



# TASMANIAN STATE SERVICE NOTICES

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

## Vacancies—General Information

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

[www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

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

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

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

Tasmanian Government Gazettes are available for sale from Print Applied Technology Pty Ltd, 33 Innovation Drive, Dowsing Point, Tasmania 7010.

### Further Information

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

### Submission of Applications

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

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

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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

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for your circumstances, consider talking to a financial adviser and review the 'Welcome to RBF' brochure at [www.rbf.com.au](http://www.rbf.com.au).



## Tasmanian Government Gazette

Email text copy to

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

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

### State Service Notices

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

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

#### Order Information

When using this facility please ensure your order and a copy of the material or vacancy reference are faxed to Print Applied Technology Pty Ltd on (03) 6216 5346

#### Deadlines

*Government Gazette*:—

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

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

**Deadlines will be strictly adhered to  
Subscription or account enquiries phone  
(03) 6233 3148.**

#### Gazette and State Service Online

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

Lead and manage the Southern Regional Office to support growth in regional communities through effective regional economic development programs and policies that focus on driving jobs, investment, export and community outcomes for the region.

Desirable Requirements:—Relevant tertiary or business-recognised qualifications, experience and affiliations are highly desirable.

Enquiries to Bronte Price, Director Regional Development, phone (03) 6336 2891, email *Bronte.Price@development.tas.gov.au*.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 9521, fax (03) 6233 5703, email *applications@development.tas.gov.au*.

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

#### EDUCATION

##### LEARNING SERVICES

*Learning Services (North)*

Prospect High School

#### *Assistant Principal, Prospect High School (205595).*

Applications Close:—Friday, 5 October 2012.

Salary:—\$102,052 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Prospect High School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a school or college.

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

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

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

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

Enquiries to Cary Stocks, Department of Education, phone (03) 6344 4744, email *cary.stocks@education.tas.gov.au*.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 2490, 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.

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

##### STRATEGY, ENTERPRISE AND REGIONS

*Regional Development*

Southern Regional Office

#### *Regional Manager South (424023).*

Applications Close:—Friday, 5 October 2012.

Salary:—\$100,957 – \$108,744 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Fixed-term full-time for 2 years.

Location:—Hobart.

Duties:—Provide authoritative advice on regional economic development policies, programs and critical projects as they apply to the southern region of Tasmania, including those associated with the Southern Regional Economic Development Plan, the Tasmanian Forests Intergovernmental Agreement and the Memorandum of Understanding on Place-Based Investment.



## EDUCATION

## LEARNING SERVICES

*Learning Services (North)*

## Prospect High School

**Education Facility Attendant, Cleaning, Prospect High School (952298).**

Applications Close:—Friday, 5 October 2012.

Salary:—\$37,063 – \$56,002 p.a.

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

Permanent full-time up to 80 hours per fortnight. The hours of duty will be from 1:00PM to 10:00PM.

Location:—Prospect High School.

The start date for this position will be Friday 25th January 2013.

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

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

Enquiries to Debbie Chancellor, School Executive Officer, Department of Education, phone (03) 6344 4744, email [debbie.chancellor@education.tas.gov.au](mailto:debbie.chancellor@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone

(03) 6233 2490, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:— Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)*

## Riverside High School

**Assistant Principal, Riverside High School (950293).**

Applications Close:—Friday, 5 October 2012.

Salary:—\$102,052 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Riverside High School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a school or college.

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

# Investigation Skills

This short course is suitable for public service employees who have a responsibility for conducting statutory investigations under a range of legislation, regulations, mandated government and organisational policies and procedures. This specialised training represents 'best practice' in conducting and reporting both simple and complex investigations.

**When:** 15, 16, 18, 19 Oct  
9am – 4pm

**Where:** Clarence training facility

**Cost:** \$1500 per person

**Course requirements:**

To undertake the program you must have workplace experience in conducting investigations.

**Facilitators:**

Syd McClymont and Bob Fielding each have over 40 years policing experience including crime scene examination, investigation, interviewing, interrogation, file preparation, giving evidence and prosecution of briefs. This background has given Syd and Bob an insight into the relevant legislation and its application in diverse circumstances.

**Outcome:**

Statement of Attainment.  
Selected units from Certificate IV in Government (Investigation) and Certificate IV in Government (Road Transport Compliance).

**Course includes:**

- Exercise regulatory powers
- Investigate non-compliance
- Produce formal record of interview
- Gather information through interviews
- Gather and manage evidence
- Advise on progress of investigations
- Finalise and report on investigations

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

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

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

Enquiries to Christine Males, Department of Education, phone (03) 6327 3969, email [christine.males@education.tas.gov.au](mailto:christine.males@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 2490, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

St Helens District High School

#### ***Assistant Principal, St Helens District High School (950309).***

Applications Close:—Friday, 5 October 2012.

Salary:—\$102,052 p.a.

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

Permanent full-time up to 70 hours per fortnight.

Location:—St Helens District High School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a school or college.

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

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

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

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

Enquiries to Matthew Bennell, Department of Education, phone 0438 628 891, email [matthew.bennell@education.tas.gov.au](mailto:matthew.bennell@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 2490, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

St Marys District School

#### ***Advanced Skills Teacher, St Marys District School (203704).***

Applications Close:—Friday, 5 October 2012.

Salary:—\$91,185 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—St Marys District School.

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

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

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

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

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

Enquiries to Charlotte Marshall, Department of Education, phone 0448 634 316, email [charlotte.marshall@education.tas.gov.au](mailto:charlotte.marshall@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, phone (03) 6233 2490, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)*

Winnaleah District High School

***Advanced Skills Teacher, Winnaleah District High School (203749).***

Applications Close:—Friday, 5 October 2012.

Salary:—\$91,185 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Winnaleah District High School.

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

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

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

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

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

Enquiries to Bruce Campbell, Department of Education, phone (03) 6354 2290, email [bruce.campbell@education.tas.gov.au](mailto:bruce.campbell@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, phone (03) 6233 2490, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)*

Youngtown Primary School

***School Executive Officer, Youngtown Primary School (952841).***

Applications Close:—Friday, 5 October 2012.

Salary:—\$71,148 – \$74,405 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time up to 73.5 hours per fortnight from 1 January 2013.

Location:—Youngtown Primary School.

Description of Role:—Manage the operations of the school office and co-ordinate the school administrative service and assigned resources. Provide authoritative advice and support to the Principal and senior staff on administrative, resource and service management. Develop and implement operational solutions to meet administrative service requirements.

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

Desirable Requirements:—Qualification or studies in relevant areas e.g. human resources, business studies or accounting.

Enquiries to Troy Roberts, Department of Education, phone (03) 6344 6235, email [troy.roberts@education.tas.gov.au](mailto:troy.roberts@education.tas.gov.au).

A Local Task List is available for this position.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7083, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

Rokeby High School

***Assistant Principal, Rokeby High School (201977).***

Applications Close:—Friday, 5 October 2012.

Salary:—\$102,052 p.a.

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

Permanent full-time From 4 February 2013.

Location:—Rokeby High School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a school or college.

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

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

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

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

Enquiries to Judy Travers, Department of Education, phone (03) 6212 3120, email [judy.travers@education.tas.gov.au](mailto:judy.travers@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:— Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

Early Childhood Intervention Service, Hobart

#### ***Teacher Assistant, Early Childhood Intervention Service, Hobart—2 vacancies (954395 and 954398).***

Applications Close:—Friday, 5 October 2012.

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

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 954395, 954398.

Permanent part-time 20 hours per fortnight up to 42 weeks per year.

Location:—Early Childhood Intervention Service, Hobart.

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

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

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

Enquiries to Rowena Wilkinson, Department of Education, mobile 0407 806 536, email [rowena.wilkinson@education.tas.gov.au](mailto:rowena.wilkinson@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 2490, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:— Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

Margate Primary School

#### ***Teacher Assistant, Margate Primary School—2 Vacancies (953741 and 956117).***

Applications Close:—Friday, 5 October 2012.

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

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 953741, 956117.

Permanent part-time 40 hours per fortnight, up to 42 weeks per year.

Location:—Margate Primary School.

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

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

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

Enquiries to Kate Slater, Department of Education, phone (03) 6267 2238, email [kate.slater@education.tas.gov.au](mailto:kate.slater@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 2490, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:— Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

Taroona High School

#### ***Canteen Assistant, Taroona High School (981200).***

Applications Close:—Friday, 5 October 2012.

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

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 24 hours per fortnight up to 40 weeks per year.

Location:—Taroona High School.

Description of the Role:—Maintain and deliver the school canteen services.



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

Enquiries to Christine Mitchell, Department of Education, phone (03) 6227 7700, email christine.mitchell@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 2490, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### LINC TASMANIA

#### *LINCs and Library Services*

#### LINC Programs and Outreach

#### **Librarian (700454).**

Applications Close:—Friday, 5 October 2012.

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

Tasmanian State Service Award, Professional Stream, Band 2.

Permanent part-time 58.80 hours per fortnight.

Location:—Public Programs, Hobart.

Manage the development and operation of a customer-focused library and/or specialist library or archival service or services on a geographical or functional basis.

Essential Requirements:—Degree or diploma in librarianship or information studies at a recognised university or college of advanced education or a post-graduate diploma in librarianship or information studies. Eligibility for admission to Associate membership of the Australian Library and Information Association (ALIA). 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 Anita Favretto, Department of Education, phone (03) 6233 7937, email anita.favretto@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

#### **Cost Accountant (517516).**

Applications Close:—Friday, 5 October 2012.

Salary:—\$91,208 – \$97,466 p.a.

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

Permanent full-time day work, commencing as soon as possible.

Location:—Hobart.

Duties:—The Cost Accountant provides specialist consultative advice to the Manager-Budget and Reporting by undertaking cost accounting analysis to support Business Units and the Department in its investment and management decision making. Identifying cost saving opportunities to support financial sustainability and Streamlining and standardising business, financial, accounting and operating processes to support a best practice environment.

Enquiries to Michelle Lawler, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6236 5814, email michelle.lawler@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Population Health*

#### Office of the Chief Medical Officer

#### **Recruitment and Community Education Officer (2 Vacancies).**

Applications Close:—Friday, 5 October 2012.

Salary:—\$58,549 – \$67,701 p.a.

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

Vacancy No. 501121.

Fixed-term full-time day work, Commencing as soon as possible and ending 5 May 2013.

Location:—Hobart.

Vacancy No. 501121.

Permanent full-time day work, commencing as soon as possible.

Location:—Hobart.

Duties:—Within a primary health care framework, plan, develop, implement and evaluate community based recruitment and public education programs for Cancer Screening and Control Services within the parameters of current national screening programs. Respond to public enquiries on screening programs and related cancer issues.

Desirable Requirements:—Current Drivers Licence.

Enquiries to Gail Ward, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 4300, email [gail.ward@dhhs.tas.gov.au](mailto:gail.ward@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Strategic Control, Workforce and Regulation*

Strategic Financial Control

**Principal Finance Officer (502356).**

Applications Close:—Friday, 5 October 2012.

Salary:—\$91,208 – \$97,466 p.a.

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

Permanent full-time day work, commencing as soon as possible.

Location:—Hobart.

Duties:—Assist the Manager, Budget and Reporting in financial management and reporting for the Department and the development and implementation of financial policies, procedures and controls throughout the Agency.

Enquiries to Michelle Lawler, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6236 5814, email [michelle.lawler@dhhs.tas.gov.au](mailto:michelle.lawler@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

**Environmental Cleaner (2 Vacancies).**

Applications Close:—Friday, 5 October 2012.

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

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

Vacancy No. 521050.

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

Location:—Infection Prevention and Control Unit.

Vacancy No. 521048.

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

Location:—Infection Prevention Control.

Duties:—Under the general supervision of the Clinical Nurse Consultant Infection Control, provide a defined, high standard infection control cleaning service across the Launceston General Hospital.

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 offence, sserious drug offences and crimes involving dishonesty. Identification check, disciplinary action in previous employment check.

Enquiries to Wilhelmine Digney, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7669, email [wilhelmine.digney@dhhs.tas.gov.au](mailto:wilhelmine.digney@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

**Paediatric Sleep Technician (2 Vacancies).**

Applications Close:—Friday, 5 October 2012.

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

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

Vacancy No. 512676.

Permanent part-time shift work (fully rotational), working 27 hours per fortnight. Additional hours may be available on an as an when required basis.

Location:—Ward 4K.

Vacancy No. 512676.

Fixed-term casual working on an as and when required basis.

Location:—Ward 4K.

To assist in the provision of an efficient and effective diagnostic and therapeutic inpatient sleep service to the children in the Launceston General Hospital.

Essential Requirements:—An Associate Diploma from a recognised tertiary institution, or an equivalent qualification\*, appropriate to the nature of the work, or Relevant Training and/or experience determined in accordance with the provisions of Section 37 of the Tasmanian State Service Act appropriate to the nature of the work.

\*equivalent qualification, Certificate IV in Sleep Technology from an accredited educational institution.

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

Enquiries to Dr Chris Bailey, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8972, email [chris.bailey@dhhs.tas.gov.au](mailto:chris.bailey@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

**Registered Nurse (7 Vacancies).**

Applications Close:—Friday, 5 October 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. 521067.

Permanent part-time shift work (fully rotational), working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Acute Medical Unit, Launceston General Hospital.

Vacancy No. 521068.

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

Location:—Acute Medical Unit, Launceston General Hospital.

Vacancy No. 521069.

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

Location:—Acute Medical Unit, Launceston General Hospital.

Vacancy No. 521070.

Permanent part-time shift work (fully rotational), working 72 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Acute Medical Unit, Launceston General Hospital.

Vacancy No. 521071.

Permanent part-time shift work (fully rotational), working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Acute Medical Unit, Launceston General Hospital.

Vacancy No. 521072.

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

Location:—Acute Medical Unit, Launceston General Hospital.

Vacancy No. 521073.

Permanent part-time shift work (fully rotational), working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Acute Medical Unit, 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 offence, sserious drug offences and crimes involving dishonesty. Identification check, disciplinary action in previous employment check.

Enquiries to Lorinda Upton-Greer, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7875, email [lorinda.upton-greer@dhhs.tas.gov.au](mailto:lorinda.upton-greer@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

**Registered Nurse (6 Vacancies).**

Applications Close:—Friday, 5 October 2012.

Salary:—\$54,527 – \$69,758 p.a.

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

Vacancy No. 521093.

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

Location:—Northern Cardiac Unit, Launceston General Hospital.

Vacancy No. 521095.

Permanent part-time shift work (fully rotational), working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Northern Cardiac Unit, Launceston General Hospital.

Vacancy No. 521096.

Permanent part-time shift work (fully rotational), working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Northern Cardiac Unit, Launceston General Hospital.

Vacancy No. 521097.

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

Location:—Northern Cardiac Unit, Launceston General Hospital.

Vacancy No. 521098.

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



Location:—Northern Cardiac Unit, Launceston General Hospital.

Vacancy No. 521099.

Permanent part-time shift work (fully rotational), working 52 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Northern Cardiac Unit, 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 offence, sserious drug offences and crimes involving dishonesty. Identification check, disciplinary action in previous employment check.

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

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

#### **Telephonist (503288).**

Applications Close:—Friday, 5 October 2012.

Salary:—\$46,265 – \$50,325 p.a.

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

Fixed-term full-time shift work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 1 October 2013.

Location:—Launceston General Hospital.

Duties:—The Switchboard Operator at the Launceston General Hospital is responsible for providing clients with a professional and efficient service in regard to incoming/outgoing telephone enquiries.

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 offence, sserious drug offences and crimes involving dishonesty. Identification check, disciplinary action in previous employment check.

Enquiries to Colleen Horton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7482, email colleen.horton@dhhs.tas.gov.au.

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

#### **Enrolled Nurse (504601).**

Applications Close:—Friday, 5 October 2012.

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

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

Permanent part-time shift work (fully rotational) working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—George Town Hospital and Community Centre.

Duties:—In accordance with primary health care principles, Agency policies, legal requirements and ANMC competencies the Enrolled Nurse provides direct and indirect nursing care to the client under the direction and supervision of a Registered Nurse.

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

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 offence, sserious drug offences and crimes involving dishonesty. Identification check, disciplinary action in previous employment check.

Enquiries to Karyn Parker, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6380 3620, email karyn.parker@dhhs.tas.gov.au.

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

#### **Enrolled Nurse, Medication Endorsed (507457).**

Applications Close:—Friday, 5 October 2012.

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

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

Permanent part-time shift work working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Community Dementia Service.

Duties:—In accordance with primary health care principles, Agency policies, legal requirements and ANMC competencies the Enrolled Nurse provides direct and indirect nursing care for dementia clients living in the community under the direction and supervision of a Registered Nurse.

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 offence, sserious drug offences and crimes involving dishonesty. Identification check, disciplinary action in previous employment check.

Enquiries to Fiona Young, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 4156, email [fiona.young@dhhs.tas.gov.au](mailto:fiona.young@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

**Home Help, Casual (504668).**

Applications Close:—Friday, 5 October 2012.

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

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

Fixed-term casual day work, as and when required, commencing as soon as possible to 22 September 2014.

Location:—Westbury Community Health Centre.

Duties:—Within a primary health care framework provide a range of basic home care support services for frail aged and disabled clients and their carers.

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 offence, sserious drug offences and crimes involving dishonesty. Identification check, 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](mailto: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.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

**Multi Skilled Domestic (Relief) (505910).**

Applications Close:—Friday, 5 October 2012.

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

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

Fixed-term casual shift work, as and when required, commencing as soon as possible to 7 October, 2014.

Location:—Campbell Town Health and Community Service.

Duties:—This position is responsible for performing efficient and safe cleaning, kitchen and laundry duties in accordance with established guidelines and practices whilst maintaining regulated hygiene standards, food preparation and delivery in accordance with protocols and regulations of the Campbell Town Multi Purpose Service.

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 offence, sserious drug offences and crimes involving dishonesty. Identification check, disciplinary action in previous employment check.

Enquiries to Robyn Brown, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6381 3300, email [robyn.brown@dhhs.tas.gov.au](mailto:robyn.brown@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

**Customer Service Officer (508188).**

Applications Close:—Friday, 5 October 2012.

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

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

Permanent part-time day worker, working 56 hours per fortnight.

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

Duties:—Provide administration services in all facets of health information. Principally day to day entry into the Digital Medical Record (DMR) ensuring medical information is scanned accurately and in a timely manner in accordance with Patient Management Services policies and procedures to ensure the continuation of client/patient care. At all times duties are to be carried out within the legal requirements relating to strict patient confidentiality. Possess a strong knowledge of medical terminology and hospital processes.

Enquiries to Rhonda Boulter, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7833, email [rhonda.boulter@dhhs.tas.gov.au](mailto:rhonda.boulter@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Clinical Support Services*

**Dispensary Manager (508369).**

Applications Close:—Friday, 5 October 2012.

Salary:—\$86,033 – \$95,154 p.a.

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

Permanent full-time day worker (with oncall).

Location:—Pharmacy Unit, Royal Hobart Hospital.

Duties:—Manage a safe and efficient medication dispensing service to inpatients and outpatients of the Royal Hobart Hospital. Manage the work of other team members and provide supervision and leadership. Manage dispensing and medication supply practices. Ensure medication supply practices are in compliance with legal requirements, professional ethics, and departmental and hospital policies.

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

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Clinical Support Services*

**Rostering Services Support Officer (2 Vacancies).**

Applications Close:—Friday, 5 October 2012.

Salary:—\$52,160 – \$56,777 p.a.

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

Vacancy No. 509136.

Permanent full-time shift work.

Location:—South.

Vacancy No. 509136.

Permanent full-time shift work.

Location:—South.

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

Duties:—Provide effective Roster support and advice to hospital managers and staff using the ProAct rostering system. Provide administrative support for hospital managers on roster related issues including collation of staffing related management reports. Responsible for providing and efficient

and effective administrative and clerical support to managers accessing the Roster Support Unit services.

Enquiries to Angela Pasanen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8871, email [angela.pasanen@dhhs.tas.gov.au](mailto:angela.pasanen@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.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Clinical Support Services*

**Senior Orthotist/Prosthetist (510771).**

Applications Close:—Friday, 9 November 2012.

Salary:—\$75,005 – \$86,033 p.a.

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

Permanent full-time day work.

Location:—North West.

Duties:—Are you seeking an exceptionally friendly work environment, in which you will be supported to maintain and progress a broad range of your clinical skills, in an idyllic seaside location?

An immediate opportunity exists for a highly motivated, qualified and experienced orthotist/prosthetist to join our dynamic team. Orthotic Prosthetic Services Tasmania is a State-wide service, allowing staff regular collaborative experiences with their colleagues across Tasmania.

This senior clinical position is based at our Burnie facility, on the sun-drenched holiday coastline of North West Tasmania. OPST provides a wide range of prosthetic, orthotic and specialised seating services. Clinical duties involve provision of patient assessment, delivering clinical care, developing junior clinical staff, guiding fabrication, attending ward rounds and inter-disciplinary clinics and leading continuous quality improvement projects.

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

Think of the lifestyle possibilities, particularly if you are interested in the arts, into the great outdoors or looking for a perfect place to raise your family. We offer:—A salary range of \$75,005 to \$86,033 per annum, plus superannuation.



Access to salary packaging, which in real terms can potentially increase your net salary by over \$10,000 per annum.

Reimbursement of most relocation costs to Tasmania.

Excellent professional development, learning and mentoring opportunities.

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

Potential for support of conference attendance and for ongoing tertiary study.

Great potential for career advancement.

This position also offers the possibility of deriving benefits from federally funded HRPlus' program, such as payment of conference attendance, professional registration fees and case managed relocation assistance.

Tasmania – Explore the possibilities With a median house price of around \$200,000, you'll have ample left over to spend on some of the many recreational opportunities, as per the attached clips:—

<http://www.youtube.com/watch?v=-IC-nhiSanE&feature=related>.

<http://www.youtube.com/watch?v=qBl44JhnOxc&feature=related>.

<http://www.youtube.com/watch?v=4zL5WHykMAc&feature=related>.

<http://www.youtube.com/watch?v=80ilSLZroJk&feature=fvwrel>.

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

Enquiries to Richard Dyson-Holland, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7377, mobile 0419 327 144, email [richard.dyson-holland@dhhs.tas.gov.au](mailto:richard.dyson-holland@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](http://www.dhhs.tas.gov.au).

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Medicine Services*

#### **State Manager, Organ and Tissue Donation Agency (519079).**

Applications Close:—Friday, 12 October 2012.

Salary:—\$88,794 – \$92,938 p.a.

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

Fixed-term full-time day work (with oncall) commencing as soon as possible until 30 June 2014.

Location:—DonateLife Tasmania, Royal Hobart Hospital.

PLEASE NOTE: Part-time hours may be considered by negotiation. The position may be extended beyond 30 June 2014 subject to renewal of a funding agreement with the Australian Organ and Tissue Authority.

Duties:—DonateLife Tasmania is seeking to appoint an Agency Manager to lead the Tasmanian Organ and Tissue

Donation Agency in promoting and facilitating organ and tissue donation in Tasmania.

The Agency Manager is responsible for overseeing the operations of DonateLife Tasmania to ensure efficient management of an integrated, co-ordinated and cost effective organ and tissue donation service, consistent with the guidelines of the Australian Organ and Tissue Donation Authority. In this role you will provide key support to the State Medical Director for Organ and Tissue Donation services in providing leadership, strategic and operational management for a State wide team of six employees. Your responsibilities will include leadership and management accountability for effective clinical services, financial and human resource management, medico/legal risk and quality service improvement. Your responsibilities will also include the promotion of organ and tissue donation in conjunction with the State Medical Director and the DonateLife Tasmania team.

Make a fresh start in a role where you can make a real difference in Tasmania.

We offer:—A supportive and dynamic work environment. Strong professional and social networks. A unique and well-balanced lifestyle. Access to salary packaging and salary sacrifice. 9% superannuation. Relocation assistance may be offered. Allowances available as per the award.

Desirable Requirements—Relevant post-graduate qualifications or equivalent experience.

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

Enquiries to Associate Professor Andrew Turner, State Medical Director, DonateLife Tasmania, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8857, email [andrew.turner@dhhs.tas.gov.au](mailto:andrew.turner@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Oral Health Services (Statewide)*

Oral Health North

#### **Dental Assistant (501717).**

Applications Close:—Friday, 12 October 2012.

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

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

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

Location:—North.

Duties:—Assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control practices. Take a lead role in training, assisting and orientating less experienced staff.

Enquiries to Vanessa Whiteman, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 4125, email [vanessa.whiteman@dhhs.tas.gov.au](mailto:vanessa.whiteman@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](http://www.dhhs.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

### RACING SERVICES TASMANIA

#### **Junior Freeze Brander (370744).**

Applications Close:—Friday, 5 October 2012.

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

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term casual.

Location:—Launceston.

Duties:—Assist with the branding of standard bred foals.

Assist with the maintenance of freeze branding equipment.

Assist with the maintenance of accurate records of activities.

Essential Requirements:—Before taking up the appointment, promotion or transfer, the person nominated for this position must satisfy a good character check, must not have any pecuniary interest in the race code in which they may work.

Enquiries to Mike Stiles, Racing Operations Manager, Department of Infrastructure, Energy and Resources, 2nd Floor, Henty House, Civic Centre Launceston, phone (03) 6336 2796, email [Mike.Stiles@dier.tas.gov.au](mailto:Mike.Stiles@dier.tas.gov.au).

Applications to HR Operations, Human Resources Branch, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart, 7000, phone (03) 6233 2077, fax (03) 6233 5337, email [recruitment@dier.tas.gov.au](mailto:recruitment@dier.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

### TRANSPORT INFRASTRUCTURE SERVICES

#### **Manager Contract Services (372065).**

Applications Close:—Friday, 5 October 2012.

Salary:—\$100,957 – \$108,744 p.a.

Tasmanian State Service Award, Professional Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake a whole-of-Agency advisory role in conjunction with the Chief Financial Officer on procurement and contracting matters affecting the delivery of Agency business, including the provision of specific advice relating to major capital infrastructure procurement and contracting activities.

Provide high-level leadership, management and coaching to the administrative staff undertaking the registration, tendering and contract management processes, ensuring the effective and efficient utilisation of the human, financial and other resources.

Act as a member and provide specialist advice to the Agency's Tender Review Committee, and represent the Agency as required at Government forums.

Work collaboratively with both senior managers and staff across the Agency to develop, guide and implement strategies

that achieve consistent and appropriate standards of contract management.

Provide leadership and input to the strategic management of the Division.

Provide specialist contractual and probity advice to Agency staff and management.

Provide specialist contractual and probity advice to Agency staff and management.

Support Agency staff by reviewing and advising options on contract claims.

Establish and maintain Divisional processes relating to procurement and contracting for road and bridge works and provide advice regarding other Agency procurements in conjunction with the Chief Financial Officer, to facilitate compliance with whole-of-Government guidelines.

Undertake the role of Business Owner for the Agency's Contract Manual, ensuring that it is maintained and developed to meet changing business needs.

From time to time this position will be required to undertake special duties or projects within the individual's capabilities, or for developmental purposes.

Essential Requirements:—Satisfactory completion of a three year (minimum) University degree in Law, Engineering, Commerce or similar; or other academic qualifications that are recognised as being equivalent.

Applications will be consider from candidates with experience commensurate to the above essential requirement for employment at General Stream, Band 8 of the Tasmanian State Service Award.

Desirable Requirements:—Additional qualifications in a relevant discipline.

Enquiries to Shane Gregory, General Manager, Transport Infrastructure Services, Department of Infrastructure, Energy and Resources, 10 Murray St Hobart, phone (03) 6233 6361, email [shane.gregory@dier.tas.gov.au](mailto:shane.gregory@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](mailto:recruitment@dier.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

### TRANSPORT INFRASTRUCTURE SERVICES

#### **Project Officer (372091).**

Applications Close:—Friday, 5 October 2012.

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

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time until 30 April 2013.

Location:—Hobart.

Duties:—Scope and implement a range of small to medium business improvement projects as part of the Branch's continuous improvement program.

Responsible for convening debrief workshops, providing administrative support to debrief facilitators, and maintaining the program's continuous improvement database as part of the delivery of an ongoing Project Debrief program.

Participate in the development, maintenance and support of Branch policies, procedures and business systems, along with the Manager Resource Services and Manager Business Services.

Provide information management services to the Division including the development and maintenance of the intranet site, co-ordination and review of the share drive and support in the use of TRIM.

Undertake specific project activities as directed by the Manager Resource Services.

Enquiries to Mark Phillips, Manager Business Services, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, phone (03) 6233 7146, email Mark.Phillips@dier.tas.gov.au.

Applications to HR Operations, Human Resources Branch, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart, 7000, phone (03) 6233 2077, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

## JUSTICE

### COMMUNITY CORRECTIONS

#### **Team Leader (356233).**

Applications Close:—Friday, 5 October 2012.

Salary:—\$77,536 – \$89,072 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hour per fortnight.

Location:—North West Region.

Duties:—Lead and manage the day to day human, physical and financial resources and delivery of services for a team to meet the needs of the client group and to ensure the safety of staff. Prioritise and allocate tasks associated with managing offenders on a daily basis and assist operational staff to maintain an appropriate case load.

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.

Additional Information:—All Team Leader applicants are required to undergo psychological and aptitude testing as part of the selection process.

Enquiries to Martha Robson, Acting Statewide Manager, Community Corrections, Department of Justice, phone (03) 6233 9570, email martha.robson@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Martha Robson on (03) 6233 9570. 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

### CROWN LAW

#### *Office of the Crown Solicitor*

#### **Legal Practitioner (354345).**

Applications Close:—Friday, 5 October 2012.

Salary:—\$71,909 – \$91,437 pro rata, per annum.

Legal Practitioners Agreement 2010, Level 2.

Fixed-term part-time 44.10 to 58.80 hours per fortnight (negotiable) until 1 October 2014.

Location:—Hobart.

Duties:—To prepare and present legal education seminars and associated training materials. To independently draft template documents for use in commercial, financial and property matters and to prepare accompanying guides on the use of such documents. Undertake negotiations and consultation relevant to the work performed.

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

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

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

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

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than four attachments in either Microsoft Word format, PDF or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

Ensure that your application is received by the actual closing date. Late applications will not be accepted.

## JUSTICE

### VICTIMS SUPPORT SERVICES

#### **Counsellor (356171).**

Applications Close:—Friday, 5 October 2012.

Salary:—\$52,869 – \$71,148 pro rata, per annum.

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

Fixed-term part-time 58.8 hours per fortnight until 8 October 2013 working Monday to Thursday each week. Participation in promotion of a 24 hour call line will be required.

Location:—Launceston.



**Duties:**—Assist victims of crime by providing face to face and telephone counselling and support services; provision of assessment and case planning services; providing information about court systems; liaising with other service providers to co-ordinate client support services.

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

A current motor vehicle 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 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 Cassandra Dowling, Team Leader, Victims of Crime Service, Department of Justice, phone (03) 6233 5002, email [cassandra.dowling@justice.tas.gov.au](mailto:cassandra.dowling@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Janet McClung on (03) 6233 5002. 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.

#### PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

##### CONSERVATION AND INFRASTRUCTURE

#### **Education Officer (EO12).**

Applications Close:—Monday, 8 October 2012.

Salary:—\$51,832 – \$69,753 pro rata, per annum.

Port Arthur Historic Site Management Authority Award, Professional Stream, Band 1.

Fixed-term part-time 2 years (0.8).

Location:—Port Arthur Historic Site.

**Essential Requirements:**—Evidence of the following must be provided before taking up this position.

Tertiary qualification in Education, Heritage Interpretation, Museum Studies or a relevant discipline.

**Desirable Requirements:**—Current drivers licence.

Industry recognised professional affiliations.

**Duties:**—Develop and administer delivery of an effective education program for the formal (schools) and the informal (lifelong) learning sectors.

Develop effective relationships with educators and the Tasmanian Department of Education for the promotion, development and delivery of education programs both on and off site (including local schools).

Assist with training of PAHSMA Tour Guides to deliver components of the Education program.

Assist with planning, documentation and implementing Interpretation and Heritage Programs projects.

Co-ordinate and promote the Discovery Box program and the ongoing management of PAHSMA's Key to Port Arthur (KPA) resource to all schools.

Assist with the provision of professional opportunities for educators.

Liaise with external authorities, educational organisations and other professionals.

Contribute to the establishment of PAHSMA as a centre of excellence in the conservation and interpretation of a cultural heritage place of international significance.

Provide information to visitors in a clear and courteous manner about activities, features and facilities at the Port Arthur Historic Sites.

Undertake other tasks and duties as directed by the Heritage Programs Manager.

Enquiries to Dr Jody Steele, Heritage Interpretations Manager, Port Arthur Historic Site Management Authority, phone (03) 6251 2336, fax (03) 6251 2322, mobile 0407 339 118, email [jody.steele@portarthur.org.au](mailto:jody.steele@portarthur.org.au).

Applications to recruitment, Port Arthur Historic Site Management Authority, Arthur Highway, Port Arthur, TAS, 7182, phone 03 6251 2329, fax (03) 6251 2322, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

#### PREMIER AND CABINET

##### POLICY DIVISION

#### **Graduate Research Officer (000440, 001907, 001908).**

Applications Close:—Friday, 5 October 2012.

Salary:—\$52,869 – \$63,654 p.a.

Tasmanian State Service Award, Graduate.

Fixed-term full-time from 4 February 2013 for 24 Months.

Location:—Hobart.

**Duties:**—Participate in the Graduate Development Program, which will include undertaking rotations up to four business units.

Assist in the research, analysis and development of policy issues across government. This work will involve problem solving, analysis of complex issues, investigation and research into policy issues and liaison with line agencies and other stakeholders on the broad range of policy issues.

**Essential Requirements:**—A degree or tertiary qualification in a relevant discipline.

Enquiries to Terese Smith, Senior Policy Analyst/Graduate Program Co-ordinator, Department of Premier and Cabinet, phone (03) 6232 7183, email [terese.smith@dpac.tas.gov.au](mailto:terese.smith@dpac.tas.gov.au).

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

#### PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

##### BIOSECURITY AND PRODUCT INTEGRITY

##### *Animal Health Laboratory*

#### **Technical Officer (Fish Vaccine Research and Development) (706889).**

Applications Close:—Friday, 5 October 2012.

Salary:—\$59,343 – \$68,634 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time from 4 January 2013 until 27 March 2015.

Location:—Mt Pleasant, Launceston.

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

Duties:—Provide specialised technical support for a Fisheries Research and Development Corporation-funded vaccine research and development project. The research is aimed at developing a prototype vaccine.

Essential Requirements:—A Diploma in Applied Science, or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

Desirable Requirements:—At least two years' experience in the provision of technical support for laboratory or field-based scientific research involving aquatic animals. A current motor vehicle driver's licence.

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

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

Enquiries to Richard Morrison, phone (03) 6336 5409, email richard.morrison@dpipwe.tas.gov.au.

Applications to Richard Morrison, Senior Research Microbiologist, Department of Primary Industries, Parks, Water and Environment, P.O. Box 46, Kings Meadows, 7249, phone (03) 6336 5409, fax (03) 6336 5374, email richard.morrison@dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

BIOSECURITY AND PRODUCT INTEGRITY

*Plant Biosecurity and Diagnostics*

**Technical Officer (24142).**

Applications Close:—Friday, 5 October 2012.

Salary:—\$52,869 – \$57,546 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—New Town or Launceston, subject to negotiation.

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

Duties:—Provide technical support to Plant health scientists of the Plant Biosecurity and Diagnostics Branch in operating diagnostic laboratories, maintaining a specimen reference collection and conducting field investigations. This includes maintenance of laboratory equipment, supplies and safety of equipment as well as field surveys for pests.

Essential Requirements:—An AQF Certificate III or IV in Agricultural Science, or an equivalent qualification, relevant to the nature of the work to be undertaken, as provided by either a vocational education organisation or a registered and accredited training provider.

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

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

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

Enquiries to Chinatsu Yahata, phone (03) 6233 7580, email chinatsu.yahata@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 233 3004, fax 6233 3682, email job.applications@dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

EPA DIVISION

*Environmental Operations*

**Environmental Officer (Contaminated Sites) (706893).**

Applications Close:—Friday, 5 October 2012.

Salary:—\$52,869 – \$86,050 p.a.

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

Permanent full-time.

Location:—Hobart.

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

Duties:—As a professional practitioner, assist in the regulation and management of contaminated sites according to the objectives, principles and requirements of the Environmental Management and Pollution Control Act 1994 and other relevant legislation and policies.

Essential Requirements:—A Degree in either Science, Engineering or Environmental Studies, relevant to the professional duties to be undertaken, as provided by a university.

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

Enquiries to Jaimie Clarke, phone (03) 6233 6374, email Jaimie.Clarke@environment.tas.gov.au.

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

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

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PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

HERITAGE TASMANIA

**Regional Heritage Advisor (706885).**

Applications Close:—Friday, 5 October 2012.

Salary:—\$92,115 – \$98,387 p.a.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time (36.75 hours per week).

Location:—Hobart.

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

Duties:—Provide senior professional services to Heritage Tasmania and its clients, focused on the provision of expert advice and the sound statutory management of historic heritage places. Support the Works Manager implement the Works Program in the assigned regional area, ensure the ongoing development of the division's programs, projects and initiatives, and the effective implementation of Historic Cultural Heritage Act 1995.

Essential Requirements:—A Diploma in Applied Science, or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

Desirable Requirements:—At least five years relevant post-graduate professional experience.

Formal training in mediation, negotiation and conflict resolution.

Prior experience in managing or conducting planning appeals is highly desirable.

A current motor vehicle driver's license.

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 Pete Smith, phone (03) 6233 2037, email [pete.smith@heritage.tas.gov.au](mailto:pete.smith@heritage.tas.gov.au).

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

*Office of the Valuer-General*

**Valuer (706894).**

Applications Close:—Friday, 19 October 2012.

Salary:—\$92,115 – \$98,387 p.a.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time.

Location:—Devonport.

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

Duties:—Undertake complex valuations and provide detailed market analysis and authoritative valuation advice to the Valuer-General of Tasmania and stakeholders. Contribute to the business development activities of the Office of the Valuer-General.

Essential Requirements:—A practising registered Land Valuer in accordance with the Land Valuers Act 2001. A current motor vehicle driver's licence.

Desirable Requirements:—A Degree in Business Studies (or similar), majoring in property valuations. Experience in project and contract management. Extensive working experience in statutory valuations and compulsory property acquisition valuations.

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 Julie Avery, phone (03) 6233 3891, email [julie.avery@dPIPWE.tas.gov.au](mailto:julie.avery@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](mailto:job.applications@dPIPWE.tas.gov.au).



## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Education Facility Attendant	S. Woodgate	6 months	13.09.12
Health & Human Services & Tasmanian Health Organisations	Family Violence Worker-Adult Program, FVCSS, North	K. Forster	6 months	17.09.12
Health & Human Services & Tasmanian Health Organisations	Food Services Officer	J. Axelsen	6 months	17.09.12
Health & Human Services & Tasmanian Health Organisations	Policy Officer	C. Munting	6 months	24.09.12
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	K. Martin	6 months	15.10.12
Health & Human Services & Tasmanian Health Organisations	Paramedic	M. Mallen	6 months	18.09.12
Health & Human Services & Tasmanian Health Organisations	Personal Care Assistant	H. Mackenzie	6 months	11.10.12
Health & Human Services & Tasmanian Health Organisations	Paramedic	C. Carrier	6 months	18.09.12
Health & Human Services & Tasmanian Health Organisations	Paramedic	M. Hallett	6 months	18.09.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	K. Harvey	6 months	24.09.12
Infrastructure, Energy & Resources	Senior Electrical Technician	F. Wilkinson	6 months	20.09.12
Primary Industries, Parks, Water & Environment	Ranger Wildlife Operations	G. Woodruff	6 months	01.10.12
Primary Industries, Parks, Water & Environment	Environmental Officer	D. Oldmeadow	6 months	15.10.12

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

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Treasury & Finance	Human Resource Officer	K. Barry	13 months	29.10.12

### *Appointment of Officers*

<i>Agency</i>	<i>Officers Name</i>	<i>Duties Assigned</i>	<i>Date of Appointment</i>	<i>Duration</i>
Justice	W. Johnson	Administrator of Courts	24.09.12	5 years

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	S. Woodham	Principal	24.09.12
Health & Human Services & Tasmanian Health Organisations	J. Wilkinson	Clinical Nurse Educator	17.09.12
Premier & Cabinet	T. Moore	Senior Project Officer	13.09.12

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Program Officer	R. Miller	26.09.12
Economic Development, Tourism & the Arts	Media Manager	K. De Gooyer	13.09.12
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	J. Grainger	14.09.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Sondergeld	27.08.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	T. Furminger	08.09.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	K. Lovering	15.09.12
Health & Human Services & Tasmanian Health Organisations	Library Technician	J. Long	03.08.12
Primary Industries, Parks, Water & Environment	Irrigation Scheme Operator	R. Byrne	05.09.12

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Justice	Computer Systems Officer	A. Freeman	26.09.12
Premier & Cabinet	Senior Consultant	I. Wilcox	21.09.12
Primary Industries, Parks, Water & Environment	Principal Land Management Officer	W. Cotching	14.09.12
Public Trustee	Human Resource Manager	B. Chapman	25.09.12

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	M. Simmonds	Infrastructure, Energy & Resources	Communications Consultant	24.09.12



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