, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 6803, email michael.yates@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 AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Women and Children Services*

**Clinical Nurse Educator/Paediatric Nursing (518832).**

Applications Close:—Friday, 24 August 2012.

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

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

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

Location:—Paediatric Nursing, Royal Hobart Hospital.

Duties:—This position is a rare opportunity for a motivated and experienced clinician to advance his or her career in paediatric nursing. As STAHs embraces the reform agenda set for Tasmania, Clinical Nurse Educators are needed to support nurses, at all levels, to promote a modern, high quality, patient centred service. Association with the Practice Development Unit, Nursing and Midwifery, will provide opportunities to research and engage in Practice Development.

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

Enquiries to Karen Ford, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8530, email karen.ford@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, 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

*Women and Children Services*

**Consultant Paediatric Rehabilitation Specialist (514272).**

Applications Close:—Friday, 31 August 2012.

Salary:—\$132,011 – \$184,815 p.a.

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

Permanent full-time day work.

Location:—Womens, Adolescent and Childrens Services, Royal Hobart Hospital and Intrastate.

An exciting opportunity exists for a Paediatric Rehabilitation Specialist to join Tasmania's health team as a Staff Specialist. Based at the Royal Hobart Hospital in the Department of Paediatrics and Child Health and working closely with the St Giles Therapy Services and also with NWRH of Tasmania, the successful applicant will be responsible for providing clinical services, support and advice across Tasmania including periodic travel to conduct clinics in Northern and Northwest Tasmania.

This is a new position created following a review of Paediatric Rehabilitation services in Tasmania and the successful applicant will work with the existing Paediatric Rehabilitation Specialist to further develop the service.

A major redevelopment of The Royal Hobart Hospital is at an advanced stage of planning and we expect to have a new paediatric inpatient facility and a new adolescent ward by 2016. This is an outstanding opportunity to further your career and adopt one of Australia's most rewarding lifestyles.

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

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 Associate Professor John D Daubenton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7125, email john.daubenton@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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## POLICE AND EMERGENCY MANAGEMENT

## TASMANIA FIRE SERVICE

*Human Services***Manager, Organisational Health and Employee Services (521351).**

Applications Close:—Monday, 27 August 2012.

Salary:—\$97,642 – \$104,290 p.a.

Tasmanian State Service Award, TFS General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—To provide expert strategic advice and management in the human resource management areas of occupational health and safety, workers compensation, rehabilitation, employee relations, recruitment and remuneration that assist the Tasmania Fire Service (TFS) and its members to achieve TFS strategic goals.

Desirable Requirements:—Tertiary qualifications in human resource management or other relevant discipline.

A current drivers licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Robyn Pearce on (03) 6230 8613 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) Enquiries to Robyn Pearce on (03) 6230 8613. Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email [fire@fire.tas.gov.au](mailto:fire@fire.tas.gov.au).

PORT ARTHUR HISTORIC SITE MANAGEMENT  
AUTHORITY**Fixed Term and Casual Employment Register (FTR 2012).**

Applications Close:—Wednesday, 31 July 2013.

Salary:—See Below.

Port Arthur Historic Site Management Authority Award.

Register, Fixed Term, Part-time and Casual for up to 12 months.

Location:—Port Arthur, South Hobart.

PAHSMA is seeking applications from suitably qualified persons for fixed term roles at the Port Arthur Historic Site in the following positions:—

**Tourism Operations Assistants** in either Booking and Ticketing, Food and Beverage or the Retail Gift Shop.

**Tour Guides** as both Day Tour and/or Ghost Tour Guides.

**Cooks.**

**Cleaners.**

**Works Assistants** in either Grounds and Gardens or Building and Works.

There are also fixed term positions available at the Cascades Female Factory at South Hobart for:—

**Cascades Female Factory Assistants** in either Retail and/or Tour Guiding.

Intending applicants should obtain the Application Form and the Application Kit for the position(s) in which they may be interested in. The Application Kit will contain the Statement of Duties for the position, an Information for Applicants brochure and a How to Apply brochure. Intending applicants

should follow the instructions on how to apply carefully. These instructions are contained in the Information for Applicants brochure and the How to Apply brochure.

The Fixed Term and Casual Employment Register will be used to fill short term vacancies which occur during the period 1 August 2012 and 31 July 2013. Interested applicants can lodge their application at any time during this period, but as most vacancies occur during the 2012/13 summer tourist season intending applicants are encouraged to lodge their application as early as possible. It is recommended that to be considered for the 2012/13 summer season, applications are lodged prior to Friday, 5 October 2012.

All applications must be completed according to the instruction given in the Information for Applicants and the How to Apply brochures. For further information on the Register, specific roles or to obtain copies of the selection documentation please contact Caitlin Vertigan, Human Resources Officer on (03) 6251 2329 or email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

Selection documentation can also be obtained from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or [www.portarthur.org.au](http://www.portarthur.org.au) websites.

Applications can be forwarded by mail, fax, email or personally delivered. Application Forms in Microsoft Word format are available from the jobs website for those who wish to submit their application electronically. Applications submitted electronically need to be in Microsoft Word format.

Enquiries to Caitlin Vertigan, Human Resources Officer, Port Arthur Historic Site Management Authority, phone (03) 6251 2329, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

Applications to Caitlin Vertigan, Human Resources Officer, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, Port Arthur, Tas 7182, phone (03) 6251 2329, fax (03) 6251 2322, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

## PREMIER AND CABINET

## TASMANIAN CLIMATE CHANGE OFFICE

**Senior Policy Analyst (001407).**

Applications Close:—Friday, 24 August 2012.

Salary:—\$92,115 – \$98,387 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time for 9 Months.

Location:—Hobart.

Duties:—Develop and implement new strategies and policies to assist the Government to meet its emission reduction target.

Desirable Requirements:—Current drivers licence.

Relevant tertiary or other recognised qualifications and/or affiliations.

Enquiries to Sophie Muller, Assistant Director, Department of Premier and Cabinet, phone (03) 6232 7061, email [sophie.muller@dpac.tas.gov.au](mailto:sophie.muller@dpac.tas.gov.au).

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

## PREMIER AND CABINET

## TMD

**Administrative Assistant (000493).**

Applications Close:—Friday, 24 August 2012.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 5 days a week, 9am-3pm.

Location:—Hobart.

Duties:—Provide an effective and efficient administrative and reception service for TMD.

Enquiries to Elizabeth Stuart, Executive Officer, Department of Premier and Cabinet, phone (03) 6270 5458, email elizabeth.stuart@dpac.tas.gov.au.

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

PREMIER AND CABINET

TMD

*Service Delivery*

***Service Delivery Officer (001116).***

Applications Close:—Friday, 24 August 2012.

Salary:—\$52,869 – \$57,546 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time for 6 Months.

Location:—Hobart.

Duties:—Support TMD's service delivery for a range of customers through the provision of timely quality communication services.

As part of a specialised team undertake tasks associated with the provision of a high level Customer Service Centre.

Enquiries to Kathy Bevis, A/Communications Team Manager, Department of Premier and Cabinet, phone (03) 6270 5464, email kathy.bevis@dpac.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

BIOSECURITY AND PRODUCT INTEGRITY

*Quarantine Services*

***Quarantine Support Officer (4 positions) (706491 to 706494).***

Applications Close:—Friday, 24 August 2012.

Salary:—\$36,511 – \$45,233 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term casual from 1.10.12 to 31.3.14.

Location:—Hobart.

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

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

Duties:—During the busy export season, assist with maintaining Tasmania's pest and disease free status by undertaking pest and disease surveys for current, new and developing market access arrangements and processing associated documentation and record keeping. Assist with the clearance of cruise vessels and export facilitation.

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

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

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

Enquiries to Megan Flanagan, phone (03) 6233 3528, email megan.flanagan@dpipwe.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

HERITAGE TASMANIA

***Heritage Planner (706866).***

Applications Close:—Friday, 24 August 2012.

Salary:—\$77,536 – \$89,072 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time (36.75 hours per week).

Location:—Hobart.

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

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

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

Duties:—Develop and deliver resource management and land use planning services, programs and activities for Heritage Tasmania. Provide specialist technical advice that enables the division to provide a sound, integrated and much more user-friendly approach to the statutory management of historic heritage at a local and state level.

Establish and coordinate the division's Local Government Program, take the lead in ensuring the division's effective engagement with the resource management and planning system, manage assigned resources and assist the division to implement and further develop its services, programs and activities across Tasmania.

Desirable Requirements:—A graduate qualification as provided by a university in a discipline relevant to urban/rural planning, environmental planning and/or natural resource management of direct relevance to this role is highly desirable.

High level information technology and computer skills.

Enquiries to Pete Smith, Director, Department of Primary Industries, Parks, Water and Environment, phone (03) 6233 2037, email pete.smith@heritage.tas.gov.au.

Applications to Manager, Human Resources Management, 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.

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

*Budget Management Branch*

***Senior Budget Analyst (723790).***

Applications Close:—Friday, 31 August 2012.

Salary:—\$71,148 – \$74,405 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—To provide advice to Government on the development and monitoring of the State Budget; the provision of agency services; the financial performance of government agencies; budgetary and financial issues and reforms as they arise.

In the context of the selection criteria, to be successful in the position applicants will have:—sound financial analysis and accounting skills including knowledge of contemporary budget management; an ability to understand complex issues and identify possible solutions and good verbal and written communications skills.

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

Enquiries to Gail O'Donnell, Assistant Director, Budget Management Branch, Department of Treasury and Finance, phone (03) 6233 3547, email gail.o'donnell@treasury.tas.gov.au.

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart Tas 7001, phone (03) 6233 3483, fax (03) 6233 3851, email recruitment@treasury.tas.gov.au.

Applications MUST address the selection criteria outlined in the Statement of Duties. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6233 3483.

#### TREASURY AND FINANCE

##### BUDGET AND FINANCE DIVISION

###### *Procurement and Property Branch*

#### **Principal Policy Analyst (723795).**

Applications Close:—Friday, 31 August 2012.

Salary:—\$77,536 – \$89,072 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—The Principal Policy Analyst, as a member of the Procurement and Risk Management Unit, will contribute towards the provision of a framework of principles, policies and high level procedures to support best practice Government procurement outcomes and the management and provisioning of the Government's insurable risk.

In the context of the selection criteria, to be successful in the position applicants will have:—demonstrated initiative when undertaking policy research and the ability to understand complex issues and identify possible solutions; the ability to communicate precisely and succinctly to internal and external stakeholders and the ability to manage own output and work effectively in a team environment.

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

Enquiries to Greg Philp, Assistant Director, Procurement and Property Branch, Department of Treasury and Finance, phone (03) 6233 3684, email greg.philp@treasury.tas.gov.au.

Applications to Recruitment Officer, Human Resource Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart, Tas 7001, phone (03) 6233 3483, fax (03) 6233 3851, email recruitment@treasury.tas.gov.au.

Applications MUST address the selection criteria outlined in the Statement of Duties. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the recruitment officer on (03) 6233 3483.

#### TREASURY AND FINANCE

##### CORPORATE SUPPORT DIVISION

###### *Human Resources Branch*

#### **Human Resource Officer (724131).**

Applications Close:—Friday, 31 August 2012.

Salary:—\$52,869 – \$57,546 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time (14.7 hours per week, Tuesdays and Wednesdays) for a period of up to 15 months.

Location:—Hobart.

Duties:—As a member of the HR Payroll/Recruitment team, undertake payroll and recruitment related functions for the Department in accordance with established procedures and deadlines. Provide authoritative advice to internal and external clients in relation to relevant legislation and departmental policies.

In the context of the selection criteria, to be successful in the position applicants will have:—an understanding of HR management practices in relation to payroll and recruitment functions with a good knowledge of computerised payroll systems; well-developed interpersonal and communication skills with a strong client focus and a demonstrated commitment to working in a small team and good organisational and accuracy skills with an ability to use initiative to resolve issues.

Desirable Requirements:—Certificate III or IV in a relevant area or equivalent level.

Enquiries to Melissa Webster, Human Resource Officer, Human Resources Branch, Department of Treasury and Finance, phone (03) 6233 3483, email melissa.webster@treasury.tas.gov.au.

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, phone (03) 6233 3483, fax (03) 6233 3851, email recruitment@treasury.tas.gov.au.

Applications MUST address the selection criteria outlined in the Statement of Duties. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the recruitment officer on (03) 6233 3483.

## 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	Child Protection Worker	M. Duffy	6 months	13.08.12
Health & Human Services & Tasmanian Health Organisations	Physiotherapist	M. Nel	6 months	31.07.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	K. Ketelaar	6 months	02.09.12
Health & Human Services & Tasmanian Health Organisations	Manager - Consumer Liaison Service	A. Wyatt	6 months	13.08.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Clark	6 months	02.09.12
Primary Industries, Parks, Water & Environment	Ranger (Arthur River)	B. Storer	6 months	14.08.12
Primary Industries, Parks, Water & Environment	Seed Analyst	A. O'Callaghan	3 months	06.08.12
Treasury & Finance	Research Officer	Z. Bok	Nil	13.08.12
Public Trustee	Legal Practitioner	M. Lew	6 months	26.07.12

### *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>
Treasury & Finance	Information Management Officer	C. Glass	23 months	20.08.12

### *Extension or Renewal of Fixed-term Appointments Beyond 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Client System Administrator	J. Spong	12 months	10.08.12

### *Appointment of Officers*

<i>Agency</i>	<i>Officers Name</i>	<i>Duties Assigned</i>	<i>Date of Appointment</i>	<i>Duration</i>
Infrastructure, Energy & Resources	G. Swain	Deputy Secretary, Strategy and Policy	13.08.12	5 years

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Police & Emergency Management	B. Bones	Station Officer	03.08.12
Police & Emergency Management	J. Harper	Regional Chief North West	02.08.12
Police & Emergency Management	S. Vinen	Station Officer	03.08.12

*Resignation 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 Help	S. Woods	31.07.12
Health & Human Services & Tasmanian Health Organisations	Consultant Applications Administrator	J. Scott	10.08.12
Health & Human Services & Tasmanian Health Organisations	IT Officer	J. Green	27.07.12
Health & Human Services & Tasmanian Health Organisations	Community Health Nurse	S. Elliott	01.08.12
Health & Human Services & Tasmanian Health Organisations	Occupational Therapist	G. Renehan	03.08.12
Health & Human Services & Tasmanian Health Organisations	Dental Technician	J. Thomson	31.07.12
Health & Human Services & Tasmanian Health Organisations	Senior Occupational Therapist	K. Brennan	03.08.12
Health & Human Services & Tasmanian Health Organisations	Food Services Assistant	M. Davey	04.08.12
Health & Human Services & Tasmanian Health Organisations	Client Services Officer	G. Philpott	08.08.12
Health & Human Services & Tasmanian Health Organisations	Nurse Unit Manager	R. Wilson	27.06.12
Health & Human Services & Tasmanian Health Organisations	Community Health Nurse	I. MacDonald	31.07.12
Public Trustee	Northern Branch Manager	G. Maloney	10.08.12

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher Assistant	E. Howlett	15.03.12
Education	Assistant Principal	J. Rayner	30.03.12
Education	Teacher Assistant	H. Child	21.03.12
Education	Advanced Skills Teacher	B. Willis	28.03.12
Education	Teacher	H. Wood	14.02.12
Education	Teacher	M. Bissember	13.03.12
Education	Education Facility Attendant	K. Styles	22.03.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	F. Palmer	04.08.12
Health & Human Services & Tasmanian Health Organisations	Home Help	E. Tulk	27.07.12
Port Arthur Historic Site Management Authority	Grounds & Gardens Assistant	N. Jones	26.07.12

*Retirement of Officers*

<i>Agency</i>	<i>Officer's Name</i>	<i>Duties Assigned</i>	<i>Date Effective</i>
Infrastructure, Energy & Resources	D. Peters	Deputy Secretary, Infrastructure	15.08.12

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	K. Mackie	Economic Development, Tourism & the Arts	Program Officer	11.08.12
Police & Emergency Management	L. Ransley	Health & Human Services & Tasmanian Health Organisations	Registered Nurse	18.07.12



# 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.

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

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