



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

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

TOURISM TASMANIA

Marketing

Creative Services Production Assistant (705955).

Applications Close:—Friday, 14 September 2012.

Salary:—\$52,869 – \$57,546 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time until 26 April 2013.

Location:—Hobart.

Duties:—Provide production and administrative support services to the Creative Services team and the Marketing Operations business unit to enable Tourism Tasmania to achieve its corporate objectives.

Desirable Requirements:—Proven experience or qualifications in graphic design, and/or desktop publishing in a work environment, including the use of Adobe In Design, Photoshop and Illustrator.

Enquiries to Lee Postma, Co-ordinator Creative Services, phone (03) 6230 8159, email *Lee.Postma@tourism.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

LINC TASMANIA

West Coast Community Hub

Hub Services Co-ordinator (965187).

Applications Close:—Friday, 14 September 2012.

Salary:—\$77,536 – \$89,072 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent part-time 44.1 hours per fortnight.

Location:—West Coast Community Hub, Queenstown.

The West Coast Community Services Hub combines the services of a Child and Family Centre (CFC), a Learning and Information Network Centre (LINC) and Service Tasmania, to offer an integrated range of services to the West Coast community.

This role will provide leadership and support in the development, implementation and management of a range of programs in the West Coast Community Hub, with a particular focus on early years and family support.

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

Desirable Requirements:—Appropriate academic/professional qualifications and a current driver's license.

Enquiries to Amanda Metrikas, Department of Education, phone (03) 6234 6422, email *amanda.metrikas@education.tas.gov.au*.

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

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Ambulance Tasmania

Emergency and Medical Services

Duty Manager, Health Transport Services (520512).

Applications Close:—Friday, 14 September 2012.

Salary:—\$77,794 p.a.

Tasmanian Ambulance Service Award, Ambulance Manager, Level 1 (Base).

Permanent full-time daywork.

Location:—Ambulance Tasmania, Hobart.

Duties:—The occupant of this position will undertake an operational management role in overseeing the day to day activities of Health Transport Services on a state-wide basis. This includes: Providing direction and supervision to Health Transport Services Dispatchers and Patient Transport Officers, and operational support staff ensuring services comply with national standards and operational policies. Allocating and monitoring resources to meet service priorities. Reporting regularly to the Executive Manager Health Transport in relation to service activities, performance of the team and issues which may impact on the team's ability to deliver services. Ensuring Health Transport Services works as a cohesive unit, including facilitating regular team meetings, ensuring each team member has a current personal development plan and promoting opportunities for training and development. Contributing to the development and implementation of a quality improvement program for Health Transport Services.

Essential Requirements:—Holds a Bachelor of Paramedic Science or other qualification approved by the Service and relevant work experience with an additional qualification in management or equivalent.

Current Driver's Licence.

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Statewide and Mental Health Services

Executive Support Officer North/North West (519945).

Applications Close:—Friday, 14 September 2012.

Salary:—\$58,549 – \$67,701 p.a.

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

Permanent full-time day work.

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

Duties:—This role requires a high level confidential administrative and secretarial support to the Area Manager ADS N/NW including:

Preparation of confidential documents, correspondence, HR and Business reports.



TAKE ADVANTAGE OF DISTANCE: MBA HEALTH MANAGEMENT

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

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Maintenance of a comprehensive diary of appointments for the Area Manager including accommodation and travel arrangements, scheduling of meetings, minute taking and compilation of meeting papers.

Assistance to Doctors and senior staff including documentation preparation, some secretarial support and travel arrangements as required.

Desirable Requirements:—Current drivers licence.

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

Enquiries to Anita Reimann, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5577, email anita.reimann@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Statewide and Mental Health Services

Medical Officer, Pharmacotherapy (517452).

Applications Close:—Friday, 14 September 2012.

Salary:—To be negotiated.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Medical Practitioner, Level 4, (Salary commensurate with qualifications and experience).

Permanent full-time day work (with oncall).

Location:—Alcohol and Drug Services, South.

Duties:—To provide direct patient care expert advice and clinical leadership across drug and alcohol services statewide. Work within a multidisciplinary health team to facilitate the comprehensive assessment, planning and implementation of appropriate clinical management for persons who are dependent on alcohol and or drugs including: Assess the appropriateness of methadone or buprenorphine treatment for opioid dependent persons; Advise clients on the appropriate treatment of their drug or alcohol dependence and other drug related problems and implement or facilitate such treatment.

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

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

Enquiries to Dr Adrian Reynolds, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6214 5706, email adrian.reynolds@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Statewide and Mental Health Services

Registered Nurse Transition to Practice 2013 (Statewide and Mental Health Services, DHHS) (Multiple Vacancies).

Applications Close:—Friday, 14 September 2012.

Salary:—\$56,163 p.a.

Nurses (TPS) Award, Grade 3, Year 1, Transition to Practice.

Fixed-term full-time /part-time maybe negotiated for up to 12 months.

Location:—Multiple vacancies within the state.

Duties:—The Statewide and Mental Health Services seeks applications for Registered Nurse Transition to Practice positions.

Transition to Practice positions provide inexperienced nurses with a structured orientation period and professional development in a welcoming, supportive environment.

Newly registered nurses are encouraged to apply for positions commencing in January through to May 2013.

This application is only for positions within Statewide and Mental Health Services. Positions are offered in the agencies listed below and a separate application is required for each agency you wish to work for. Opportunities exist across a range of practice settings, including alcohol and drug, mental health, forensic health, acute care, community and rural facilities.

- Statewide and Mental Health Services (within the Department of Health and Human Services).
- Tasmanian Health Organisation North.
- Tasmanian Health Organisation North West.
- Tasmanian Health Organisation South.

Applications close Friday 14 September 2012.

You are encouraged to find out more by visiting www.dhhs.tas.gov.au/transition.

Desirable Requirements:—Less than six months experience as a Registered Nurse.

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

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

Enquiries to Coral Muskett, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7554, email coral.muskett@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Statewide and Mental Health Services***Ward Aide/Centre Assistant (515638).**

Applications Close:—Friday, 14 September 2012.

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

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

Permanent part-time shift work, working 21 hours per fortnight.

Location:—Statewide Mental Health Services, South.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Ward Aide will:—

Assist nursing and allied health professional staff in general daily care of clients including bathing, dressing feeding and personal care.

Participates in and assists with the supervision of client activities as requested by nursing staff and allied health staff.

Participates in and assists clients with their rehabilitation and recovery programs, e.g. shopping, meal preparation, serving meals and community access, as requested by nursing staff or allied health staff.

Desirable Requirements:—Current driver's license. Certificate 4 in Health Care or equivalent.

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

Enquiries to Joanne Triffitt, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6228 9055, email joanne.triffitt@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

Government Relations and Strategic Policy

Policy Analyst (519968).

Applications Close:—Friday, 14 September 2012.

Salary:—\$70,260 – \$73,463 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

Duties:—Support the development of high-level, strategic advice regarding government relations and strategic policy issues for the portfolio Ministers, Secretary, Agency and other stakeholders. Provide input into the monitoring and reporting on intergovernmental agreements. Under general direction develop, research and analyse submissions, applications and business cases relating to intergovernmental agreements.

Desirable Requirements:—Batchelor Degree in a relevant course of study.

Enquiries to Alex Tay, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3247, email alex.tay@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

Legislative Review and Legal Support

Executive Manager (520826).

Applications Close:—Friday, 14 September 2012.

Salary:—\$100,067 – \$107,763 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

The Legislative Review and Legal Support (LRLS) business unit is the central point of contact for all sections of the Department of Health and Human Services (DHHS) regarding legal matters and the management of complex legal projects.

The Executive Manager (EM), LRLS is responsible for:—Managing the provision of a specialist high level legislative review and legal support advisory service to the Ministers, Secretary, Deputy Secretaries and senior management.

The co-ordination of the Agency's legislation program and management of legislative review projects.

The provision of specialist contract, procurement co-ordination and insurable risk legal support services.

Desirable Requirements:—Tertiary qualifications in law.

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Graduate Midwife (504551).

Applications Close:—Friday, 14 September 2012.

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

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

Fixed-term part-time shift work (fully rotational), working 48 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence 20 January 2013 until 19 January 2014.

Location:—Ward 4B, LGH Charles Street, Launceston.

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

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

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

Enquiries to Jennifer Pople, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8950, email jennifer.pople@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

Nurse Unit Manager, Specialist Clinic (504434).

Applications Close:—Friday, 14 September 2012.

Salary:—\$82,923 – \$88,794 p.a.

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

Fixed-term full-time day work, working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Specialist Clinic, LGH Charles Street, Launceston.

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

As a member of the inter-professional management team for Specialist Clinics the Nurse Unit Manager will identify,

introduce, implement and sustain nursing patient care models that ensure the effective utilisation of human, financial and material resources to achieve outcomes and emerging service needs as well as providing expert clinical consultancy and maintenance of quality patient care standards.

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

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

Enquiries to Catherine Austen, Department of Health and Human Services and Tasmanian Health Organisations, 7250, phone (03) 6348 7588, mobile 0408 336 477, email catherine.austen@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 Transition to Practice 2013 (Tasmanian Health Organisation, North) (Multiple Vacancies).

Applications Close:—Friday, 14 September 2012.

Salary:—\$56,163 p.a.

Nurses (TPS) Award, Grade 3, Year 1, Transition to Practice.

Vacancy No. Multiple Vacancies.

Fixed-term full-time and part-time shift work (fully rotational). Notwithstanding, hours per fortnight may be negotiated with the successful applicants.

Location:—Launceston General Hospital and various locations within the state.

Duties:—The Tasmanian Health Organisation, North seeks applications for Registered Nurse Transition to Practice positions.

Transition to Practice positions provide inexperienced nurses with a structured orientation period and professional development in a welcoming, supportive environment.

Newly registered nurses are encouraged to apply for positions commencing in January through to May 2013.

This application is only for positions within Tasmanian Health Organisation, North. Positions are offered in the agencies listed below and a separate application is required for each agency you wish to work for. Opportunities exist across a range of practice settings, including alcohol and drug, mental health, forensic health, acute care, community and rural facilities.

- Statewide and Mental Health Services (within the Department of Health and Human Services).
- Tasmanian Health Organisation – North.
- Tasmanian Health Organisation – North West.
- Tasmanian Health Organisation – South.

Applications close Friday 14 September 2012.

You are encouraged to find out more by visiting www.dhhs.tas.gov.au/transition.

Highly Desirable:—Less than six months experience as a Registered Nurse.

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

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

Enquiries to Denise Wilson, Launceston General Hospital, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7418, email denise.wilson@dhhs.tas.gov.au or Kerry Pickett, Primary Health North, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5545, email kerry.pickett@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.

Please do not send application to contact person.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Speech Pathologist (503815).

Applications Close:—Friday, 14 September 2012.

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

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

Fixed-term full-time day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 29 March 2013.

Location:—Launceston General Hospital.

Duties:—To provide professional assessment and treatments to patients with communication and swallowing disorders within the hospital inpatient, outpatients and community services.

Essential Requirements:—Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of the Speech Pathology Australia (SPA).

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

Enquiries to Michael Wingrove, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7230, email michael.wingrove@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

Community Co-ordinator (507168).

Applications Close:—Friday, 14 September 2012.

Salary:—\$58,549 – \$67,701 pro rata, per annum.

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

Permanent part-time day work, working 24 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Beaconsfield District Health Services.

Duties:—In conjunction with the Director of Nursing/Manager plan and co-ordinate community based services ensuring that programs are consistent with community needs and multi purpose service objectives.

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

Enquiries to Rhonda McCoy, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6383 6200, email rhonda.mccoy@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

Community Options Case Manager (507511).

Applications Close:—Friday, 14 September 2012.

Salary:—\$58,549 – \$67,701 p.a.

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

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

Location:—Launceston.

Duties:—To provide a Community Options model of case management service to frail older and younger disabled clients and their carers with complex needs within the HACC target population.

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

Enquiries to Lisa Shearing, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 4201, email lisa.shearing1@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

**Registered Nurse Transition to Practice 2013 (Tasmanian
Health Organisation, North West) (Multiple Vacancies).**

Applications Close:—Friday, 14 September 2012.

Salary:—\$56,163 p.a.

Nurses (TPS) Award, Grade 3, Year 1, Transition to Practice.

Fixed-term full-time.

Location:—North West Regional Hospital and Mersey Community Hospital.

Duties:—The Tasmanian Health Organisation – North West seeks applications for Registered Nurse Transition to Practice positions.

Transition to Practice positions provide inexperienced nurses with a structured orientation period and professional development in a welcoming, supportive environment.

Newly registered nurses are encouraged to apply for positions commencing in January through to May 2013.

This application is only for positions within Tasmanian Health Organisation – North West. Positions are offered in the agencies listed below and a separate application is required for each agency you wish to work for. Opportunities exist across a range of practice settings, including alcohol and drug, mental health, forensic health, acute care, community and rural facilities.

- Statewide and Mental Health Services (within the Department of Health and Human Services).
- Tasmanian Health Organisation – North.
- Tasmanian Health Organisation – North West.
- Tasmanian Health Organisation – South.

Applications close Friday 14 September 2012.

You are encouraged to find out more by visiting www.dhhs.tas.gov.au/transition.

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Mersey Community Hospital

House Services Assistant (514469).

Applications Close:—Friday, 14 September 2012.

Salary:—\$38,286 – \$41,027 pro rata, per annum.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 2.

Fixed-term casual working as and when required.

Location:—Mersey Community Hospital.

Duties:—The Tasmanian Health Organisation, North West (THO-NW) is seeking a motivated and committed House Services Assistant who will be responsible for providing an efficient and safe cleaning service in the wards, offices and residences of the hospital complex. You will have the skills to provide infection control cleaning to a level that will minimise spread of infection in the hospital.

Ideally, you will have the ability to use and control various items of industrial cleaning equipment, safely and efficiently and you will possess a working knowledge in the use of cleaning chemicals or the ability to acquire them.

Your sound communication and interpersonal skills will be an advantage along with your ability to prioritise your workload and work harmoniously with your colleagues.

We will offer you excellent remuneration plus superannuation and access to salary packaging, along with a modern work environment and a welcoming and supportive team.

For more information or to discuss your application today please contact Andrew Groves on (03) 6430 6615/ 0419 973 006 or email andrew.groves@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health Services North West

Home Help (502727).

Applications Close:—Friday, 14 September 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 working as and when required.

Location:—Devonport Community Health Centre.

Duties:—The Tasmanian Health Organisation, North West (THO-NW) is seeking to recruit motivated and enthusiastic

individuals to the position of Home Help/ Personal Carer to work on a casual basis. As a Home Help/Personal Carer you will provide essential household/personal care duties for clients in their home and community environment. You will have the opportunity to attend in service education programs.

The successful applicants will possess excellent communication skills to effectively work with clients, their family unit and the community health team. Your ability to work with minimal supervision, experience in the competent performance of household duties and awareness of available support agencies will ensure client care requirements are efficiently met.

If you are passionate about assisting clients with their personal care needs, assisting them to remain in their home/ community environment, then this may be the career opportunity you have been waiting for.

Please call Nurse Unit Manager Jacky Taylor to discuss your application today on (03) 6421 7700 or email jacky.taylor@dhhs.tas.gov.au.

Desirable Requirements:—A certificate III in Aged and Community Care or equivalent.

Drivers licence.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health Services North West

Social Worker (503068).

Applications Close:—Friday, 14 September 2012.

Salary:—\$75,005 – \$86,033 p.a.

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

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

Location:—Devonport Community Health Centre.

Duties:—The Tasmanian Health Organisation, North West is seeking an enthusiastic and professional individual for the role of Senior Social Worker in the community setting.

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

Your main duties will include assessing the need for, planning, providing and evaluating Social Work services for individual clients and client groups. You will also initiate, plan, co-ordinate and evaluate group work, including health promotion and community development projects that improve health and well-being outcomes for communities.

In this role you will also mentor and supervise Social Work staff and practices in accordance with current models, professional standards and the Australian Association of Social Workers Code of Ethics.

With the freshest air in the world, the North West Coast provides an enviable lifestyle for work and social activities. Complimented by stunning scenery, outstanding forests, mountains, beaches on your doorstep and Melbourne only an hour by plane, this opportunity offers a chance to embrace your work life balance at its best. In addition to an attractive salary, superannuation and access to salary packaging we will offer you a dynamic and well supported working environment.

For more information or to discuss your career in hospital administration opportunity today, please contact Paula Hyland on (03) 6490 8959 or email paula.hyland@dhhs.tas.gov.au.

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

Current Driver's Licence.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Administrative Assistant (520783).

Applications Close:—Friday, 14 September 2012.

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

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

Fixed-term full-time day work, commencing As soon as possible for a period of 6 months.

Location:—25 Argyle Street, Hobart.

Duties:—The role of the Administrative Assistant will be to provide frontline and telephone reception service with referral of enquiries to StaffLink staff as appropriate in a courteous and discreet manner. Undertake general administrative duties including incoming and outgoing mail, photocopying, collation and distribution of documents and correspondence, filing, facsimiles, maintaining electronic records and information systems for the efficient operation of StaffLink.

Enquiries to Andrew Conrad, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 6822, email andrew.conrad@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

Customer Service Officer (508188).

Applications Close:—Friday, 14 September 2012.

Salary:—\$46,265 – \$50,325 p.a.

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

Permanent full-time day worker, working 76 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.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Registered Nurse Transition to Practice 2013 (Tasmanian Health Organisation, South) (Multiple Vacancies).

Applications Close:—Friday, 14 September 2012.

Salary:—\$56,163 pro rata, per annum.

Nurses (TPS) Award, Grade 3, Year 1, Transition to Practice.

Fixed-term part-time (64 hours per fortnight) shift work (fully rotational).

Location:—Royal Hobart Hospital and various locations within the state.

Duties:—The Tasmanian Health Organisation, South seeks applications for Registered Nurse Transition to Practice positions.

Transition to Practice positions provide inexperienced nurses with a structured orientation period and professional development in a welcoming, supportive environment.

Newly registered nurses are encouraged to apply for positions commencing in January 2013 through to May 2013.

This application is only for positions within Tasmanian Health Organisation, South. Positions are offered in the agencies listed below and a separate application is required for each agency you wish to work for. Opportunities exist across a range of practice settings, including alcohol and drug, mental health, forensic health, acute care, community and rural facilities.

- Statewide and Mental Health Services (within the Department of Health and Human Services).
- Tasmanian Health Organisation, North.

- Tasmanian Health Organisation, North West.

- Tasmanian Health Organisation, South.

Applications close Friday 14 September 2012.

You are encouraged to find out more by visiting www.dhhs.tas.gov.au/transition.

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

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

Highly Desirable :—Less than six months experience as a Registered Nurse.

Enquiries to Alison Natera, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7987, email alison.natera@dhhs.tas.gov.au or Annette Moore, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8294, email annette.moore@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Clinical Support Services

Audiologist (516550).

Applications Close:—Friday, 21 September 2012.

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

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

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

Location:—South.

Duties:—As part of a statewide program, undertake audiological assessments and provide advice to clients and their families on the suitability of available treatments and technology for improving hearing, speech, language and communication abilities. This will include liaising with health and educational professionals involved in a patients care.

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

Enquiries to Lee Kethel, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7122, email lee.kethel@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

Deputy Manager Physiotherapy (513438).

Applications Close:—Friday, 21 September 2012.

Salary:—\$86,033 – \$95,154 p.a.

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

Permanent full-time day work.

Location:—South.

Duties:—Participate as a senior member of the management team at the Community Rehabilitation Unit, Southern Tasmania (CRU) and in the wider community in southern Tasmania with the provision of strategic direction, leadership and the design, operation and evaluation of rehabilitation and physiotherapy services. Assist the Manager Community Rehabilitation Unit in the management of designated human and physical resources at CRU, in conjunction with the Deputy Manager Occupational Therapy. Provide clinical leadership, professional support and oversee best practice standards, in accordance with organisational policies and professional codes of conduct, for multidisciplinary rehabilitation services provided by CRU. Ensure the provision of physiotherapy clinical expertise in the assessment, diagnosis and delivery of therapeutic intervention programs for clients referred to CRU.

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

Enquiries to Kerry Pearce, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7209, email kerry.pearce@dhhs.tas.gov.au.

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

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

Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Clinical Support Services

Senior Dietitian—4 Vacancies.

Applications Close:—Friday, 14 September 2012.

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

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

Vacancy No. 508226.

Permanent part-time day work, working 53.2 hours per fortnight.

Location:—South.

Vacancy No. 508226.

Fixed-term full-time day work, commencing As soon as possible until 28 February 2014.

Location:—South.

Vacancy No. 508226.

Fixed-term full-time day work, commencing As soon as possible until 28 February 2013.

Location:—South.

Vacancy No. 508226.

Fixed-term full-time day work, commencing As soon as possible until 28 February 2013.

Location:—South.

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

Duties:—Provide clinical dietetic services to allocated areas at specialist and/or senior levels. These roles may rotate through senior medical specialities, including Food Services. Advocate for appropriate nutrition for clients and staff of the Department of Health and Human Services. Assist the Manager, Nutrition and Dietetics in performing management and administrative tasks.

Essential Requirements:—Approved Bachelor of Science degree, or equivalent, from a University or other tertiary institution, majoring in appropriate subjects, and a graduate diploma or post graduate degree course in dietetics of one or two years, or an approved four year undergraduate degree majoring in nutrition and dietetics at a recognised Australian tertiary institution, or a pass in the Dietitians Association of Australia (DAA) examination in dietetics for overseas trained dietitians.

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

Enquiries to Jean Symes, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7204, email jean.symes@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 Occupational Therapist, Team Leader (508250).

Applications Close:—Friday, 21 September 2012.

Salary:—\$86,033 – \$95,154 p.a.

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

Permanent full-time day work and permanent part-time day work, working 45.6 hours per fortnight.

Location:—South.

PLEASE NOTE: Flexible working options allow these vacancies to be filled by multiple applicants.

Duties:—Occupational Therapists at this level are responsible for the leadership and management of an occupational therapy clinical service team. As leaders they improve the occupational therapy service through: support and supervision; quality assurance and improvement activities; stewardship of resources; networking and teamwork. They assist and advise the manager on matters relating to occupational therapy. As clinicians they provide senior clinical services in accordance with organisational policies and department protocols and guidelines. They lead by example and actively promote the Code of Ethics of OT AUSTRALIA and the values of the department.

Essential Requirements:—Registered with the Occupational Therapy Board of Australia.

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

Enquiries to Christy Dorward, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8314, email christy.dorward@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

Hotel Services and Logistics

Food Services Officer (508002, 508014)—2 Vacancies.

Applications Close:—Friday, 14 September 2012.

Salary:—\$38,286 – \$41,027 pro rata, per annum.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 2.

Fixed-term full-time shift work, commencing as soon as possible until 23 February 2013 and Fixed-term part-time shift work, commencing as soon as possible until 08 December 2012.

Location:—Food Services, Royal Hobart Hospital.

Duties:—Assist with the food preparation, production, plating service, warewashing, and cleaning duties in the provision of catering services to patients, visitors and staff of the hospital.

Enquiries to Gwen Bloomfield, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8544, email gwen.bloomfield@dhhs.tas.gov.au.

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

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INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

Human Resources

Senior HR Consultant (371582).

Applications Close:—Friday, 14 September 2012.

Salary:—\$92,115 – \$98,387 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time or part-time (80%).

Location:—Hobart.

Duties:—Provide high level advice and guidance to senior management on complex human resource matters, including the provision of industrial relations advice.

Respond to complex queries, conduct and co-ordinate investigations, reviews and projects and prepare high level correspondence, reports and briefing materials.

Provide leadership, management, development and broad direction to human resources staff who provide a broad range of human resource services to line management and staff in the Agency.

Develop, review and facilitate the implementation of contemporary human resource strategies, policies, procedures, practices, programs and systems to support business improvement initiatives, Agency needs and meet legislative requirements.

Provide high level support and expertise in relation to employee relations, job design and classification, recruitment and selection, performance management, change management, workforce planning and succession planning and initiate and monitor effective business solutions.

Participate and contribute to relevant human resource management and Divisional forums, represent DIER on committees and undertake high level liaison with internal and external stakeholders.

Desirable Requirements:—A relevant tertiary qualification in human resource management or related discipline.

Enquiries to Yvette Steele, Manager Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03) 6233 3396, email yvette.steele@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, email recruitment@dier.tas.gov.au.

JUSTICE

MAGISTRATES COURT

Hobart

Court Clerk (355416).

Applications Close:—Friday, 14 September 2012.

Salary:—\$52,869 – \$57,546 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time 73.5 hours per fortnight commencing as soon as possible until 2 September 2013 or the return of the substantive employee (whichever occurs first).

Location:—Hobart.

Duties:—Co-ordinate the day to day activities of the court, including pre-court checking, preparation and organisation of documents, exhibits, correspondence, statistics and liaison with

Court Security. Ensure the proper and accurate recording and monitoring of court proceedings, including the monitoring and operation of technical equipment, to Essential Requirements:-

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

Desirable Requirements:—Knowledge and expertise consistent with qualifications recognised at Certificate 3 and 4 of Business Administration or equivalent level.

Enquiries to Paul Huxtable, Acting Administrator of Courts, Magistrates Court, Department of Justice, phone (03) 6233 2213, email paul.huxtable@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Paul Huxtable on (03) 6233 2213. 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

WORKPLACE STANDARDS TASMANIA

Building Control

Audit and Investigation Officer (355900).

Applications Close:—Friday, 14 September 2012.

Salary:—\$71,148 – \$74,405 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time 73.5 hours per fortnight until 9 January 2013.

Location:—Rosny.

Duties:—Conduct performance audits of building practitioners, permit authorities and councils and report the results to the Director of Building Control. Investigate complaints, allegations and other matters as directed by the Director of Building Control or under appointment as an approved investigator by the Building Appeal Board.

Essential Requirements:—A current Tasmanian Drivers Licence.

Desirable Requirements:—Previous experience in an investigation role in a building related area.

Enquiries to David Appleyard, Acting Team Leader Audit and Investigation, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 7993, email david.appleyard@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact David Appleyard on (03) 6233 7993.

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.

PREMIER AND CABINET

LOCAL GOVERNMENT, SECURITY AND EMERGENCY MANAGEMENT DIVISION

Data and Policy Analyst (001902).

Applications Close:—Friday, 14 September 2012.

Salary:—\$77,536 – \$89,072 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Provide a high level of research and analysis, and contribute to development and implementation of policy issues and initiatives that are relevant to the Division of Local Government, Security and Emergency Management (Division).

Desirable Requirements:—A tertiary qualification in a relevant discipline or research experience to similar level.

Enquiries to Mathew Healey, Director, Local Government and Security and Emergency Management, Department of Premier and Cabinet, phone (03) 6270 5471, email mathew.healey@dpac.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

BIOSECURITY AND PRODUCT INTEGRITY

Quarantine Services

Quarantine Support Officer (6 positions) (706875 to 706880).

Applications Close:—Friday, 14 September 2012.

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

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time from as soon as possible for 7 months, see below for hours.

Location:—Devonport.

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

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

The occupants will be required to work in accordance with an approved roster. The current roster plan is 6.00am to 9.00am Monday to Friday or 6.00am to 9.00am Saturday and Sunday.

Duties:—Assist with minimising the risk of the incursion of exotic pests and diseases by maintaining a strong quarantine presence at all major sea and airports around the State through effective implementation of quarantine barrier and passenger processing.

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 Adrian Hatten, phone (03) 6421 7639, email adrian.hatten@dpipwe.tas.gov.au.

Applications to Sam Allen, Administration Officer (Quarantine), Department of Primary Industries, Parks, Water and Environment, 3rd floor, 169 Main Road, Moonah, Tas, 7009, phone (03) 6233 3626, fax (03) 6233 3307, email sam.allen@dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

EPA DIVISION

Environmental Operations

Graduate, Northern Regulations (706872).

Applications Close:—Friday, 14 September 2012.

Salary:—\$52,869 – \$63,654 p.a.

Tasmanian State Service Award, Graduate.

Permanent full-time.

Location:—Launceston.

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

Duties:—Support the Northern Regulations Section of the Environmental Operations Branch by undertaking regulation and assessment of activities that are regulated by the Section, in accordance with the requirements of the Environmental Management and Pollution Control Act 1994 and Government policy.

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

PARKS AND WILDLIFE SERVICE

Operations and Performance

Northern Region

Visitor Reception/Information Officer (706881).

Applications Close:—Friday, 14 September 2012.

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

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term full-time from 12 November 2012 to 26 April 2013.

Location:—Freycinet.

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

Duties:—Provide general and non-trade building maintenance services within the Visitor Services Zone of the Freycinet National Park, including the visitor centre, campgrounds and other facilities, to ensure the appropriate presentation and management of visitor facilities.

Provide on ground information to campers and visitors in relation to fees, environmental sustainability and recreational opportunities.

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

Desirable Requirements:—Workplace Level 2 First Aid Certificate; and traffic management training.

Enquiries to David Adams, phone (03) 6256 7005, email David.Adams@parks.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

PARKS AND WILDLIFE SERVICE

Operations and Performance

Northern Region

Visitor Reception Officer

Applications Close:—Friday, 14 September 2012.

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

Tasmanian State Service Award, General Stream, Band 1.

Vacancy No. 340030 and 706073.

Fixed-term part-time (340030) from 30 October 2012 until 12 April 2013, or until the return of the substantive occupant, whichever is the sooner; and permanent part-time (706073).

Location:—Freycinet.

Both vacancies are for a minimum of 750 hours per annum. The occupants will work full-time hours from December until April with a possibility that minimal work may be available for the remainder of the year.

Applicants must indicate the position or positions they are applying for in their application by quoting the respective position numbers.

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

Duties:—Receive and service visitors and general enquiries. To collect and account for park fees from visitors to the Freycinet National Park and provide advice and information on recreational opportunities, facilities and use of local reserves managed by the Parks and Wildlife Service.

Desirable Requirements:—A current motor vehicle licence.

A current Workplace Level 2 First Aid Certificate.

Enquiries to David Adams, phone (03) 6256 7005, email David.Adams@parks.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@dpiwpe.tas.gov.au.

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

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TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

Liquor and Gaming Branch

Senior Compliance Analyst (724174).

Applications Close:—Friday, 14 September 2012.

Salary:—\$71,148 – \$74,405 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time As soon as possible up until 29 March 2013.

Location:—Hobart.

Duties:—Provide high level technical support in relation to the approval and ongoing audit of gaming equipment and operations and/or high level technical advice in relation to the establishment and maintenance of effective systems

to approve and monitor the operation of gaming devices, gaming equipment and gaming systems used in all forms of gaming, including interactive gaming and wagering activities and the operation of betting exchanges. In the context of the selection criteria, to be successful in the position applicants will have:—strong analytical skills and the ability to provide sound recommendations for action and good interpersonal skills, particularly in dealing with a range of internal and external stakeholders.

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

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 and alcohol related offences, Crimes involving dishonesty, Serious traffic offences and Identification check for: finger prints, palm prints, photograph and credit check.

Enquiries to Adrian Christian, Director, Liquor and Gaming Branch, Department of Treasury and Finance, G.P.O. Box 147, HOBART, TAS, 7001, phone (03) 6233 3266, email adrian.christian@treasury.tas.gov.au.

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Aboriginal Education Worker	N. Wheatley	6 months	24.09.12
Health & Human Services & Tasmanian Health Organisations	Business Support Officer	A. Dowling	Nil	03.09.12
Health & Human Services & Tasmanian Health Organisations	Quality Co-ordinator	J. Carr	Nil	03.09.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	S. Peck	6 months	27.08.12
Health & Human Services & Tasmanian Health Organisations	Admissions Coordinator	E. Moore	6 months	27.08.12
Health & Human Services & Tasmanian Health Organisations	Youth Justice Worker	J. Marshall	6 months	30.08.12
Health & Human Services & Tasmanian Health Organisations	Phlebotomy Technician	K. Belbin	6 months	03.09.12
Health & Human Services & Tasmanian Health Organisations	Paramedic	D. Edmestone	6 months	27.08.12
Health & Human Services & Tasmanian Health Organisations	Orthotist/Prosthetist	S. Palazzolo	6 months	04.09.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	S. Howard	6 months	02.09.12
Justice	Enforcement Officer	H. McLaren	Nil	27.08.12
Justice	Enforcement Officer	T. Brannan	Nil	27.08.12
Justice	Court Support Officer	K. Van Oosterom	Nil	27.08.12
Justice	Enforcement Officer	C. Butler	6 months	27.08.12
Justice	Judges Attendant	R. Rees	Nil	30.08.12
Justice	Enforcement Officer	E. Morgan	6 months	27.08.12
Justice	Security Officer	A. Davenport	Nil	30.08.12
Premier & Cabinet	Senior Project Manager	G. Evans	3 months	27.08.12
Premier & Cabinet	Consultant	H. Bryen	Nil	20.08.12
Primary Industries, Parks, Water & Environment	Senior Spatial Information Officer	P. von Minden	6 months	19.11.12
Treasury & Finance	Principal Policy Analyst	C. Tipping	6 months	12.09.12

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Aboriginal Heritage Register (AHR) Development Program Manager	P. England	18 months	28.08.12

Appointment of Officers

<i>Agency</i>	<i>Officers Name</i>	<i>Duties Assigned</i>	<i>Date of Appointment</i>	<i>Duration</i>
Treasury & Finance	F. Calvert	Director, Shareholder Policy and Markets Branch	17.09.12	Five years

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	A. Eastley	Principal	24.09.12
Education	K. Hay	Principal	24.09.12
Education	M. House	Principal	24.09.12
Education	M. Pinnington	Principal	24.09.12
Education	N. Odgers	Principal	24.09.12
Education	A. Viney	Principal	27.08.12
Education	P. Fraser	Principal	24.09.12
Education	P. Wells	Principal	30.08.12
Education	L. Fisher	Principal	24.09.12
Education	S. Oldfield	Principal	30.08.12
Education	J. King	Principal	24.09.12
Health & Human Services & Tasmanian Health Organisations	E. Slade	Executive Support Officer	27.08.12
Premier & Cabinet	T. Heideman	Senior Project Manager	27.08.12

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	G. McBain	30.08.12
Health & Human Services & Tasmanian Health Organisations	Senior Adviser Strategic Comms & Coordination	J. Denholm	23.08.12
Health & Human Services & Tasmanian Health Organisations	Medical Orderly	P. Lee	31.08.12
Health & Human Services & Tasmanian Health Organisations	Senior Dietitian	K. Duggan-Larkin	22.08.12
Health & Human Services & Tasmanian Health Organisations	Senior Cardiac Technician	B. Valentine	31.08.12
Health & Human Services & Tasmanian Health Organisations	Dementia Services Co-ordinator	M. White	24.08.12
Health & Human Services & Tasmanian Health Organisations	Home Care Assessor	C. Moran	30.08.12
Health & Human Services & Tasmanian Health Organisations	Co-Ordinator Adoptions Information Services	J. Monaghan	03.08.12
Health & Human Services & Tasmanian Health Organisations	Staff Specialist	S. Ellis	31.08.12
Health & Human Services & Tasmanian Health Organisations	Community Options Case Manager	S. Hyland	16.08.12
Justice	Correctional Officer	S. Dineen	03.09.12
Justice	Senior Inspector Mines	J. Fox	30.08.12
Police & Emergency Management	Manager, CISM	C. Blizzard	31.08.12

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Justice	Correctional Officer	A. Burley	02.09.12
Justice	Production Manager (Farm)	J. Norris	31.08.12
Justice	Research Assistant	P. Backhouse	31.08.12
Primary Industries, Parks, Water & Environment	Senior Environmental Technical Officer	J. Dobson	29.08.12

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	S. Willis	Premier & Cabinet	Principal Liaison Officer - Multicultural	17.08.12



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