



TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY
AUTHORITY
ISSN 0039-9795

WEDNESDAY 12 SEPTEMBER

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

CONTENTS

VACANCIES—	
Education.....	1871
Health and Human Services and Tasmanian Health Organisations	1871
Infrastructure, Energy and Resources.....	1881
Justice	1883
Primary Industries, Parks, Water and Environment	1883
Statutory Office	1884
Tasmanian Audit Office.....	1884
Treasury and Finance.....	1886
STAFF MOVEMENTS—	
Appointments	1887
Promotions.....	1887
Resignations	1887
Retirements.....	1888
Terminations	1888
Transfers	1888

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

Tasmanian Government Gazettes are available for sale from Print Applied Technology Pty Ltd, 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 site or the enquiries person specified in the vacancy concerned. In addition there is information available on the selection process, interviews, post-selection counselling and conditions of employment from the www.jobs.tas.gov.au site or the enquiries person. Application forms are available from the www.jobs.tas.gov.au site and from the Agency that has advertised the vacancy.

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

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

Matters of Trust



ENDURING POWERS OF ATTORNEY & ENDURING GUARDIANSHIP

Public Trustee

There are often misunderstandings about Enduring Powers of Attorney and Enduring Guardianships. They have a similar name and they are both usually activated when someone no longer has capacity to express what they want.

An Enduring Power of Attorney is a legal document, which allows you to appoint an individual, individuals or a Trustee company to take care of your financial affairs if you lose capacity or if you no longer want the responsibility.

An Enduring Guardian is a document which allows you to appoint a person to make your personal or medical decisions if you should lose the ability to decide for yourself.

Achieving peace of mind is about planning for the unexpected. At our upcoming Seniors' Week seminars the Public Trustee together with the Office of the Public Guardian will explain the importance of an Enduring Power of Attorney and an Enduring Guardianship.

If you, a friend or family member would like to attend, please register your interest by the 25 September, 2012.

- On our website www.publictrustee.tas.gov.au – please follow the links
- By emailing your name and address to: marketing@publictrustee.tas.gov.au
- Or call us on (03) 6233 6793 or (03) 6233 7615.



Seminar Details

Hobart

Public Trustee – 116 Murray Street, Hobart
Thursday, 4 October 2012
10:00am – 11:30am or 2:00–3:30pm

Launceston

Tailrace Centre – 1 Waterfront Drive, Riverside
Tuesday, 2 October 2012
10:00am – 11:30am

Devonport

Devonport Library – 21 Oldaker Street, Devonport
Tuesday, 3 October 2012
10:00am – 11:30am

The time to consider an Enduring Power of Attorney is now while you are healthy, aware and in full control. Remember most situations where you might need an Enduring Power of Attorney happen without warning. Protect yourself and those people closest to you – call us today on 1800 068 784

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

HOBART

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

LAUNCESTON

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

BURNIE

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

DEVONPORT

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

Tasmanian Government Gazette

Email text copy to

govt.gazette@thepat.com.au

or fax to (03) 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

LINC TASMANIA

LINC's Access and Collections

Hobart LINC

Customer Services Officer, Hobart LINC (700535).

Applications Close:—Friday, 21 September 2012.

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

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time from as soon as possible.

Location:—Hobart LINC.

Undertake routine operational tasks and provide basic client assistance under close supervision and direction.

The duties include organising and controlling the daily delivery service of mail, parcels and goods. This involves certain manual handling tasks such as, but not limited to, the lifting and moving of items.

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*.

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.

HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Child and Family Health Nurse, Home Visitor (516583).

Applications Close:—Friday, 21 September 2012.

Salary:—\$61,739 – \$74,620 pro rata, per annum.

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

Permanent part-time day work (38.0 hours per fortnight).

Location:—CYFS, Child Health and Parenting Centre, North West.

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse Home Visitor will:—provide assessment, care and support to individuals and groups; undertake aspects of early identification and early intervention activities within the structured home visit program.

Selection criteria includes:—Minimum of three years Post basic registration nursing experience and holds a relevant tertiary qualification or is working towards same.

Comprehensive knowledge of the principles of primary health care and ability to apply these principles in practice.

Demonstrated clinical skills appropriate to the area of child and family health nursing with a focus on teen parents. ie. infant and child development including social and emotional, attachment principles, understanding of adult mental health issues especially postpartum.

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

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 Cherie Neilson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 6201, mobile 0419 344 763, email *cherie.neilson@dhhs.tas.gov.au*.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Clinical Nurse Consultant, Quality (520688).

Applications Close:—Friday, 28 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 (part-time hours may be considered by negotiation).

Location:—DHHS, Children and Youth Services, Quality Improvement and Workforce Development, Statewide.

In accordance with Agency policies and statutory requirements provide leadership, and co-ordinate the development, implementation and evaluation of quality improvement and safety activities within Child Health and Parenting Services CHAPS).

Provide advice to CHAPS Management on a broad range of issues relating to quality improvement, including the development of procedures and protocols, planning, service development and performance reporting.

Provide developmental support to CHAPS and assist in the implementation and evaluation of quality improvement strategies.

Develop and promote a client safety culture within CHAPS.

Selection criteria includes:—Knowledge of and experience in accreditation processes and implementing quality improvement and clinical risk management processes in a child health service.

Comprehensive knowledge of and experience in health care service delivery and knowledge of current trends in safety and quality in health care services within the community.

Extensive knowledge of contemporary professional and organisational development issues affecting the legal and ethical requirements in child health services.

Ability to initiate, guide and motivate a multidisciplinary team in the development, implementation and evaluation of quality improvement and clinical risk management activities.

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

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 Liz O'Malley, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2207, email elizabeth.omalley@dhhs.tas.gov.au.



TAKE ADVANTAGE OF DISTANCE: MBA HEALTH MANAGEMENT

To go further in your health career, go for a MBA in Health Management at the University of Tasmania. Offered by distance, this is an industry-specific MBA that will equip you with knowledge and skills that you can put into action straight away. Our graduates are highly sought after. Make sure you are too!

"Studying by distance at UTAS suited my circumstance perfectly. It allowed me the flexibility to manage my time, and it gave me the skills, confidence and credentials to take the next step in my career."

—Linda Goodwin, Divisional Support Manager, North Shore Ryde Health Service

- Offered by distance
- Accessible lecturers
- 2 ½ to 3 years part-time study*
- Fees can be deferred** plus 10% reduction for UTAS alumni

VISIT US AT THE MBA AND POSTGRADUATE EXPOS IN SEPTEMBER:

HOBART 24, LAUNCESTON 26 AND BURNIE 27



YOUR WAY FORWARD.

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



*Timeframe depends on your chosen stream. **Defer your fees through the Federal government FEE-HELP loan scheme.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Nurse Unit Manager (500825).

Applications Close:—Friday, 21 September 2012.

Salary:—\$82,923 – \$88,794 p.a.

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

Fixed-Term full-time day work (part-time hours may be considered by negotiation) commencing As soon as possible until 31 May 2014.

Location:—CYFS, Child Health and Parenting Centre, North West.

Duties:—Provide leadership to the Child Health and Parenting Service team.

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 the Child Health and Parenting Service team.

Selection criteria includes:—Demonstrated extensive clinical knowledge and experience relevant to the area of child and family health nursing, and/or a post-graduate qualification in child and family health. Demonstrated experience and/or a post-graduate qualification (or working towards) relevant to this management role.

Comprehensive knowledge of and experience in contemporary nursing management practice, including: clinical governance; clinical risk management; evidenced based practice; research; clinical standards; ethics; and legislation.

Desirable Requirements:—Relevant post graduate qualifications.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion 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 Cheryl Smith, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 6461, mobile 0419 579 491, email cheryl.smith@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Population Health

Population Health Operations

Public and Environmental Health Services

Health Physicist (Summer Student) (2 Vacancies).

Applications Close:—Friday, 28 September 2012.

Salary:—\$48,809 pro rata, per annum.

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

Vacancy No. 500751.

Fixed-Term full-time day work, commencing 26 November 2012 to 15 February 2013 (both vacancies).

Location:—Hobart.

Duties:—These positions assist the Health Physicists to carry out projects and inspections under the Radiation Protection Act 2005 and to prepare reports.

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

Enquiries to Barbara Shields, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7256, email barbara.shields@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Statewide and Mental Health Services

Clinical Psychologist (513521).

Applications Close:—Friday, 21 September 2012.

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

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

Fixed-Term part-time day work, working 30.4 hours per fortnight, commencing as soon as possible to 25 January 2013.

Location:—Forensic Health Services, as part of Statewide Mental Health Services, North.

Please Note:—This position attracts an additional 6.5% Correctional Health Allowance.

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

The Clinical Psychologist will:—Undertake psychological evaluation, assessment and diagnosis of a range of child and adolescent behavioural, emotional, cognitive and social problems using recognised assessment techniques in the context of clients involved with the youth justice system.

Provide psychological treatment, including the design, development, implementation and evaluation of specialised treatment programs.

Provide specialist consultation and training to workers within youth justice on issues pertaining to the early identification and intervention in mental health issues for their 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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to William Doudle, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2627, email william.doudle@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH
Launceston General Hospital

Clinical Nurse (503827).

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

Location:—W.P. Holman Clinic, LGH Charles Street, Launceston.

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

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

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

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

Enquiries to John Bertram, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7148, email john.bertram@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH
Launceston General Hospital

Registered Nurse (504120).

Applications Close:—Friday, 21 September 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 shift work (fully rotational), working 56 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence 28 October 2012 until 27 April 2013.

Location:—Ward 5D, LGH Charles Street, Launceston.

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

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

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

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

Enquiries to Kerry Leonard, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7481, email kerry.leonard@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH
Launceston General Hospital

Registered Nurse (- 2 Vacancies).

Applications Close:—Friday, 21 September 2012.

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

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

Vacancy No. 519799.

Fixed-Term part-time shift work (fully rotational), working 48 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence 25 November 2012 until 31 August 2013.

Location:—Ward 5D, Launceston General Hospital.

Vacancy No. 513662.

Fixed-Term part-time shift work (fully rotational), working 48 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence 25 November 2012 until 25 May 2013.

Location:—Ward 5D, Launceston General Hospital.

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

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

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 Kerry Leonard, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7481, email kerry.leonard@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Primary Health Services North

Cook (Relief Non Trade), Casual (519448).

Applications Close:—Friday, 21 September 2012.

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

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

Fixed-Term casual shift work, as and when required, commencing as soon as possible to 28 September 2014.

Location:—Deloraine District Hospital.

Duties:—Ensure a high standard of food preparation and presentation for patients/residents and basic catering for meetings and functions held at the facility. Provide direction and supervision of kitchen staff in the performance of their duties.

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 Brigid Riall, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6362 5000, email brigid.riall@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.

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Primary Health Services North

Health Care Assistant (512930).

Applications Close:—Friday, 21 September 2012.

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

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

Fixed-Term casual day work, as and when required, commencing 30 September 2012 to 29 September 2014.

Location:—Westbury Community Health Centre.

Duties:—Under the supervision of a Community Nurse and in line with Agency policies and procedures provide personal care services to frail aged and disabled clients living in a community setting, provide respite and support for community members in a caring role, and provide activities and services which promote independent living.

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 Annette Barrett, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6393 5800, email annette.barrett@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.

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Primary Health Services North

Registered Nurse, Casual (504193).

Applications Close:—Friday, 21 September 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 casual shift work, as and when required, commencing as soon as possible to 10 September 2014.

Location:—St Helens District Hospital, St Helens, Tasmania.

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

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

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

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

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Primary Health Services North

Respite Co-ordinator (512583).

Applications Close:—Friday, 21 September 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 day work, working 32 hours per fortnight, commencing as soon as possible to 30 June 2014. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Campbell Town Health and Community Service.

Duties:—In consultation with the Community Services Manager, co-ordinate a flexible and creative range of in-home respite options for people with dementia and/or cognitive behaviour disorders that present challenging behaviours that restrict their access to generally available services.

Desirable 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 Jan Harvey, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6381 3300, email jan.harvey@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.

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Mersey Community Hospital

Communication Support Officer (514483).

Applications Close:—Friday, 21 September 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 day work, working 56 hours per fortnight.

Location:—Mersey Community Hospital.

Duties:—Are you enthusiastic, customer focused and committed to providing professional service? This could be the career opportunity you are looking for.

The Tasmanian Health Organisation, North West is seeking an enthusiastic and professional individual for the role of Communications Support Officer located at Mersey Community Hospital in Latrobe. We are seeking applicants with highly developed communication, interpersonal and organisational skills. You will work within a multi-skilled environment to provide an efficient, effective, confidential and courteous service through the Switchboard, Main Reception and Department of Emergency Medicine Reception.

In this role you will be required to work shift work including nights and weekend.

The primary duties of this role are to control and direct all telephone calls, provide a front line reception services, answer all patient, staff and public enquiries and refer enquiries to the correct departmental personnel. You will assist with general administration duties such as co-ordination of meeting room and government vehicle bookings, receiving and receipting of petty cash. In addition, you may be required to interview patients and complete relevant administrative procedures related to admission to the Department of Emergency Medicine.

The successful applicant will have demonstrated skills in the use of programs within Microsoft Office and thorough knowledge of and skills relevant to communication network information and support services. You will exhibit the knowledge of or capacity to acquire knowledge of hospital procedures relating to emergencies and various codes of practice.

Demonstrated capacity to use initiative and problem solving skills to communicate effectively at all levels and handle sensitive situations with diplomacy and confidentiality are key attributes required to successfully fulfil this role.

For more information or to discuss your career in hospital administration opportunity today, please contact Andrew Groves on (03) 6430 6615 or 0419 973 006 or email andrew.groves@dhhs.tas.gov.au.

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

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Mersey Community Hospital

Tradesperson (Plumber) (- 2 Vacancies).

Applications Close:—Friday, 21 September 2012.

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

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

Vacancy No. 515115.

Fixed-Term casual working as and when required.

Location:—Mersey Community Hospital.

Vacancy No. 520981.

Fixed-Term casual working as and when required.

Location:—North West Regional Hospital.

Duties:—The Tasmanian Health Organisation, North West wishes to recruit casual plumbers to carry out plumbing and maintenance of building and structures throughout the Mersey Community Hospital (MCH) and North West Regional Hospital (NWRH).

Working as part of a multidisciplinary team, you will be responsible for the repair and installation of all plumbing trade related plant, equipment, services, and facilities throughout the NWRH and MCH.

You will possess skills in installation and maintenance of reticulated water mains, sterilisers, backflow testing, roofs, steam systems, waste lines or similar associated equipment, ensuring deadlines, specifications and quality standards are met. Your level of knowledge and experience combined with the demonstrated skill and ability to manage minor projects will allow you to actively engage in the opportunities provided to you within this position.

You will have a sound working knowledge of the principals involved in manual handling, Australian Standards, Regulations and the Workplace Health and Safety and Health Services Acts. You will be a self-starter who is able to prioritise work and complete tasks in an efficient and effective manner.

The successful applicant must hold or be working towards obtaining Certificate III in Plumbing or equivalent or eligible for registration by the Plumbers and Gas-fitters Registration Board to work as an Advanced Plumber (and Gas Fitter) in Tasmania.

We will offer you a welcoming and supportive environment where you will become a valued member of our dedicated team.

Please call Andrew Groves today on (03) 6430 6615 or email andrew.groves@dhhs.tas.gov.au to discuss your application and learn more about this position.

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

Essential Requirements:—Relevant Trades Qualification.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Clerk (Perioperative Services, Casual Relief) (519347).

Applications Close:—Friday, 21 September 2012.

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

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

Fixed-Term casual working as and when required.

Location:—North West Regional Hospital.

Duties:—The Tasmanian Health Organisation, North West is seeking to recruit enthusiastic and motivated individuals to the role of Casual Relief Clerks. The primary focus of the role is to provide clerical services to the various areas within Specialist Clinics, Diabetes Clinic and Medical Day Unit.

An important aspect of this role is the ability to be flexible and work autonomously to maintain an effective and timely service to patients, their families and relevant staff. Your ability

to maintain a high level of confidentiality in your day to day dealings with patient details and personal medical records is invaluable.

The successful applicant will have demonstrated knowledge of administration procedures within the healthcare and hospital system as well as application of skills in the use of electronic information systems and appointment scheduling. High level skills in the use of Microsoft suite including word processing and data basing is highly desirable.

Ongoing professional development may be required to fulfil this role.

For more information or to discuss your application today please contact Hayley Elmer on (03) 6430 6503 or email hayley.elmer@dhhs.tas.gov.au.

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

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Physiotherapist (502049).

Applications Close:—Friday, 5 October 2012.

Salary:—\$51,856 – \$78,311 p.a.

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

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

Location:—North West Regional Hospital and other sites.

Duties:—Have you recently graduated and are seeking an opportunity to put your skills and knowledge into practice? Are you keen to pursue your Physiotherapy career? Is lifestyle and location an important factor in your career decision?

If you have answered yes, then the Tasmanian Health Organisation, North West may have the opportunity for you to expand your horizons through a 12 month fixed term Physiotherapy position.

You will be responsible for the assessment, planning and implementation of treatment programmes for clients. You will use your excellent communication and interpersonal skills to assist with health promotion and education programmes for clients and their carers. You will also use these skills to liaise and build collaborative relationships with other health care professionals and service providers, both internal and external to the organisation. You will also be required to assist Senior Physiotherapists in providing clinical programmes for students.

This position, on the North West Coast of Tasmania, is based predominantly at the North West Regional Hospital in Burnie with other work sites at the Mersey Community Hospital as well as the Devonport Community Health Centre. The North West Coast provides an enviable lifestyle for work and social activities. Stunning scenery, outstanding forests, mountains, beaches and rivers provide so many pictures of nature at its best. Together with the sporting and social activities which are a vibrant and inherent part of the North West Coast, the overall lifestyle is worth experiencing.

In addition to the superb location, we will offer you an attractive salary plus superannuation and access to salary packaging. We will support and encourage your professional and personal development endeavours and provide you with a modern and well resourced work environment.

If this sounds like your next career opportunity, please call Noel McRoberts today on (03) 6430 6608 or email noel.mcroberts@dhhs.tas.gov.au for a confidential discussion about your application.

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

Desirable Requirements:—Current driver's licence, which is acceptable in Tasmania.

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

Enquiries to Noel McRoberts, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6608, email noel.mcroberts@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST
North West Regional Hospital

Tradesperson, Painter (520982).

Applications Close:—Friday, 21 September 2012.

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

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

Fixed-Term casual working as and when required.

Location:—North West Regional Hospital and other sites.

Duties:—The Tasmanian Health Organisation, North West wishes to recruit a casual painter to carry out painting and maintenance of building and structures throughout the North West Regional Hospital.

Working as part of a multidisciplinary team, you will be responsible for the repair of painting equipment, services and facilities throughout the North West Regional Hospital.

You will possess skills in delivering a neat standard of painting and technical trade functions, including the use of spray guns. Your level of knowledge and experience combined with the demonstrated skill and ability to manage minor projects will allow you to actively engage in the opportunities provided to you within this position.

You will have a sound working knowledge of the principals involved in manual handling, Australian Standards, Regulations and the Workplace Health and Safety and Health Services Acts. You will be a self-starter who is able to prioritise work and complete tasks in an efficient and effective manner.

The successful applicant must hold Certificate III Painting and Decorating or equivalent.

We will offer you a welcoming and supportive environment where you will become a valued member of our dedicated team.

Please call Andrew Groves today on (03) 6430 6615 or email andrew.groves@dhhs.tas.gov.au to discuss your application and learn more about this position.

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

Essential Requirements:—Relevant Trades Qualification.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST
Primary Health Services North West

Administrative Assistant (Casual Relief) (502405).

Applications Close:—Friday, 21 September 2012.

Salary:—\$36,165 – \$44,710 pro rata, per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 1.

Fixed-Term casual working as and when required.

Location:—King Island Hospital and Health Centre.

Duties:—Are you an enthusiastic and dedicated administrative support person?

The Tasmanian Health Organisation, North West (THO-NW) is seeking to appoint a highly motivated casual Administrative Assistant to join our Primary Health Team.

As a member of the operational team, the Administrative Assistant is responsible for the provision of administrative and clerical support to the King Island Hospital and Health Centre.

Working under minimal supervision the successful candidate will be responsible for the relevant day to day administration processes including, provision of an effective, caring service ensuring prompt, sensitive and confidential handling of all enquiries.

To be considered for this position you will have strong communication and interpersonal skills combined with a sound understanding of and experience in the Microsoft suite.

Find out for yourself what a great opportunity this is by calling Sarina Laidler, on (03) 6462 9900 or email: Sarina.laidler@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST
Primary Health Services North West

Community Health Nurse (502594).

Applications Close:—Friday, 21 September 2012.

Salary:—\$61,739 – \$74,620 pro rata, per annum.

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

Fixed-Term part-time shift work, working 48 hours per fortnight.

Location:—Community Health Ulverstone.

Duties:—Are you passionate about providing nursing services to the community? Do you enjoy engaging with service providers to ensure your clients have access to health services? Do you want to take your nursing career further?.

The Tasmanian Health Organisation, North West is seeking to recruit a Community Health Nurse to provide services in the Central Coast Municipality.

You will be a member of multidisciplinary health team, providing planning, implementation and evaluation of nursing care, in collaboration and consultation with your clients/patients. Your ability to provide direct holistic and individualised service to clients will be greatly valued and your nursing expertise will be utilised in the provision of treatment and therapeutic management of patients.

Your initiative and autonomy are integral to this role and you will work within a supportive and welcoming environment and participation in professional development and education is encouraged.

To learn more about this role and discuss your application, please contact Pru Enniss on (03) 6429 8428 or email pru.enniss@dhhs.tas.gov.au.

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

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

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 Pru Enniss, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6429 8428, email pru.enniss@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health Services North West

Maintenance Support Officer (520718) (520718).

Applications Close:—Friday, 21 September 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 working as and when required.

Location:—Primary Health Sites.

Duties:—The Tasmanian Health Organisation, North West (THO-NW) is seeking to recruit and experienced Maintenance Support Officer to undertake a wide range of duties associated with the maintenance of the buildings within THO-NW.

Primarily you will be responsible for the maintenance repairs and alterations to equipment, including non-biomedical, fixtures and fittings, in an efficient and safe manner. Additional duties include exterior and vehicle cleaning tasks.

Your demonstrated competence in general maintenance and gardening, will assist you with the efficient and effective execution consistent with the high quality standard of THO-NW. A sound knowledge of the principals of OH&S including manual handling is required to work independently with limited supervision and often with time constraints.

You will be a self starter, who is able to prioritise work in an efficient but effective manner. You will have sound communication and interpersonal skills and the ability to build a good rapport with your colleagues, other staff members and clients and a willingness to increase knowledge and skills on an ongoing basis.

Ongoing professional development and travel to other sites may be required.

We can offer you a well supported working environment, excellent remuneration plus superannuation and access to salary packaging.

To find out more information or to discuss your application, please contact Andrew Groves on (03) 6430 6615 or 0419 973 005 or email andrew.groves@dhhs.tas.gov.au.

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

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Cook (508071).

Applications Close:—Friday, 21 September 2012.

Salary:—\$52,160 – \$56,777 p.a.

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

Permanent full-time day worker (76 hours per fortnight), not working weekends but working public holidays.

Location:—Cambridge Production Centre.

Duties:—Undertake preparation, cooking and chilling of food for all clients. Assist with cleaning of equipment and facility.

Enquiries to Ian Norris, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6274 5204, email ian.norris@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, G.P.O. Box 1061, Hobart 7001.

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Customer Service Officer (509339).

Applications Close:—Friday, 21 September 2012.

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

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

Fixed-Term casual shift work, working as and when required, commencing as soon as possible for a period of up to two years.

Location:—Patient Information Management Service (PIMS) Royal Hobart Hospital.

Duties:—The Customer Service Officer Relief position provides relief as and when required for clerical functions in Patient Information Management Services which provides clerical support to clinical sites throughout the Royal Hobart Hospital and its outlying areas. The position involves a high standard of customer focused reception skills and the co-ordination and efficiency 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 Burgess, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8448, email jenny.burgess@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Storeperson, Food Services (508055).

Applications Close:—Friday, 21 September 2012.

Salary:—\$46,265 – \$50,325 p.a.

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

Permanent full-time day worker (76 hours per fortnight), not working weekends but working public holidays.

Location:—Cambridge Production Facility.

Duties:—Provide an efficient service in Food Service Store by preparing orders, receipting, issuing and delivering food items. Initiate action to provide and maintain computerised record of controlled stock.

Enquiries to Ian Norris, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6274 5204, email ian.norris@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, G.P.O. Box 1061, Hobart 7001.

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Clinical Support Services

Social Worker, Weekends and Public Holidays (517291).

Applications Close:—Friday, 21 September 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 shift work (Weekends and Public Holidays), working 4 hours per 28 day period.

Location:—South.

Duties:—Provide specialised social work services to patients admitted to the Assessment and Planning Unit (APU) and patients who meet the criteria for the Emergency Multidisciplinary Assessment Team (all patients over 65 years and patients under 65 who present with complex needs and age related illness) on weekends and Public Holidays.

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

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

Please address the selection criteria contained in the Statement of Duties, provide relevant personal details and work history.

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

Please do not send applications to the contact person.

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Clinical Trials Registrar (520796).

Applications Close:—Friday, 28 September 2012.

Salary:—\$78,220 – \$92,847 pro rata, per annum.

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

Fixed-Term part-time day work, working 38 hours per fortnight, commencing 14 January 2013 until 2 January 2015.

Location:—Royal Hobart Hospital.

Duties:—Responsible for the day to day management of private and public inpatients and outpatients within the Hospital who are being screened or are enrolled in a clinical trial. The successful applicant will assist in the screening of patients to assess suitability for trial inclusion. They will assist, under the supervision of the clinical trial principle investigator, in the consent process, ordering of investigations and treatment and the assessment and documentation of adverse events for patients enrolled in clinical trials, routine clinic reviews and assessment of response to treatment in accordance to the response criteria outlined in the trial protocol.

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

Enquiries to Dr Rosemary Harrup, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8157, email rosemary.harrup@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.

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH
Complex Chronic and Community Services

Physiotherapist (513440).

Applications Close:—Friday, 28 September 2012.

Salary:—\$48,809 – \$78,311 pro rata, per annum.

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

Fixed-Term part-time day work, working 60.8 hours per fortnight, commencing As soon as possible until 10 May 2013.

Location:—South.

Duties:—Work as an effective member of the multidisciplinary rehabilitation team in the assessment, planning and delivery of physiotherapy services for clients and their carers referred to the Community Rehabilitation Unit in Southern Tasmania. To ensure best practice standards for physiotherapy services provided by the Community Rehabilitation Unit, in accordance with organisational policies and the professional code of conduct.

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

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

Enquiries to Kerry Pearce, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7312, email kerry.pearce@dhhs.tas.gov.au.

Please address the selection criteria contained in the Statement of Duties, provide relevant personal details and work history.

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

Please do not send applications to the contact person.

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH
Surgical Services

Administrative Assistant—2 Vacancies (511785).

Applications Close:—Friday, 21 September 2012.

Salary:—\$52,160 – \$56,777 p.a.

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

Permanent full-time day work.

Location:—Department of Anaesthesiology, Royal Hobart Hospital.

Duties:—To provide a high level of business, secretarial and administrative support and assist in the efficient and effective operation for the Department of Anaesthesiology at the Royal Hobart Hospital. To co-ordinate a wide range of administrative services within the service and undertake specific projects as required.

Enquiries to Paul Ashby, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8932, email paul.ashby@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.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

MINERAL RESOURCES TASMANIA

Office of the Director

Manager Geosceince (372491).

Applications Close:—Friday, 28 September 2012.

Salary:—\$100,957 – \$108,744 p.a.

Tasmanian State Service Award, Professional Stream, Band 4.

Permanent full-time.

Location:—Rosny.

Duties:—To plan, organise and lead geoscientific operations and projects to increase understanding of the geosciences of Tasmania to provide information for land use and infrastructure planning, mineral exploration and mining and mitigation of geohazards.

To make available relevant geoscientific information for land use planning and the attraction of investment in the mineral exploration and mining sectors within Tasmania.

Provide authoritative advice and recommendations relating to mineral tenements and associated matters, including assessment of various applications made under the Mineral Resources Development Act 1995.

Undertake reviews of tenements regarding performance, reporting and other statutory obligations.

Manage a team including geoscientists, technicians and administrative staff dedicated to the task of collection and curation of geological data, stimulating private sector mineral exploration activity and regulation of industry compliance with statutory requirements.

Provide advice to industry and the public in areas requiring specialist geoscientific information management expertise.

As a senior member of the Mineral Resources Tasmania (MRT) management team contribute to strategic direction and policy development within MRT.

Monitor the progress and activities of exploration licence holders in relation to geoscientific investigations and assess work programmes and results.

Oversee collection, entry and curation of geological data into the Tasmanian Information on Geosciences and Exploration Resources (TIGER) corporate data repository.

Assist in planning, organising and leading promotional activities directed at the mineral exploration industry with a view to increasing the amount of mineral exploration activity in Tasmania.

Provide strong general management input across span of control in the areas of budgeting, administration and human resources. Provide strong mentoring to relevant staff in specific scientific and general management skills. Liaise effectively with other Agencies, industry and industry bodies.

Act for the Chief Geologist during absences.

Essential Requirements:—A degree in a relevant geological science with post graduate qualification to PhD or equivalent academic standing and At least 10 years experience working in a relevant private and/or public sector body at a senior level.

Desirable Requirements:—Broad experience and exposure across relevant Australian mineral resource sectors. Demonstrated understanding of the metallic and industrial minerals sectors. Demonstrated ability to work at the industry government interface. Exposure to and understanding of commercial exploration and mining activities. Track record of successful staff management at a senior level. Enquiries to Carol Bacon, A/Chief Geologist, Department of Infrastructure, Energy and Resources, 30 Gordons Hill Road, Rosny, phone (03) 6233 8326, email carol.bacon@dier.tas.gov.au.

Applications to HR Operations, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart Tas 7001, phone (03) 6233 6396, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

PASSENGER TRANSPORT

Passenger Transport Services

Manager Passenger Transport Services (370202).

Applications Close:—Friday, 28 September 2012.

Salary:—\$100,957 – \$108,744 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—Effectively manage the human, physical and information resources of the Branch to achieve key Governmental, Departmental and Divisional outcomes and objectives in relation to passenger transport services, subsidies and concessions, foster ongoing improvement in Branch capability and operational effectiveness, and identify and pursue opportunities for improving outcomes for transport disadvantaged members of the community.

Under broad direction from the Transport Commission exercises functions delegated by the Commissioner for Transport under the Passenger Transport Act 1997 and the Passenger Transport Regulations 2000, direct the procurement and administration of all Transport Commission contracts for the supply of passenger transport services, and develop and implement systems and processes for the delivery of passenger concessions, subsidies and financial assistance.

Provide operational policy leadership and strategic guidance to Branch staff engaged in research and analysis, operational policy development, and program planning and evaluation pertaining to regular passenger transport services issues, and assistance schemes for transport disadvantaged target groups.

Lead complex and contentious contract negotiations and provide strategic direction in the procurement and administration of all government contracts for the supply of regular essential passenger transport services, ensuring that these processes are undertaken in accordance with appropriate Government standards, and oversight the implementation of concessions, subsidies and financial assistance to transport disadvantaged members of the community.

Provide highest level strategic and operational advice to Government, Senior Management and the Transport Commission on legislative, regulatory and other matters relating to passenger transport services, including facilitating and managing the preparation of high level reports and briefings in relation to these issues.

Foster effective relationships with key community, stakeholders and service supplier groups in order to enhance delivery of essential passenger services, and identify opportunities for improving outcomes for transport disadvantaged members of the community.

Liaise and negotiate at a senior level with relevant state and national bodies, and represent the Department on committees, working groups and other fora at state and national levels.

Desirable Requirements:—Relevant tertiary qualifications and/or experience.

Enquiries to Penny Nicholls, A/Deputy Secretary, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart Tas 7001, phone (03) 6233 2652, email penny.nicholls@dier.tas.gov.au.

Applications to HR Operations, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart Tas 7001, phone (03) 6233 6396, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

TRANSPORT INFRASTRUCTURE SERVICES

Manager Transport Systems Group (371920).

Applications Close:—Friday, 21 September 2012.

Salary:—\$100,957 – \$108,744 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—Provide a high level of leadership and management to a multi-skilled professional and technical team, ensuring the effective and efficient utilisation of human, financial and physical resources.

Provide high-level strategic, technical and operational advice to Senior Management and lead staff through resolving novel, complex or contentious traffic signal and ITS issues.

Provide high-level correspondence, reports and briefing material when necessary, and effectively work with stakeholders.

Keep abreast of traffic signal and ITS developments, including representing Tasmania at relevant National forums, and ensure the adoption of appropriate technologies and practices in Tasmania.

Develop policies and strategies for the effective management of Tasmania's traffic signals and ITS assets.

Manage the development of the Traffic Signal Maintenance Program, to preserve asset value and minimise ongoing operating costs.

Monitor, evaluate and report on the Group's performance against budget and targets, particularly with respect to the Traffic Signal Maintenance Program and ITS projects.

Work collaboratively with designated stakeholders to ensure the most cost-effective distribution of resources on the road network, and identify opportunities for innovation and improvement.

Desirable Requirements:—A current driver licence. A tertiary or trade qualification in a relevant discipline, eg Electrics, Electronics, Communications or Information Technology.

Enquiries to Simon Buxton, Director Traffic and Infrastructure, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart Tas 7000, phone (03) 6233 5276, email Simon.Buxton@dier.tas.gov.au.

Applications to HR Operations, 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.

JUSTICE

COMMUNITY CORRECTIONS

Directorate

State-wide Operations Manager (356165).

Applications Close:—Friday, 21 September 2012.

Salary:—\$100,957 – \$108,744 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 8.

Fixed-Term full-time 73.5 hours per fortnight commencing 1 October 2012 until 30 September 2013.

Location:—Hobart.

Duties:—Manage and co-ordinate regional teams to ensure effective and efficient management of offenders. Provide oversight of, and co-ordinate the planning and implementation of service delivery in Community Corrections.

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 Ginna Webster, Director Community Corrections, Department of Justice, phone (03) 6233 4753, email ginna.webster@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Ginna Webster on (03) 6233 4753. 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

SUPREME COURT

Hobart

Registry Administration Officer (354974).

Applications Close:—Friday, 21 September 2012.

Salary:—\$52,869 – \$57,546 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-Term full-time 73.5 hours per fortnight until November 2013.

Location:—Hobart.

Duties:—Contribute to the timely disposal of short cause civil matters coming before the Court through the efficient processing of documentation and files, and the timely and effective co-ordination of the Associate Judge's lists. Allocate hearing dates for the taxations of costs before the Registrars' of the Court. Provide procedural advice to internal and external clients including advice in relation to procedures under acts, regulations, rules, practice directions, and policies applicable in the Supreme Court.

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 Andrew Smart, Acting Manager Supreme Court, Department of Justice, phone (03) 6233 7158, email andrew.smart@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Andrew Smart 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

BIOSECURITY AND PRODUCT INTEGRITY

Plant Biosecurity and Diagnostics

Plant Pathologist (Molecular Diagnostics) (25940).

Applications Close:—Friday, 21 September 2012.

Salary:—\$52,869 – \$86,050 p.a.

Tasmanian State Service Award, Professional Stream, Band 1-2.

Permanent full-time.

Location:—New Town.

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

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

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

Duties:—Provide high level diagnostic services and technical advice on plant pathology with an emphasis on molecular testing, and participate in the development of technical policy, particularly with regard to plant biosecurity.

Essential Requirements:—A degree in Science or Agricultural Science, incorporating a plant pathology component, relevant to the professional duties to be undertaken, as provided by a university.

Desirable Requirements:—Band 1: A PhD in plant pathology incorporating a molecular biology component. A current motor vehicle driver's licence.

Band 2: The above, plus 5 years experience working in plant pathology including molecular diagnostics.

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 Chinatsu Yahata, phone (03) 6233 7580, email chinatsu.yahata@dPIPWE.tas.gov.au.

Applications to Chinatsu Yahata, Administrative Assistant, Department of Primary Industries, Parks, Water and Environment, 13 St Johns Avenue, New Town, Tas 7008, phone (03) 6233 7580, fax (03) 6278 2716, email chinatsu.yahata@dPIPWE.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

Service Tasmania Operations

Client Service Officer (000293).

Applications Close:—Friday, 21 September 2012.

Salary:—\$52,869 – \$57,546 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time for 20 hours 40 minutes per fortnight.

Location:—Whitemark/Northern Region.

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

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

Duties:—To provide accurate and efficient client focussed services for a broad range of Government business transactions and information services including collection and receipt of monies and providing information.

The person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted: conviction check for:—crimes involving dishonesty, crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—12 months experience in a customer service environment, or administrative and clerical environment involving cash handling and reconciliation of monies and the use of current technology.

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 Sue Quarrell, phone (03) 6336 2870, email sue.quarrell@dPIPWE.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dPIPWE.tas.gov.au.

STATUTORY OFFICE

Chief Executive Officer, TasTAFE.

Applications Close:—Friday, 21 September 2012.

Salary:—To be negotiated.

Fixed-Term full-time for up to five years.

Location:—To be negotiated.

The Tasmanian Government recently announced the establishment of a new single vocational education and training provider – TasTAFE. TasTAFE will be a government agency, a statutory authority with an independent Board to which the CEO will report.

TasTAFE's mission will be to improve the participation, productivity and work-readiness of Tasmanians to meet the current and future skills needs of industry.

The initial focus for the CEO will be to bring together the resources of the two existing public VET providers into one new organisation.

As Chief Executive Officer, you will provide strategic direction and leadership to the staff of the organisation in its establishment and ongoing operations.

You will advise the Board, and, as required, the Minister, on policy and management issues and will represent TasTAFE in industry and community discussions and in negotiations with key stakeholders.

You will be responsible for determining, prioritising and implementing the strategies necessary to support organisational success and growth and client satisfaction, and be accountable for achieving agreed performance outcomes for the organisation across the state.

Enquiries should be directed in confidence to Mr Allan Laurie on (02) 9252 2393. Expressions of interest may be sent to info@odgersberndtson.com.au or posted to P.O. Box R247, Royal Exchange NSW 1225.

TASMANIAN AUDIT OFFICE

Financial Auditor (TAO2404).

Applications Close:—Friday, 28 September 2012.

Salary:—\$52,869 – \$86,050 p.a.

Tasmanian State Service Award, Professional Stream, Band 1-2.

Permanent full-time.

Location:—Hobart.

Duties:—Monitor and effectively manage assigned audits within agreed or set timeframes, budgets standards of performance and accountability.

As a main contact for senior management of assigned audits establish a rapport with clients based on professional relationships and respect for roles and responsibilities, ensure they are kept informed of the progress of audits, prepare and provide reports, opinions, correspondence and presentations to clients and seek to resolve differences of opinion.

For the assigned financial audits undertake the Team Leader role as defined in the Office's financial audit methodology.

Provide audit teams and individuals regular constructive feedback through timely reviews of their work against planned procedures and standards, signing-off as necessary in the audit file, and manage on-the-job performance in accordance with the Office's performance management system, including under performance.

Advise the engagement leader, signing officer, engagement quality control reviewer and client management of issues in a timely manner and offer solutions.

Provide high level technical advice to senior client management and Audit Office staff for issues encountered, developing solutions based on interpretation of standards, Treasurers Instructions and legislative requirements.

Ensure audit team members work in a safe and secure environment including promoting support and respect of individual and organisational differences taking action to respond to and prevent disrespect, harassment or bullying.

In consultation with clients, prepares drafts for the Auditor-General's Report to Parliament.

If required, assists in the management and development of less experienced staff.

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

Driver's Licence.

The Auditor-General 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.

Special Requirements:—Significant out of hours work may be required during the Audit report period (i.e. July to October) and some work outside normal hours may be required at other times.

Generally, periods of leave will not be granted from July to October.

May be required to undertake intrastate/interstate travel.

May be assigned to other locations within the Office to perform work of a similar nature.

Enquiries to Tony Knight, Manager Financial Audits, Tasmanian Audit Office, G.P.O. Box 851, Hobart 7001, phone (03) 6226 0100, fax (03) 6226 0199, email Recruitment@audit.tas.gov.au.

Applications to Jessica Reardon, Human Resources Consultant, Tasmanian Audit Office, G.P.O. Box 851, Hobart 7001, phone (03) 6226 0100, fax (03) 6226 0199, email Recruitment@audit.tas.gov.au.

To be considered for an interview, applicant must address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae. Email submissions are preferred.

TASMANIAN AUDIT OFFICE

Graduate Financial Auditor (TAO2602).

Applications Close:—Friday, 28 September 2012.

Salary:—\$52,869 – \$63,654 p.a.

Tasmanian State Service Award, Graduate.

Fixed-Term full-time 3 years.

Location:—Hobart.

Duties:—Assists in the planning of audits. Assists with the conduct of allocated audit tasks in accordance with the audit plan, time deadlines and Office and professional standards. Records results of audit work for review by team leader.

Monitor and effectively manage assigned audits within agreed or set timeframes, budgets standards of performance and accountability.

For the assigned financial audits undertake the Team Leader role as defined in the Office's financial audit methodology.

Advise the engagement leader, signing officer, engagement quality control reviewer and client management of issues in a timely manner and offer solutions.

Provide technical advice to senior client management and Audit Office staff for issues encountered, developing solutions based on interpretation of standards, Treasurers Instructions and legislative requirements.

In consultation with clients, prepares drafts for the Auditor-General's Report to Parliament.

Essential Requirements:—Have completed a relevant degree from a recognised tertiary institution (or be within one year of completion of a relevant degree).

Driver's Licence.

The Auditor-General 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.

Special Requirements:—Significant out of hours work may be required during the Audit report period (i.e. July to October) and some work outside normal hours may be required at other times.

Generally, periods of leave will not be granted from July to October.

May be required to undertake intrastate/interstate travel.

May be assigned to other locations within the Office to perform work of a similar nature.

Enquiries to Monique Poxon, Manager Financial Audits, Tasmanian Audit Office, G.P.O. Box 851, Hobart 7001, phone (03) 6226 0100, fax (03) 6226 0199, email Recruitment@audit.tas.gov.au.

Applications to Jessica Reardon, Human Resources Consultant, Tasmanian Audit Office, G.P.O. Box 851, Hobart 7001, phone (03) 6226 0100, fax (03) 6226 0199, email Recruitment@audit.tas.gov.au.

To be considered for an interview, applicants must address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae. Email submissions are preferred.

TASMANIAN AUDIT OFFICE

Senior Financial Auditor (TAO2316).

Applications Close:—Friday, 21 September 2012.

Salary:—\$74,405 – \$86,050 pro rata, per annum.

Tasmanian State Service Award, Professional Stream, Band 2.

Permanent part-time 22.05 hours per week.

Location:—Launceston.

Duties:—Monitor and effectively manage assigned audits within agreed or set timeframes, budgets standards of performance and accountability.

As a main contact for senior management of assigned audits establish a rapport with clients based on professional relationships and respect for roles and responsibilities, ensure they are kept informed of the progress of audits, prepare and provide reports, opinions, correspondence and presentations to clients and seek to resolve differences of opinion.

For the assigned financial audits undertake the Team Leader role as defined in the Office's financial audit methodology.

Provide audit teams and individuals regular constructive feedback through timely reviews of their work against planned procedures and standards, signing-off as necessary in the audit file, and manage on-the-job performance in accordance with the Office's performance management system, including under performance.

Advise the engagement leader, signing officer, engagement quality control reviewer and client management of issues in a timely manner and offer solutions.

Provide high level technical advice to senior client management and Audit Office staff for issues encountered, developing solutions based on interpretation of standards, Treasurers Instructions and legislative requirements.

Ensure audit team members work in a safe and secure environment including promoting support and respect of individual and organisational differences taking action to respond to and prevent disrespect, harassment or bullying.

In consultation with clients, prepares drafts for the Auditor-General's Report to Parliament.

If required, assists in the management and development of less experienced staff.

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

Driver's Licence.

The Auditor-General 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.

Special Requirements:—Significant out of hours work may be required during the Audit report period (i.e. July to October) and some work outside normal hours may be required at other times.

Generally, periods of leave will not be granted from July to October. May be required to undertake intrastate/interstate travel. May be assigned to other locations within the Office to perform work of a similar nature.

Enquiries to Rob Luciani, Manager Financial Audits, Tasmanian Audit Office, G.P.O. Box 851, Hobart 7001, phone (03) 6336 2217, fax (03) 6336 2908, email Recruitment@audit.tas.gov.au.

Applications to Jessica Reardon, Human Resources Consultant, Tasmanian Audit Office, G.P.O. Box 851, Hobart 7001, phone (03) 6226 0100, fax (03) 6226 0199, email Recruitment@audit.tas.gov.au.

To be considered for an interview, applicants must address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae. Email submissions are preferred.

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

*Budget Management Branch***Project Manager (BIMS) (724272).**

Applications Close:—Friday, 28 September 2012.

Salary:—\$100,957 – \$108,744 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Fixed-Term full-time for the period 1 November 2012 until 30 June 2015.

Location:—Hobart.

Duties:—The objective of the position is to successfully manage the advancement of the Budget Information Management System (BIMS) project including project planning, project management, cost and quality management, and project monitoring and reporting.

In the context of the selection criteria, to be successful in the position applicants will have:—demonstrated project management skills including project governance, project planning, consultant management, project issue identification, project reporting and stakeholder management; demonstrated high level understanding and experience of a Budget Management System; demonstrated ability to understand complex issues and identify possible solutions; a demonstrated ability to lead a project team to achieve desired outcomes and high-level verbal and written communications skills.

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

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

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Receptionist/Administrative Support	K. Martin	6 months	13.09.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	R. Chugg	6 months	09.09.12
Health & Human Services & Tasmanian Health Organisations	Clinical Nurse	P. Shires	6 months	10.09.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	P. Barratt	6 months	10.09.12
Health & Human Services & Tasmanian Health Organisations	Maintenance Support Officer	T. Stafford	Nil	02.09.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	L. Learmont	6 months	10.09.12
Health & Human Services & Tasmanian Health Organisations	Occupational Therapy Assistant	H. Bell	Nil	16.09.12
Health & Human Services & Tasmanian Health Organisations	Pharmacy Technician	L. Pintarich	6 months	03.09.12
Health & Human Services & Tasmanian Health Organisations	After Hours Nurse Unit Manager	K. Parker	Nil	23.09.12

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	Visitor Reception Officer	G. Oliver	06.09.12 - 27.07.14	06.09.12

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	S. Gregory	General Manager, Transport Infrastructure Services	20.08.12	5 years

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	G. Ransley	HR Manager	23.08.12
Treasury & Finance	E. Glass	Information Management Coordinator	10.09.12

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	SPS System Administrator & Consultant	L. Woolley	31.08.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	C. Gouws	25.08.12
Health & Human Services & Tasmanian Health Organisations	Paramedic	T. Heys	18.08.12
Health & Human Services & Tasmanian Health Organisations	Physiotherapist	A. Shaw	04.09.12
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	K. Ferry	30.07.12
Health & Human Services & Tasmanian Health Organisations	Dental Prosthetist	D. Coombe	22.08.12
Health & Human Services & Tasmanian Health Organisations	Operational	D. Godfrey	05.09.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	C. Brunniche	01.09.12
Port Arthur Historic Site Management Authority	Bookings & Promotions Officer	L. Hantke	31.08.12

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Port Arthur Historic Site Management Authority	Tour Guide	R. Purdon	22.08.12

Termination of Officers

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Client Service Officer	M. Grubb	31.08.12

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	A. Fazackerley	Economic Development, Tourism & the Arts	Client Manager	17.09.12

Disclaimer.

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

Copyright.

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

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