



# TASMANIAN STATE SERVICE NOTICES

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

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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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Getting it right

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40



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20



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## 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.**

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

check, Crimes of violence, Sex related offences, Serious drug offences, Crimes involving dishonestly Identification check and disciplinary action in previous employment check.

Desirable Requirements:—Relevant post-secondary qualifications or membership of a relevant professional organisation.

Current driver's licence.

Enquiries to Laurence Paine, Business and Operations Manager, phone (03) 6211 4155, email **Laurence.Paine@tmag.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.

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

TOURISM TASMANIA

*Operations and Planning*

#### **Executive Assistant (670009).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—This position provides crucial executive support to the Chief Executive Officer (CEO) as well as high level administrative and clerical support to the Office of the CEO, including researching and co-ordinating background notes and briefings, managing information systems and ensuring the efficient flow of information to and from the office. Provide personal and telephone reception facilities and an efficient secretarial service.

Desirable Requirements:—Tertiary qualifications in, or progress towards a qualification in a business related discipline for example Certificate IV in Business Management.

Enquiries to Adam Sproule, Director Operations and Planning, phone (03) 6230 8140, email **adam.sproule@tourism.tas.gov.au**.

Applications to Daniel Gillie, Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5507, fax (03) 6233 5703, email **Daniel.Gillie@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 (South)*

South Hobart Primary School

#### **Education Facility Attendant, South Hobart Primary School (964437).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$37,063 – \$55,491 pro rata, per annum.

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

*Tasmanian Museum and Art Gallery*

#### **Manager Visitor Operations (425309).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time Until 30 June 2013.

Location:—Hobart.

Duties:—Manage the provision of exceptional customer service to visitors of the museum and art gallery.

Ensure the provision of efficient and effective visitor services and facilities, retail operations, event staging and cleaning services.

Co-ordinate the development, implementation and monitoring of appropriate strategies, policies, systems and guidelines to support business delivery.

The Commissioner has determined that the person/s nominated for this position is to satisfy pre-employment checks before taking up the position, promotion or transfer. The following checks are to be conducted:—conviction

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

Permanent part-time 40 hours per fortnight (4:00pm-8:00pm Monday-Friday).

Location:—South Hobart Primary School.

Description of the 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 Bev Thomas, Department of Education, phone (03) 6223 6040, email bev.thomas@education.tas.gov.au.

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

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

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

EDUCATION

LINC TASMANIA

LINC*s East*

Rosny LINC

**Online Access Centre Co-ordinator, Clarence Plains (700349).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$53,926 – \$58,697 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 36.75 hours per fortnight.

Location:—Rosny LINC.

Description of the role:—To co-ordinate the day-to-day operations of an Online Access Centre.

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:—Certificate IV in Workplace Training and Assessment.

Enquiries to Jane McGregor, Manager, Rosny LINC, Department of Education, phone (03) 6233 8410, email jane.mcgregor@education.tas.gov.au.

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



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Some courses also offer the flexibility of being studied part-time or via distance education.

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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

OFFICE OF THE TASMANIAN QUALIFICATIONS AUTHORITY  
(OTQA)

### *Quality Assurance*

#### **Quality Assurance Officer (940051).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight.

Location:—Kirksway House, Battery Point.

Description of the role:—Manage quality assurance processes to ensure that standards are met for the provision of, and results in, TQA accredited and other courses; including quality assurance for the provision of services to overseas students in Tasmanian schools.

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:—Relevant tertiary qualifications.

Current driver's licence.

Enquiries to John Brooks, Manager TQA, Department of Education, phone (03) 6216 4247, email john.brooks@tqa.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

#### **Registered Nurse (513993).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$56,163 – \$76,859 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse Grade 3 Year 1 to Grade 4 Year 4.

Fixed-term casual shift work (fully rotational), working as and when required, commencing as soon as possible for a period of 12 months.

Location:—Launceston Remand Centre and Ashley Youth Detention Centre, North/North West.

Please note: that access to the Grade 4 salary range \$72,675 – \$76,859 is subject to successful application for progression to Grade 4.

In accordance with Agency policies and professional standards is responsible to the Nurse Unit Manager for conducting comprehensive health assessments for new admissions, planning care, referring and following up as required.

Providing and evaluating clinical care to identified client groups.

Collaborating within a multi-disciplinary framework.

Providing leadership to registered, enrolled nurses and students in the planning, provision and evaluation of care.

The maintenance of the advanced level of nursing knowledge, care delivery and skill.

Registered with the Nursing and Midwifery Board of Australia.

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

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Ambulance Tasmania*

#### Aero-Medical and Medical Retrieval

#### **Clinical Co-ordinator (518852).**

Applications Close:—Friday, 25 January 2013.

Salary:—To be negotiated.

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

Fixed-term casual positions available, commencing as soon as possible for a period of 12 months.

Location:—Hobart.

Duties:—The role of a Clinical Co-ordinator of the Aero-medical and Medical Retrieval Division (AMMRD) is to optimise the care of patients being transported in the pre-hospital and inter-hospital settings within Tasmania and for those being transported from, or to, Tasmania. This is achieved through expert medical advice to the Ambulance Tasmania (AT), staff of the AMMRD, and medical and nursing staff involved in the transport of patients, particularly the critically ill or injured.

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

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

Enquiries to Wolfgang Rechberger, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5770, email wolfgang.rechberger@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Ambulance Tasmania*

Clinical Services

***Patient Safety Officer (519445).***

Applications Close:—Friday, 25 January 2013.

Salary:—\$56,163 – \$76,859 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1 to Grade 4, Year 4.

Permanent full-time daywork.

Location:—Hobart.

Please note that access to the Grade 4 salary range \$72,675 – \$76,859 is subject to successful application for progression to Grade 4.

Duties:—Support the Director Clinical Services in overseeing the creation, review, and refinement of Patient Safety initiatives as part of the Clinical Governance Framework and compliance with Ambulance Tasmania strategies and direction. Co-ordinate the Ambulance Tasmania immunisation program and administer vaccines to Ambulance Tasmania employees, both salaried and volunteer, as required.

Desirable Requirements:—Current driver's licence. Relevant qualification in quality and/or Patient Safety. Qualification as nurse immuniser or commitment to obtain same within 12 months.

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

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

Enquiries to Shaun White, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 8023, email shaun.white@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

*Children and Youth Services*

***Support Worker, Children and Youth Services (501645).***

Applications Close:—Friday, 25 January 2013.

Salary:—\$44,602 – \$46,672 pro rata, per annum.

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

Permanent full-time day work. See NOTE below.

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

PLEASE NOTE:—Alternative part-time hours may be available by negotiation.

Other permanent full-time or part-time vacancies, and fixed term full-time and part-time vacancies, that may arise in the near future may also be filled from this selection process.

Fixed term casual (as and when required) positions may also be filled from this selection process.

Duties:—Under the supervision of the Co-ordinator, provide support to children, young persons and families with the aim to enable children to grow up in a safe and supportive environment including providing transport and supervision of client access visits.

Selection criteria includes:—A good knowledge of the tasks performed by Children and Youth Services or the ability to quickly acquire that knowledge.

Demonstrated personal qualities including sensitivity and perseverance and the ability to work in an environment subject to work pressure and change and maintain a high level of confidentiality.

Good written, verbal and interpersonal skills including conflict resolution and negotiation skills.

Note—Please refer to the Statement of Duties for all the selection criteria of this position to address in your application.

Desirable Requirements:—A relevant VET (Vocational Education and Training) qualification from the Community and Health Sector training area.

Essential Requirements:—Current driver's licence.

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Children and Youth Services*

**Youth Justice Worker (501592).**

Applications Close:—Friday, 25 January 2013.

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

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DoE, DPPEM, DoJ, Allied Health Professional, Level 6.

Fixed-term part-time day work (30.4 hours per fortnight) commencing as soon as possible until 30 September 2013.

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

Duties:—As part of a restorative justice practice framework and subject to the statutory provisions of the Youth Justice Act 1997 assess the complex risks and rehabilitative needs of young people referred by the police and the courts, participate in youth diversionary programs and case manage a caseload of identified clients on legal orders.

Selection criteria includes:—Demonstrated ability to work within a legislative framework, together with a good knowledge and understanding of the Youth Justice Act 1997 or the ability to acquire the same.

Demonstrated high standard of communication skills, in particular strong interpersonal, conflict resolution, counselling and group work skills together with the ability to present confidently in public with groups and stakeholders.

Demonstrated knowledge of and ability to work within restorative justice and community capacity building principles or the ability to acquire the same.

NOTE: Please refer to the Statement of Duties for all the selection criteria of this position to address in your application.

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

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Stuart Oldfield, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7628, email [stuart.oldfield@dhhs.tas.gov.au](mailto:stuart.oldfield@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

*Disability, Housing and Community Services*

Housing Tasmania

**System Support Officer (500046).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

Permanent full-time (Commencing as soon as possible).

Location:—Hobart.

Duties:—As a member of the Compliance and Corporate Support Branch, support the functions of housing information systems. Provide systems support for Housing Tasmania's information systems including day to day operations and the Tasmanian Housing Information System, Works and Assets, ASK and other related functions and undertake projects and activities that include training, issue identification, documentation, change management, testing and problem resolution.

Essential Requirements:—Nil.

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

Enquiries to Michael Flanagan, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4814, email [michael.flanagan@dhhs.tas.gov.au](mailto:michael.flanagan@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

**Clinical Nurse Consultant, McGrath Breast Care Nurse (521240).**

Applications Close:—Friday, 1 February 2013.

Salary:—\$81,689 – \$87,328 p.a.

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

Fixed-term full-time daywork, commencing as soon as possible for a period of 3 years.

Location:—BreastScreen Tasmania, Launceston.

Duties:—The focus of the Breast Care Nurse (BCN) position funded by the McGrath Foundation is to improve the quality and continuity of care and support provided to clients diagnosed with breast cancer across the continuum of care. The Breast Care Nurse provides a pivotal contact point for continuity of care for people diagnosed with breast cancer. The position supports and co-ordinates the patient's care from diagnosis through surgery, the post-operative period, discharge from hospital back to the community, and as an integral part of the multi-disciplinary team throughout the patient's treatment.

A Breast Care Nurse is defined by the National Breast and Ovarian Cancer Centre as a 'registered nurse who applies advanced knowledge of the health needs, preferences and circumstances of women with breast cancer to optimise the individual's health and well-being at various phases across the continuum of care, including diagnosis, treatment, rehabilitation, follow-up and palliative care. This advanced

knowledge is based on an in-depth understanding of theory and research relevant to the field of breast cancer nursing. Specifically, BCN practice incorporates advanced knowledge and skills in supportive care, including providing specialized and tailored information and education, psychological support, and clinical care'.

The BCN adapts his/her practice according to the specific and changing needs of individual women, taking into account their multiple health needs, concerns and preferences for care. The BCN facilitates continuity of care between different phases of the cancer journey, care settings, care plans and care providers.

**Desirable Requirements:**—Relevant post graduate qualifications or willingness to complete the postgraduate certificate in breast care nursing or cancer nursing.

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

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

Enquiries to Gail Ward, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 4300, email 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

*Shared Services*

Finance

***Finance Services Officer, Accounts Receivable (500636).***

Applications Close:—Friday, 25 January 2013.

Salary:—\$47,265 – \$51,332 p.a.

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

Fixed-term full-time daywork, commencing as soon as possible to 28 June 2013.

Location:—Hobart.

**Duties:**—Process transactions for the Department in accordance with relevant policies, procedures and legislation. Liaise with a broad range of interdepartmental staff and clients on a range of account issues and provide advice and instruction in relation to finance operational processes.

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

Enquiries to Rhy Cullen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6236 5857, email rhy.cullen@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

*Shared Services*

Payroll

***Pay/Personnel Officer (521283).***

Applications Close:—Friday, 25 January 2013.

Salary:—\$53,203 – \$57,913 pro rata, per annum.

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

Permanent part-time daywork, working 38 hours per fortnight.

Location:—Pay/Personnel Unit North, North West.

**Duties:**—Calculate payroll and prepare employment contracts and other documentation related to the employment benefits, conditions and entitlements of employees of the Department as specified in relevant Awards/Agreements and other Legislative provisions. Provide advice and assistance to managers and staff on a diverse range of human resource services, specifically those associated with pay and personnel issues.

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

Enquiries to Kerry Johnson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6440 7002, email kerry.johnson@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*

***Assistant Director of Nursing (ADON) (519813).***

Applications Close:—Friday, 25 January 2013.

Salary:—\$99,370 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 8, Level 2.

Permanent full-time day work (with oncall). Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Risdon Prison Complex.



Duties:—Within a collaborative and multidisciplinary service delivery framework, the ADON will co-ordinate the delivery of patient care within the Correctional Primary Health Services Unit in accordance with required professional, clinical and ethical standards that ensure best practice principles are applied within the collaborative multidisciplinary framework.

Provide leadership in contemporary nursing practice and promote an environment conducive to innovation and change.

Manage the financial, physical and human resources of the Correctional Primary Health Services Unit to achieve agreed service outcomes within the allocated budget.

Develop, implement and evaluate clinical frameworks, policies, systems and processes to optimise the quality of clinical service delivery. Lead and support accreditation processes for Correctional Primary Health Services.

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

A person nominated for this position must also satisfy a further criminal history check in accordance with the Director of Prison's Standing Orders established under the Corrections Act 1997.

Standing Order – Identification (ID) Cards and Visitor Passes 5.02 and Standard Operating Procedure – Tasmanian Prison Service Identification (ID) Cards MH5.02.1. A nominated person cannot be employed within Correctional Primary Health Services if excluded from entry to Tasmanian Prison Services under the Corrections Act 1997.

Enquiries to Ann Marie Mallett, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 8240, email [annmarie.mallett@dhhs.tas.gov.au](mailto:annmarie.mallett@dhhs.tas.gov.au).

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

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

##### HEALTH AND HUMAN SERVICES

##### *Statewide and Mental Health Services*

#### **Clinical Co-ordinator (502825).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$87,754 – \$97,057 pro rata, per annum.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS Allied Health Professional, Level 4.

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

Location:—Statewide Mental Health Services, Devonport.

Duties:—As part of a multidisciplinary 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 Clinical Co-ordinator will assist the Team Leader within the adult community area to provide leadership and direction in the strategic development and management of a comprehensive multidisciplinary community mental health team.

Provide effective management of specified human and physical resources.

Provide leadership, direction and change management to facilitate the progression of the Mental Health Service Strategic Plan through the implementation of the new models of care within a community setting.

Optimise clinical processes and individual client outcomes.

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

Enquiries to Alex Daniel, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6421 7663, email [alexandra.daniel@dhhs.tas.gov.au](mailto:alexandra.daniel@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*

#### **Community Mental Health Nurse (CAT) (519274).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$63,591 – \$76,859 pro rata, per annum.

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

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

Location:—Adult Community Mental Health, North.

Please Note: Please note that access to the Grade 4 salary range \$72,675 – \$76,859 is subject to successful application for progression to Grade 4.

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 Community Nurse:

Provides a specialist mental health service within the community setting for a designated client group, utilising evidence based practices and recovery principles.

Works within a multi-disciplinary team to deliver co-ordinated assertive case management including triage, crisis, intake and assessment and the development and implementation of individual service plans for designated clients.

Supports and works in collaboration with primary health care professionals within an identified region to provide care to clients in the community setting.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia and possesses specialist tertiary graduate or postgraduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric

nurse by the relevant nurse registration authority within Australia, New Zealand, Canada or the United Kingdom.

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Tessa Oldfield, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2185, email [tessa.oldfield@dhhs.tas.gov.au](mailto:tessa.oldfield@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 Practitioner (502840).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$117,605 – \$127,983 pro rata, per annum.

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

Fixed-term full-time day work (with oncall). Commencing as soon as possible for a period of 5 years. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Statewide Mental Health Services, North West.

Duties:—Provide of assessment, treatment and clinical care to individuals referred to the team in collaboration with other team members. This will include the application of a wide range of skills and interventions. Act as a medical and psychiatric resource for other team members. Promote and maintain close links with colleagues and service providers to ensure continuity of patient care. Liaise with other community service providers, especially GPs.

Desirable Requirements:—Current driver's license valid in Tasmania.

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Dr Chris Wareing, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 4070, email [chris.wareing@dhhs.tas.gov.au](mailto:chris.wareing@dhhs.tas.gov.au) or Trizia Cangelosi, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7811, email [trizia.cangelosi@dhhs.tas.gov.au](mailto:trizia.cangelosi@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*

**Prison Medical Officer (517257).**

Applications Close:—Friday, 1 February 2013.

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 on-call).

Location:—Risdon Prison Complex.

Please Note: Salary is subject to additional allowances including on call.

Duties: Support the Clinical Director, Correctional Primary Health Services and the Health Services Manager in the development and provision of primary clinical health services. Assist the Clinical Director Correctional Primary Health Services in the provision of clinical leadership and direction for Correctional Primary Health Services in the area of primary health care. Clinical governance and legislative requirements determine clinical direction and are the responsibility of the medical profession in provision of the standard and quality of care.

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Dr Chris Wake, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 8244, mobile 0457 737 504, email [chris.wake@dhhs.tas.gov.au](mailto:chris.wake@dhhs.tas.gov.au) or Trizia Cangelosi, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7811, email [trizia.cangelosi@dhhs.tas.gov.au](mailto:trizia.cangelosi@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 (2 Vacancies).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$56,163 – \$76,859 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1 to Grade 4, Year 4.

**Vacancy No. 512530.**

Permanent full-time shift work (fully rotational). Not withstanding, hours per fortnight may be negotiated with the successful applicant.

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

**Vacancy No. 516913.**

Permanent full-time shift work (fully rotational). Not withstanding, hours per fortnight may be negotiated with the successful applicant.

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

Please Note: Please note that access to the Grade 4 salary range \$72,675 – \$76,859 is subject to successful application for progression to Grade 4.

In accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies the Registered Nurse will:—Provide nursing care within the scope of practice of a Registered Nurse.

Using a primary health care focus plan, implement and evaluate nursing care in conjunction with the client and other members of the health care team.

Contribute to nurse education by preceptoring and supporting student nurses and other health care workers at undergraduate and postgraduate levels.

Participate in professional education/development relevant to the current area of practice.

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

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

Enquiries to Shirley Wyper, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 621 6841, email shirley.wyper@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Statewide and Mental Health Services*

**Registered Nurse (512532).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$56,163 – \$76,859 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1 to Grade 4, Year 4.

Permanent part-time shift work (fully rotational), working 38 hours per fortnight.

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

Please note: Please note that access to the Grade 4 salary range \$72,675 – \$76,859 is subject to successful application for progression to Grade 4.

In accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies the Registered Nurse will—Provide nursing care within the scope of practice of a Registered Nurse.

Using a primary health care focus plan, implement and evaluate nursing care in conjunction with the client and other members of the health care team.

Contribute to nurse education by preceptoring and supporting student nurses and other health care workers at undergraduate and postgraduate levels. Participate in professional education/development relevant to the current area of practice.

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

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*System Purchasing and Performance*

*Service Purchasing and Performance*

**Data Project Officer (500629).**

Applications Close:—Friday, 1 February 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

Permanent full-time day-work.

Location:—Hobart.

Duties:—Maintain and enhance the reporting functions by developing tools and processes for routine reporting, ad hoc queries and analysis of the data tasks to support the Group's performance reporting activities at national, state, agency and Divisional levels. Participate in database design, statistical analysis, verbal and written presentation of results and liaison with relevant staff across the Group. Co-ordinate designated programs and projects within the Group. This activity may involve co-ordination, planning, implementation and documentation of administrative processes associated with those programs or projects.

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

Enquiries to Peter Mansfield, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 2173, email [peter.mansfield@dhhs.tas.gov.au](mailto:peter.mansfield@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

*System Purchasing and Performance*

Service Quality and Improvement

**Senior Specialist Pharmacist, Quality use of Medicines (QUM) (518793).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$87,754 – \$97,057 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS Allied Health Professional, Level 4.

Permanent full-time daywork.

Location:—Medication Strategy Reform, 24 Davey Street, Hobart.

Duties:—Co-ordinate the Agency's response to medication related safety and quality initiatives generated from peak national bodies such as the Australian Commission on Safety and Quality in Healthcare (ACSQHC). Facilitate Tasmanian Health Organisations to meet medication related accreditation requirements through the development of statewide policy, co-ordination of quality improvement activities and other initiatives. Liaise, develop and maintain strong communication links with key stakeholders regarding needs and priorities for medication management by leading and co-ordinating working parties, inter-departmental committees and other groups.

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

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

Enquiries to Amber Roberts, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4949, email [amber.roberts@dhhs.tas.gov.au](mailto:amber.roberts@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*

**Enrolled Nurse EBA (517568).**

Applications Close:—Friday, 25 January 2013.

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 16 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 6D, Launceston General Hospital.

Duties:—In accordance with Agency policies and legal requirements, the Enrolled Nurse delivers direct patient/client care of a prescribed recurrent nature under the supervision of a Registered Nurse.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia (holds Board-approved qualification in administration of medicines).

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

Enquiries to Vanessa Fulton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7329, email [vanessa.fulton@dhhs.tas.gov.au](mailto:vanessa.fulton@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*

**Pharmacy Technician (521116).**

Applications Close:—Friday, 1 February 2013.

Salary:—\$53,203 – \$57,913 pro rata, per annum.

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

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

Location:—Pharmacy Department.

Duties:—Pharmacy Technicians work in a variety of areas, such as dispensing, manufacturing, clinical trials, and ward-based work. Commonly this work will be directly supervised by a pharmacist (often because of the legal framework that exists around the management of medications) but not in all cases.

Essential Requirements:—Possess or be actively enrolled in Certificate III or IV in Health Services Assistance (Hospital and Community Health Pharmacy Assistance) from a recognised education institution or Possess or be actively enrolled in Certificate III or IV in Hospital/Health Services Pharmacy Support from a recognised educational institution or An Associated Diploma from a recognised educational institution, or an equivalent qualification, that is relevant to the work of a pharmacy technician or Relevant training and/or experience determined in accordance with the provisions of Section 38 of the State Service Act 2000 that is relevant to the work of a pharmacy technician.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before

taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas—crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Paula Cooper, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7732, email paula.cooper@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 (5 Vacancies).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$56,163 – \$76,859 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1 to Grade 4, Year 4.

Vacancy No. 504404.

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

Location:—Department of Emergency Medicine, Launceston General Hospital.

Please note that access to the Grade 4 salary range \$72,675 – \$ 76,859 is subject to successful application for progression to Grade 4.

Vacancy No. 520617.

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

Location:—Department of Emergency Medicine, Launceston General Hospital.

Please note that access to the Grade 4 salary range \$72,675 – \$ 76,859 is subject to successful application for progression to Grade 4.

Vacancy No. 513408.

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

Location:—Department of Emergency Medicine, Launceston General Hospital.

Please note that access to the Grade 4 salary range \$72,675 – \$ 76,859 is subject to successful application for progression to Grade 4.

Vacancy No. 521080.

Permanent part-time shift work (fully rotational), working 35 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Emergency Medicine, Launceston General Hospital.

Please note that access to the Grade 4 salary range \$72,675 – \$ 76,859 is subject to successful application for progression to Grade 4.

Vacancy No. 513792.

Permanent part-time shift work (fully rotational), working 32 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Emergency Medicine, Launceston General Hospital.

Please note that access to the Grade 4 salary range \$72,675 – \$ 76,859 is subject to successful application for progression to Grade 4.

Duties:—Strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with patients/clients, 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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Scott Rigby, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7392, email scott.rigby@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 (511362).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$56,163 – \$76,859 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1 to Grade 4, Year 4.

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

Location:—Womens and Childrens Services.

Please note that access to the Grade 4 salary range \$72 675 – \$76 859 is subject to successful application for progression to Grade 4.

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

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

Enquiries to Michael Sherring, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7053, email michael.sherring@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 (6 Vacancies).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$56,163 – \$76,859 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1 to Grade 4, Year 4.

Vacancy No. 504332.

Fixed-term part-time shift work (fully rotational) working 64 hours per fortnight, from 10 February 2013 to 25 January 2014. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 5A, Launceston General Hospital.

Please note that access to the Grade 4 salary range \$72,675 – \$ 76,859 is subject to successful application for progression to Grade 4.

Vacancy No. 504334.

Fixed-term part-time shift work (fully rotational) working 48 hours per fortnight, from 10 February 2013 to 25 January 2014. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 5A, Launceston General Hospital.

Please note that access to the Grade 4 salary range \$72,675 – \$ 76,859 is subject to successful application for progression to Grade 4.

Vacancy No. 504355.

Fixed-term part-time shift work (fully rotational) working 64 hours per fortnight, from 10 February 2013 to 25 January 2014. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 5A, Launceston General Hospital.

Please note that access to the Grade 4 salary range \$72,675 – \$ 76,859 is subject to successful application for progression to Grade 4.

Vacancy No. 504369.

Fixed-term part-time shift work (fully rotational) working 40 hours per fortnight, from 10 February 2013 to 27 July 2013. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 5A, Launceston General Hospital.

Please note that access to the Grade 4 salary range \$72,675 – \$ 76,859 is subject to successful application for progression to Grade 4.

Vacancy No. 513492.

Fixed-term part-time shift work (fully rotational) working 64 hours per fortnight, from 10 February 2013 to 23 November 2013. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 5A, Launceston General Hospital.

Please note that access to the Grade 4 salary range \$72,675 – \$ 76,859 is subject to successful application for progression to Grade 4.

Vacancy No. 513654.

Fixed-term part-time shift work (fully rotational) working 48 hours per fortnight, from 10 February 2013 to 25 January 2014. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 5A, Launceston General Hospital.

Please note that access to the Grade 4 salary range \$72,675 – \$ 76,859 is subject to successful application for progression to Grade 4.

Duties:—Strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with patients/clients, 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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Andrea Tiffin, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7846, email [andrea.tiffin@dhhs.tas.gov.au](mailto:andrea.tiffin@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*

**Specialist Therapist, Hands, Burns (503782).**

Applications Close:—Friday, 1 February 2013.

Salary:—\$76,505 – \$87,754 pro rata, per annum.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS Allied Health Professional, Level 3.

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

Location:—Physiotherapy Department.

Duties:—To provide and maintain optimal specialist management of patients with hand pathology and following hand trauma/surgery, plastic surgery and burns repair.

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

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

Enquiries to Shawn Lee, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7935, email [shawn.lee@dhhs.tas.gov.au](mailto:shawn.lee@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*

**Staff Specialist (Paediatrics) (504883).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$132,011 – \$184,815 p.a.

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

Permanent full-time day work (with on-call).

Location:—Womens and Childrens Services.

Duties:—To provide quality specialist medical services to the Launceston General Hospital within the limits of specified clinical privileges.

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

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

Enquiries to Anne Brierley, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8977, email [anne.brierley@dhhs.tas.gov.au](mailto:anne.brierley@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*

**Activities Program Co-Ordinator (512492).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$53,203 – \$57,913 pro rata, per annum.

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

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 consultation with residents, clients and health care team members co-ordinate the delivery of diversional therapy services; including the planning, supervision and co-ordination of activities.

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

Enquiries to Rhonda McCoy, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6383 6200, email [rhonda.mccoy@dhhs.tas.gov.au](mailto:rhonda.mccoy@dhhs.tas.gov.au).

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

**Community Nurse, Casual (2 Vacancies).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$63,591 – \$76,859 pro rata, per annum.

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

Vacancy No. 507254.

Fixed-term casual day work, as and when required, commencing as soon as possible to 24 January 2015.

Location:—Deloraine District Hospital.

Please note that access to the Grade 4 salary range \$72,675 – \$ 76,859 is subject to successful application for progression to Grade 4.

Vacancy No. 506857.

Fixed-term casual day work, as and when required, commencing as soon as possible to 24 January 2015.

Location:—Deloraine District Hospital.

Please note that access to the Grade 4 salary range \$72,675 – \$ 76,859 is subject to successful application for progression to Grade 4.

Duties:—Functions as an advanced clinical practitioner in nursing, using evidenced based practices. In accordance with Primary Health Care principles, Agency Policies, legal requirements and professional competencies; the Community Health nurse provides nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programs. Collaborates with other members of the health care team to ensure the delivery of high quality health care. Recognises that the health of individuals and the community is influenced by social and environmental factors as well as individual's access to health services, therefore plans and delivers services accordingly.

Desirable Requirements:—Holds, or is working towards, appropriate tertiary qualifications.

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

Current driver's licence.

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

Enquiries to Lester Jones, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6263 5000, email [lester.jones@dhhs.tas.gov.au](mailto:lester.jones@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*

**Director of Nursing, Scottsdale (505914).**

Applications Close:—Friday, 8 February 2013.

Salary:—\$104,190 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 8, Level 3.

Permanent full-time daywork. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—17 Cameron Street Scottsdale.

Duties:—Manage a range of aged care, community and hospital based services provided from the relevant site, including the management of human, financial and material resources and undertaking a leadership role in ensuring that clinical practice is in accordance with Agency performance objectives and community expectations. Facilitate the development and maintenance of strong communication links within the Agency and other government and non-government agencies, community health service providers and other key groups and consumers regarding health service priorities. In collaboration with the Safety and Quality Unit and Area Management develop and implement ongoing quality improvement and client safety programs. As part of a senior clinical practice management group, contribute to broader clinical management and service delivery issues, including policy review and the development of strategies to meet current and future service priorities.

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

The person nominated for this position must not be a disqualified individual in respect of the responsibilities and obligations of key personnel as prescribed by the Aged Care Act 1997, Division 10A. As such the following checks must be undertaken:—Not convicted of an indictable offence. Not insolvent under an administrator. Not of unsound mind.

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

Enquiries to Sophie Legge, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 4141, mobile 0439 001 211, email [sophie.legge@dhhs.tas.gov.au](mailto:sophie.legge@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*

**Executive Assistant (504786).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$53,203 – \$57,913 pro rata, per annum.

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

Permanent full-time daywork. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Primary Health North.

Duties:—Provide administrative and executive support to the Area Manager and other senior staff in the Primary Health Area Office, co-ordinate the provision of a complete range of efficient and effective office management support services for the Area Manager's Office and supervise the Administrative Assistants in the Primary Health Area Management Office.

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

Enquiries to Maribeth Harris, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5502, email [maribeth.harris@dhhs.tas.gov.au](mailto:maribeth.harris@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 (512649).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$42,625 – \$43,601 pro rata, per annum.

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

Permanent part-time daywork, working 28 hours per fortnight. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Allambi, 33-39 Howick Street Launceston.

Duties:—Within a primary health care framework provide a range of basic home care support services for frail aged people, younger disabled 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 offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.



Enquiries to Samantha Zeitzen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5129, email [samantha.zeitzen@dhhs.tas.gov.au](mailto:samantha.zeitzen@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 (518170).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$42,625 – \$43,601 pro rata, per annum.

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

Permanent part-time day work, working 15 hours per fortnight. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Allambi, 33-39 Howick Street Launceston.

Duties:—Within a primary health care framework provide a range of basic home care support services for frail aged people, younger disabled 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 offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Sam Zeitzen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5129, email [samantha.zeitzen@dhhs.tas.gov.au](mailto:samantha.zeitzen@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*

##### **Registered Nurse (Relief), Casual (504180).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$56,163 – \$76,859 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1 to Grade 4, Year 4.

Fixed-term casual shift work, as and when required, commencing as soon as possible to 10 January 2015.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

Please note that access to the Grade 4 salary range \$72,675 – \$76,859 is subject to successful application for progression to Grade 4.

Duties:—Strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with patients/clients, 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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Sue Bucher, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6352 5522, email [sue.bucher@dhhs.tas.gov.au](mailto:sue.bucher@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*

##### **Senior Physiotherapist (504754).**

Applications Close:—Friday, 25 January 2013.

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

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS Allied Health Professional, Level 1-2.

Permanent full-time daywork. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Primary Health North.

Duties:—To work an effective member of the community physiotherapy team in the assessment, planning and delivery of physiotherapy services for clients and their carers in Northern Tasmania, in consultation with the Area Services Co-ordinator North, to take a lead role in co-ordinating community physiotherapy services in the region including ensuring that services are delivered according to best practice standards and in accordance with organisational policies and professional codes of conduct and contribute to health promotion and prevention initiatives within the region.

Desirable Requirements:—Current drivers licence.

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

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

Enquiries to Pat Wrigley, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 4128, email [pat.wrigley@dhhs.tas.gov.au](mailto:pat.wrigley@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*

**Ward Clerk (504584).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$47,265 – \$51,332 pro rata, per annum.

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

Permanent part-time day work, working 15.2 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

Duties:—To provide an effective and efficient clerical, administration and reception support in the hospital wards, with functions undertaken under general direction, based on established procedures and practice. To provide an effective front line service to the public.

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

Enquiries to Sue Bucher, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6352 5522, email [sue.bucher@dhhs.tas.gov.au](mailto:sue.bucher@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*

Launceston Home Care Services

**Home Care (506523).**

Applications Close:—Friday, 25 January 2013.

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

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

Permanent part-time day work, working 32 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston Home Care Services, Launceston.

Duties:—Within a primary health care framework provide a

range of basic home care support services for frail aged people, younger disabled and their carers.

Essential Requirements:—Nil.

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

Enquiries to Samantha Zeitzen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5130, email [samantha.zeitzen@dhhs.tas.gov.au](mailto:samantha.zeitzen@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 WEST

*Mersey Community Hospital*

**Business Support Officer (515480).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$71,665 – \$74,932 p.a.

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

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

Location:—Mersey Community Hospital.

Duties:—The Tasmanian Health Organisation-North West (THO-NW) is seeking to recruit a Business Support Officer to enable the proficient preparation of budgets and the monitoring of financial resources within the Mersey Community Hospital, North West.

To occupy this position you will be able to work autonomously with broad direction from the Financial Director. The position will offer high level business and finance support and guidance to the Business Unit Managers of the Mersey Community Hospital. This will include providing advice and support in relation to business activities, such as monthly reporting, performance and variance analysis, and financial planning activities to achieve agreed service outcomes. In this role you will also maintain organisational unit wide financial management information and be directed to work on appropriate projects.

To be successful in this role you will possess high level interpersonal and communication skills such as negotiation and conflict resolution. You will be able to pair these skills with your proven ability to liaise effectively with a wide range of clinical and non-clinical staff in order to achieve efficient business outcomes for THO-NW.

For more information or to discuss your application today please contact Lyn Jackson, Business Manager on (03) 6426 5508 or email [lyn.jackson@dhhs.tas.gov.au](mailto:lyn.jackson@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

*Mersey Community Hospital*

**Clinical Co-ordinator, Emergency Department (521183).**

Applications Close:—Friday, 8 February 2013.

Salary:—\$78,061 – \$81,689 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 5, Year 1 to Grade 5, Year 4.

Permanent full-time shift worker, working 76 hours per fortnight.

Location:—Mersey Community Hospital.

Duties:—The Tasmanian Health Organisation-North West (THO-North West) is seeking to recruit a Clinical Co-ordinator who is passionate, motivated and enjoys working collaboratively with a team of health professionals in what can be a demanding and high paced environment.

Your work environment will be a brand new state-of-the-art 20 bed Emergency Department that includes a short stay ward, dedicated paediatric area, six acute beds and two well equipped resuscitation bays. Additionally, a 'Fast Track' system ensures that eligible patients are managed promptly assisting with the overall patient flow through the department.

The successful candidate you will have demonstrated extensive clinical experience in accordance with requirements and meets the psychological, physical and spiritual needs of patients. The role is tasked with co-ordinating the flow of patient/client care delivery within the Emergency Department and Short Stay Unit, based on Safe Staffing principles in a supportive environment that fosters teaching, quality improvement and research activities.

The role contributes to the development and management of the service, by assisting the Nurse Unit Manager and Clinical Nurse Educator in meeting current and future service priorities. The role works with a professional team of experienced nurses and doctors.

We will provide you with a dedicated education area within the department and provide you with the ability to advance your skills and knowledge through ongoing professional development opportunities.

This excellent career opportunity is located on Tasmania's North West coast. With the freshest air in the world, the North West Coast provides an enviable lifestyle complimented by stunning scenery, outstanding forests, mountains, beaches on your doorstep and Melbourne only an hour by plane. The North West Coast is a fantastic and unique place to live and experience the work/life balance at its best.

In addition to the superb location, we offer a welcoming work environment, excellent remuneration, superannuation and access to salary packaging.

To discuss your application and learn more about what this career opportunity, please contact Lynn Sims, Nurse Unit Manager, Department of Emergency Medicine on (03) 6426 5303 or email [lynn.sims@dhhs.tas.gov.au](mailto:lynn.sims@dhhs.tas.gov.au).

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

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

Enquiries to Lynn Sims, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6426 5303, email [lynn.sims@dhhs.tas.gov.au](mailto:lynn.sims@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

*North West Regional Hospital*

**Financial Accountant (501890).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$78,181 – \$90,026 pro rata, per annum.

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

Permanent part-time day worker, working 9.5 hours per fortnight.

Location:—North West Regional Hospital.

Duties:—The Tasmanian Health Organisation-North West (THO-NW) is seeking to recruit a Financial Accountant to enable the proficient preparation of reporting required for internal and external stakeholders, ensuring the integrity of the general ledger and developing the relevant policies and procedures to maintain greater financial control within THO, North West.

To occupy this position you will be able to work autonomously with broad direction from the Financial Director. The successful candidate will have a high degree of knowledge in financial accounting and public sector financial management and have the ability to carry out continuous improvement of THO, North West Accounting functions.

Successful applicants will possess high level analytical, statistical and problem solving skills. Have well developed oral and written communication and conflict resolution skills and a demonstrated knowledge of and experience in understanding, interpreting and applying accounting standards and awareness of contemporary accounting issues in order to achieve efficient business outcomes for THO-NW.

For more information or to discuss your application today please contact Rachel Hoyt, HR Operations Manager on (03) 6490 8980 or email [rachel.hoyt@dhhs.tas.gov.au](mailto:rachel.hoyt@dhhs.tas.gov.au).

Essential Requirements:—Nil.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Primary Health Services North West*

**Business Support Officer (502924).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$71,665 – \$74,932 p.a.

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

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

Location:—Parkside.

Duties:—The Tasmanian Health Organisation-North West (THO-NW) is seeking to recruit a Business Support Officer to enable the proficient preparation of budgets and the monitoring of financial resources within Primary Health Services, North West (PHS NW).

To occupy this position you will be able to work autonomously with broad direction from the Financial Director. The position will offer high level business and finance support and guidance to the Business Unit Managers of Primary Health Services North West. This will include providing advice and support in relation to business activities, such as monthly reporting, performance and variance analysis, and financial planning activities to achieve agreed service outcomes. In this role you will also maintain organisational unit wide financial management information and be directed to work on appropriate projects.

To be successful in this role you will possess high level interpersonal and communication skills such as negotiation and conflict resolution. You will be able to pair these skills with your proven ability to liaise effectively with a wide range of clinical and non-clinical staff in order to achieve efficient business outcomes for THO-NW.

For more information or to discuss your application today please contact Brad Pilgrim, Business Manager on (03) 6440 7009 or email [brad.pilgrim@dhhs.tas.gov.au](mailto:brad.pilgrim@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*

**Co-Director of Nursing-Chronic, Complex and Community Services (516653).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$104,190 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 8, Level 3.

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

Location:—Parkside.

Duties:—Looking for change of scenery? Do you like the idea of a career with diversity?.

The Tasmanian Health Organisation, North West is looking for a Co-Director of Nursing who will be responsible for the overall management and leadership in the Chronic Complex and Community Service.

Based out of Parkside, Burnie, the Co-Director of Nursing Chronic, Complex and Community Services provides effective leadership and management in a complex multi-disciplinary environment to achieve the defined objectives of the clinical services within THO-North West operations.

To be successful in this role the applicant should have extensive and diverse clinical and management experience. The role is responsible for the provision of community, palliative care, ACAT, COS and chronic disease clinical nurse specialists programs and the effective utilisation of human, financial, physical and material resources.

Despite the roles managerial focus and oversight, a comprehensive understanding of contemporary nursing practice and emerging health service delivery issues will be needed. Extensive, highly developed communication, negotiation and conflict resolution skills will be essential for the successful applicant.

This exciting career opportunity is located on Tasmania's North West coast, the clean air, mild climate, beautiful beaches and casual lifestyle make it a fantastic and unique place to live and work. We will offer you attractive remuneration plus superannuation, access to salary packaging and negotiable relocation assistance.

If this sounds like your chance to broaden your career horizons, why not contact Karen Linegar on (03) 6490 8970 or by email [karen.linegar@dhhs.tas.gov.au](mailto:karen.linegar@dhhs.tas.gov.au) to discuss your application today.

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

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

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*

**Community Podiatrist (503070).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$49,785 – \$79,877 pro rata, per annum.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS Allied Health Professional, Level 1-2.

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

Location:—Devonport Community Health Centre.

Duties:—The Tasmanian Health Organisation-North West (THO-North West) is seeking to recruit a Community Podiatrist

to join the Podiatry/Foot Health Service at the Devonport Community Health Centre. Applicants must be passionate, motivated and enjoy working collaboratively with a team of health professionals in what can be a demanding and high paced environment.

As Community Podiatrist you will provide a high standard of podiatric care to patients of the THO-North West working closely with other service providers in the local community.

The North West Podiatry team comprises of both Podiatrists and a Foot Care Therapy Assistant. The service provides all aspects of Podiatric care including management of high risk foot conditions, toenail surgery, biomechanics and treatment of paediatric clients. There is also a strong health promotion component to this work as well as the opportunity to be involved in current research.

The work environment encompasses both community health centres and regional hospitals in this scenic area of North West Tasmania.

This excellent career opportunity is located on Tasmania's North West coast. With the freshest air in the world, the North West Coast provides an enviable lifestyle complimented by stunning scenery, outstanding forests, mountains, beaches on your doorstep and Melbourne only an hour by plane. The North West Coast is a fantastic and unique place to live and experience the work/life balance at its best.

In addition to the superb location, we offer a welcoming work environment, excellent remuneration, superannuation and have access to salary packaging.

To discuss your application and learn more about what this career opportunity, please contact Andrew Chappell, on (03) 6421 7738 or email [andrew.chappell@dhhs.tas.gov.au](mailto:andrew.chappell@dhhs.tas.gov.au).

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

Desirable Requirements:—Current driver's licence.

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

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

Enquiries to Andrew Chappell, Manager Podiatry, THO North West, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6421 7738, email [andrew.chappell@dhhs.tas.gov.au](mailto:andrew.chappell@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*

#### **Enrolled Nurse (502573).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$50,713 – \$56,163 pro rata, per annum.

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

Permanent part-time Permanent Part-time shift worker  
16.5 Hours per fortnight with set rotations.

Location:—Devonport Community Health Centre.

Duties:—Tasmanian Health Organisation-North West is seeking to recruit an Enrolled Nurse who is passionate, motivated and enjoys working collaboratively with a team of health professionals based out of the Devonport Community Health Centre.

As an Enrolled Nurse, you will enjoy the diversity this position offers and you will contribute to the health outcomes of your patients and residents through excellence in practice, fostering a learning culture, contributing to quality improvement activities and working collaboratively with other members of the health team.

Working across a broad area within Devonport and its surrounding areas, the role will be hands on and require a diverse skills mix. Your excellent communication and interpersonal skills will ensure that patients, their families and other health clinicians, are kept informed and respond appropriately for the benefit of the patient.

We support the requirement for your education and up skilling as we value the additional benefits that this will bring to the team. We pride ourselves on being family friendly and encourage life/work balance.

We offer a welcoming work environment, excellent remuneration and superannuation and access to salary packaging. This excellent career opportunity is located on Tasmania's North West coast, the clean air, mild climate, beautiful beaches and casual lifestyle make it a fantastic and unique place to live and work. Hours are negotiable for the successful applicant.

To discuss your application and learn more about what this career opportunity, please contact Jacky Taylor, Nurse Unit Manager, Devonport Community Health Centre on (03) 6421 7700 or email [jacky.taylor@dhhs.tas.gov.au](mailto:jacky.taylor@dhhs.tas.gov.au).

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

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia (holds Board-approved qualification in administration of medicines).

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

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

#### **Assistant Director of Nursing (ADON), Planning and Development (521236).**

Applications Close:—Friday, 8 February 2013.

Salary:—\$95,726 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 8, Level 1.

Fixed-term full-time day work, working 76 hours per fortnight, commencing 4 February 2013 until 27 December 2013.

Location:—Redevelopment, Royal Hobart Hospital, Liverpool Street, Hobart.

Duties:—The Assistant Director of Nursing (ADON), Planning and Development role has an indirect relationship with all Tasmanian Health Organisational, South staff and services, with high strategic impact on redevelopment outcomes.

The ADON reports to the Strategic Director Redevelopment, and provides leadership for the Redevelopment project in relation to facility and service functionality for patient care, effectiveness and efficiency, and consumer and staff satisfaction. The project includes the development of new models of care, functional redesign of services and systems, and high-level logistics planning and co-ordination including relocation of redesigned services into Integrated Service Centres in the southern Tasmania.

Desirable Requirements:—Holds or is working towards relevant tertiary qualifications.

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

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

Enquiries to Lorraine Millar, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8982, email [lorraine.millar@dhhs.tas.gov.au](mailto:lorraine.millar@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: StaffLink HR, Tasmanian Health Organisation – South, G.P.O. Box 1061, Hobart, Tasmania 7011.

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

##### **Dental Technician (501290).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$59,720 – \$69,055 pro rata, per annum.

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

Fixed-term part-time day work, working 45.6 hours per fortnight, commencing as soon as possible until 21 June 2013.

Location:—Oral Health Services South.

Duties:—Oral Health Services Tasmania South is seeking to recruit a Dental Technician in a part-time capacity to work within a dental team to provide an efficient and effective, high quality dental prosthetic service.

Essential Requirements:—Diploma of Dental Technology or recognised equivalent.

Enquiries to Carolynne Smith, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6214 5462, email [carolynne.smith@dhhs.tas.gov.au](mailto:carolynne.smith@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Complex Chronic and Community Services*

##### **Administrative Assistant (505397).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$47,265 – \$51,332 pro rata, per annum.

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

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

Location:—Kingston Community Health Centre.

Duties:—Provide a reception service to all clients and service based staff as well as providing administrative and clerical support to service providers and staff at the Kingston Community Health Centre.

Enquiries to Fred Howard, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 6796, email [fred.howard@dhhs.tas.gov.au](mailto:fred.howard@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. Please do not send hard copy applications to the contact person.

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Complex Chronic and Community Services*

##### **Customer Service Officer (520804).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$47,265 – \$51,332 pro rata, per annum.

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

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

Location:—Cancer Services, Royal Hobart Hospital.

Duties:—The Customer Service Officer, Cancer Services provides clerical support throughout all areas of the service. The position involves a high standard of customer focused reception skills and wide range of clerical functions in support of patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for patient services.

Enquiries to Louise Nicholson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8338, email [louise.nicholson@dhhs.tas.gov.au](mailto:louise.nicholson@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

*Complex Chronic and Community Services*

**Deputy Manager Community Rehabilitation Unit,  
Physiotherapy (513438).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$87,754 – \$97,057 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS Allied Health Professiona, Level 4.

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

Location:—Community Rehabilitation Unit, Davey Street Hobart.

Duties:—The Community Rehabilitation Unit (CRU) is a large and vibrant team providing comprehensive rehabilitation services to community clients across Southern Tasmania. We are looking to recruit a dynamic senior physiotherapist who is passionate about delivering excellence in rehabilitation services and client outcomes, skilled in team leadership and helping bring out the best in others, an excellent communicator who enjoys working within an interdisciplinary framework.

As part of our team you will participate as a senior member of the management team at CRU with the provision of strategic direction, leadership and the design, operation and evaluation of rehabilitation and physiotherapy services. Provide line management and leadership to the physiotherapy and therapy assistant teams and other designated human and physical resources, as well as general oversight of the broader multidisciplinary team in conjunction with the Manager, CRU and the Deputy Manager CRU, OT. Provide clinical leadership and professional support, and oversee best practice standards in accordance with organisational policies and professional codes of conduct, for multidisciplinary rehabilitation services provided by CRU, and ensure the provision of quality and evidence-based 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, Community Rehabilitation Unit, 90 Davey Street, Hobart, 7000, phone (03) 6222 7312, email [kerry.pearce@dhhs.tas.gov.au](mailto:kerry.pearce@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. Please do not send hard copy applications to the contact person.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Complex Chronic and Community Services*

**Haematology Cancer Care Co-ordinator (521242).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$81,689 – \$87,328 pro rata, per annum.

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

Fixed-term part-time day worker, working 40 hours per fortnight for a period of 12 months.

Location:—Oncology Outpatients, Royal Hobart Hospital.

Duties:—The Haematology Cancer Care Co-ordinator provides a nurse consultancy and co-ordination service to facilitate the care of patients who are undergoing treatment for malignant haematological conditions which include acute and chronic leukaemia, lymphoma and multiple myeloma. As a clinical expert in the speciality of haematology/oncology nursing the incumbent will be expected to identify improvements in care co-ordination and service accessibility and lead the development and implementation of system changes and process improvements to support care co-ordination. The successful applicant requires excellent communication and negotiation skills that can be utilised to achieve and promote positive outcomes for the patient across a multidisciplinary team framework.

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

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

Enquiries to Louise Nicholson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8338, email [louise.nicholson@dhhs.tas.gov.au](mailto:louise.nicholson@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Complex Chronic and Community Services*

**Health Promotion Worker (513810).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$71,665 – \$74,932 pro rata, per annum.

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

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

Location:—81 Elizabeth Street, Hobart.

Duties:—In accordance with Agency policies and within a primary health care framework support the development and evaluation of community development and health promotion processes within Southern Tasmania. Co-ordinate and facilitate health promotion projects and activities with the community and other service providers. Develop strategies for collaborative partnerships and community involvement in health promotion programs based on community identified needs. Assist in building community infrastructure to sustain the primary health care model. Participate in research and quality improvement activities. Plan, implement, monitor and evaluate health promotion activities as designated.

Enquiries to Fred Howard, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 6796, email fred.howard@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. Please do not send hard copy applications to the contact person.

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Complex Chronic and Community Services*

##### **Registered Nurse (508533).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$56,163 – \$76,859 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1 to Grade 4, Year 4.

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

Location:—Renal Unit.

Please note:—Access to the Grade 4 salary range \$70,558–\$74,620 is subject to successful application to the Grade 4 level.

Duties:—The Registered Nurse strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with patients/clients, their families and other health professionals. In collaboration with members of the healthcare team plan, implement and evaluate patient/client care. Practice in accordance with codes and guidelines for registered nurses/midwives. Involve patients/clients and their families/significant others in the planning and implementation of care.

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

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

Enquiries to Colin Banks, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 5404, email colin.banks@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

*Medicine Services*

##### **Administrative Assistant (508522).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$47,265 – \$51,332 p.a.

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

Permanent part-time day, worker, working 22.8 hours per fortnight.

Location:—Department of Respiratory Medicine, Royal Hobart Hospital.

Duties:—Provide a high level of administrative, clerical and secretarial support to assist in the efficient and effective operation of the Department of Respiratory Medicine, Royal Hobart Hospital. Provide comprehensive clerical assistance to members of the department including, but not exclusively, medical typing (including audio typing), taking minutes of meetings, typing correspondence and reports from dictation or draft form, maintaining computerised records and databases. Provide a telephone and reception service, responding to enquiries regarding the Clinicians of Respiratory Medicine from clients and hospital staff and dealing with routine departmental matters in conjunction with other members of the department. Maintain patient records according to procedures and protocols of Royal Hobart Hospital including the entering of up to date demographic, clinical and financial data into the patient information system for all patients schedule for clinic appointments.

Enquiries to Grace Mulholland, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7353, email grace.mulholland@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. Please do not send hard copy applications to the contact person.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Oral Health Services (Statewide)*

Oral Health North

##### **Dental Technician (501283).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$59,720 – \$69,055 pro rata, per annum.

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

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

Location:—Northern Dental Clinic.

Duties:—The role of the Dental Technician is to work within a dental team to provide an efficient and effective, high quality dental prosthetic service within the framework of Oral Health Services Tasmania (OHST) in Northern Tasmania.

Essential Requirements:—Diploma of Dental Technology or recognised equivalent.

Enquiries to Jayne Scull, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 4207, email jayne.scull@dhhs.tas.gov.au.



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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Oral Health Services (Statewide)*

Oral Health South

#### **Dental Therapist (501204).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$49,785 – \$79,877 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS Allied Health Professional, Level 1-2.

Permanent full-time day work.

Location:—Oral Health Services Tasmania South.

Duties:—Oral Health Services Tasmania South is seeking to recruit an Oral Health Therapist/Dental Therapist to perform the following duties:—

#### **Children's Services**

Provision of dental care for eligible clients of the Children's Dental Service of Oral Health Services Tasmania in accordance with the scope of practice outlined by the Australian Health Practitioners Regulation Agency (Dental Board of Australia). Provision of health education and health promotion and preventative programs for clients, their families or carers, communities and other relevant stakeholders.

#### **Adult Services**

Provision of dental services for eligible adults in accordance with the scope of practice outlined by the Australian Health Practitioners Regulation Agency (Dental Board of Australia) as prescribed by a Dental Officer.

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

Enquiries to Leigh Gorringer, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6214 5444, email [leigh.gorringer@dhh.tas.gov.au](mailto:leigh.gorringer@dhh.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Women and Children Services*

#### **Registered Nurse (510064).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$56,163 – \$76,859 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1 to Grade 4, Year 4.

Permanent full-time and part-time hours, shift work (fully rotational), commencing as soon as possible.

Location:—Women's, Adolescent, Children's Services, NPICU, Royal Hobart Hospital.

Successful applicants must hold Post Graduate qualifications and/or experience in Neonatal and/or Paediatric Intensive Care.

Duties:—In collaboration with members of the healthcare team plan, implement and evaluate patient/client care. Practice in accordance with the NMBA[1] codes and guidelines for registered nurses/midwives.

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

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

Enquiries to Timothy Newham, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8769, email [munpicu@dhhs.tas.gov.au](mailto:munpicu@dhhs.tas.gov.au) or Sonia Gallahar, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8769, email [munpicu@dhhs.tas.gov.au](mailto:munpicu@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.

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

TRANSPORT INFRASTRUCTURE SERVICES

#### **Senior Design Officer (372106).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake transport infrastructure (primarily highway) design and drafting in accordance with the relevant guidelines and standards at the identification, scoping options and development of projects through the use of specialised civil design software, particularly Bentley MX and AutoCad.

Supervise and mentor a small design team, including the allocation of day to day tasks and activities, review of team outputs and contributing to the review of documentation produced by Consultants at the various stages of project development.

Preparation of relevant documentation, including drawings, extraction of quantities, reports and cost estimates.

Undertake site investigations, which may include discussions with consultants and other relevant stakeholders.

Develop, implement and maintain guidelines, procedures and specifications relating to the review and quality checking of drawings and designs and provide specialised technical advice, including customising software systems to improve efficiency of workflow and providing advice on compliance with relevant guidelines, contemporary design standards and plan presentation standards.

Provide specialist technical support and assistance to Project Managers within the Planning and Design Branch and other Branches and Divisions of DIER.

**Essential Requirements:**—An Advanced Diploma in Drafting and Civil Design from a recognised TAFE/Polytechnic institution, or an equivalent qualification.

**Desirable Requirements:**—A Current driver's licence.

Enquiries to Sarah Boyle, Manager Planning and Design, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS 7000, phone (03) 6233 6321, email Sarah.Boyle@dier.tas.gov.au.

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart TAS 7001, phone (03) 6233 2077, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

## JUSTICE

### TASMANIA PRISON SERVICE

#### **Case Co-ordinator and Assessment Officer (355359).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time Commencing as soon as possible until 17 January 2014 working 73.50 hours per fortnight.

Location:—Risdon Prison.

**Duties:**—Provide evidence based criminogenic assessment for offenders identified as suitable for a co-ordinated intervention. Conduct assessments utilising TPS approved tools. Discuss with inmates the results of assessment and formulate sentence goals. Develop comprehensive case plans and make referrals and or recommendations inline with individual case plans. Case co-ordination of a varying number of clients as required.

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:—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 Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

**Desirable Requirements:**—Degree in Social Work, Psychology or Counselling.

**Additional Information:**—Applicants are required to undergo psychological and aptitude testing as part of the selection process.

Enquiries to Jonathon Field, Assistant Manager, Sentence Management, Support and Reintegration Unit, Tasmania Prison Service, Department of Justice, phone (03) 6216 8158, email jonathon.field@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart, Tasmania 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 Jonathon Field on (03) 6216 8158.

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

### WORKERS REHABILITATION AND COMPENSATION TRIBUNAL

#### **Executive Assistant (356057).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.5 hour per fortnight.

Location:—Hobart.

Regular intrastate travel is a requirement of this position.

**Duties:**—Provide a comprehensive level of executive assistance and administrative support to the Chief Commissioner/Coroner/Chairperson and Commissioner/Coroner/Deputy Chairperson. Attend Workers Rehabilitation and Compensation Tribunal, Health Practitioners Tribunal, Asbestos Compensation Tribunal and Motor Accident Compensation Tribunal hearings throughout Tasmania, set up hearing rooms, co-ordinate attendance of parties, record proceedings, maintain and mark exhibits, call and swear in witnesses.

Enquiries to Tania Gorringer, Registrar, Workers Rehabilitation and Compensation Tribunal, Department of Justice, phone (03) 6233 4708, email tania.gorringer@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 Tania Gorringer on (03) 6233 4708.

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*

#### **Team Leader Audit and Investigation (356033).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time working 73.50 hours per fortnight.

Location:—Workplace Standards, Rosny Park.

Duties:—Lead the team of audit and compliance officers appointed for the purpose of gaining compliance with the Building Act 2000. Provide policy advice to the Director of Building Control in relation to compliance with the Act. Conduct complex performance audits of building practitioners, permit authorities and councils and report the results to the Director of Building Control. Investigate specific 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.

Enquiries to Kerrie Crowder, Director Building Control, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 7692, email [Kerrie.crowder@justice.tas.gov.au](mailto:Kerrie.crowder@justice.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart 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 Jenny Ratcliffe on (03) 6233 3819.

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.

## POLICE AND EMERGENCY MANAGEMENT

### TASMANIA FIRE SERVICE

#### *Corporate Services*

#### **Customer Service Officer (521470).**

Applications Close:—Tuesday, 29 January 2013.

Salary:—\$50,692 – \$55,118 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—To be an effective member of the Information and Records team providing telephone and counter reception services for State Headquarters (SHQ) and assisting in the smooth delivery of services to all members of the Tasmania Fire Service (TFS) by undertaking classification, registration, archiving and retrieval of correspondence and documents.

Desirable Requirements:—Knowledge of electronic records management programs. Receptionist experience. Knowledge of Microsoft Office applications.

A current driver's licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Mike Gallagher on (03) 6230 8630 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquiries to Mike Gallagher on (03) 6230 8630.

Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email [fire@fire.tas.gov.au](mailto:fire@fire.tas.gov.au).

## PREMIER AND CABINET

### MINISTERIAL AND PARLIAMENTARY SERVICES

#### **Ministerial Driver (000203).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$83,860 p.a.

Ministerial Drivers Industrial Agreement, Ministerial.

Contract Position Fixed Term, Full-time (12 Months).

Location:—Hobart.

Duties:—As part of a team provide a high level conventional operational practice for the efficient and safe car transport service for the Premier, Ministers and approved clients. Undertake vehicle cleaning and basic maintenance, deliver documents and maintain records.

Essential Requirements:—The person nominated for this position is to satisfy the following pre-employment requirements before taking up the appointment, promotion or transfer:—Holder of a full Tasmanian drivers licence with proof of currency to be provided on an annual basis.

Successful completion of a medical examination certifying fitness to undertake Ministerial driving duties. An annual medical assessment will be required for employees over the age of 50 years with three yearly assessment required for employees under the age of 50 years.

Conviction check in the following conviction areas: Crimes of violence; sex related offences; drug and alcohol related offences; crimes involving dishonesty, deception, false declaration or conspiracy; serious traffic offences; crimes involving malicious damage or destruction of property.

Undertake and pass the in-house basic driver training program to ascertain the ability to perform the duties of a Ministerial Driver.

Desirable Requirements:—Defensive driving or advanced training certificate and a current First Aid Certificate.

Enquiries to Scott Wiggins, Manager, Ministerial Transport, Department of Premier and Cabinet, phone (03) 6233 7969, email [Scott.Wiggins@dpac.tas.gov.au](mailto:Scott.Wiggins@dpac.tas.gov.au).

Applications to Sarah Warner, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart Tasmania, 7001, phone (03) 6270 5599, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### CORPORATE SERVICES

#### *Human Resources Management*

#### **Senior Human Resources Consultant (WH&S) (706961).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time from as soon as possible to 31.12.13.

Location:—Hobart.

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

Duties:—Play a key role in the achievement of the Agency's OHandS goals and objectives and support the Agency's commitment to a safe and healthy working environment through the provision of specialist advice, policy development and strategic information and data.

Desirable Requirements:—A relevant qualification in Occupational Health and Safety or a related field.

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 Penny Sale, phone (03) 6233 3025, email penny.sale@dPIPWE.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

RESOURCE MANAGEMENT AND CONSERVATION

*Invasive Species Branch*

**Project Officer (Planning) (706751).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time (36.75 hours per week) from as soon as possible to 28 June 2013.

Location:—New Town.

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

Duties:—To support the planning of operational activities in the Operations Section of the Fox Eradication Program.

Essential Requirements:—Current motor vehicle driver's licence (manual).

Desirable Requirements:—Workplace Level 2 First Aid Certificate or equivalent. Chemical Handling Certificate (Agsafe).

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 Jodie Elmer, phone (03) 6336 5230, email Jodie.Elmer@dPIPWE.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

WATER AND MARINE RESOURCES

*Water Operations*

**Regional Water Management Officer (702435).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time until 31 December 2015, or until the return of the substantive occupant, whichever is the sooner.

Location:—Prospect, Launceston.

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

Duties:—To manage water resources in the northwest region in accordance with the objectives of the Water Management Act 1999.

Desirable Requirements:—A Diploma in civil engineering, natural resource management, agriculture or water management, 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. Several years of relevant experience in water engineering or water resource management. A current motor vehicle driver's licence. A Workplace 2 First Aid Certificate, or equivalent.

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

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

Enquiries to Sue Weedon, phone (03) 6336 5405, email sue.weedon@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.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

TASMANIAN DAIRY INDUSTRY AUTHORITY

**Senior Dairy Food Safety Officer (701430).**

Applications Close:—Friday, 1 February 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Devonport.

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

Duties:—To ensure the public health and safety of dairy products through application of verification and validation audits of dairy farms, bulk milk transporters, processors and distributors. To ensure that license holders are meeting their licence conditions and certify that dairy exports meet importing country requirements. Provide high level advice on dairy food safety policy, the application of national and international

standards and through chain regulation of dairy food production and processing to ensure market access for industry participants whilst protecting the health of consumers.

**Essential Requirements:**—A Diploma or Advanced 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. A current Tasmanian motor vehicle driver's licence. A minimum of 2 years' experience in food safety, quality assurance, food technology, agricultural science or regulatory compliance. Capability to become an auditor in accordance with the National Regulatory Food Safety Auditor Guideline, an authorised officer appointed under the Tasmanian Food Act 2003, and an authorised officer appointed by the Department of Agriculture, Fisheries and Forestry under the Export Control Act 1982.

**Desirable Requirements:**—Appropriate tertiary qualification (Bachelor's degree) in Science, Applied Science, Dairy Food Technology, or a related field. Sound knowledge of milk production and processing activities and relevant food safety regulations.

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 Don Sandman, phone 0419 315 805, email don.sandman@dPIPWE.tas.gov.au.

Applications to Don Sandman, Department of Primary Industries, Parks, Water and Environment, TDIA, P.O. Box 303, Devonport, Tas, 7310, phone 0419315805, email don.sandman@dPIPWE.tas.gov.au.

## PUBLIC TRUSTEE

### ADMINISTRATION

#### **Manager Marketing and Business Development (791203).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time (11 February 2013 for a period up to 12 months).

Location:—Hobart.

**Duties:**—Develop and implement the Public Trustee's marketing and communication plans and corporate programs and projects related to marketing, product and new business development. With the CEO, promote the profile of the Public Trustee in the market place and develop strategic alliances with external organisations.

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:—crimes involving dishonesty, crimes of violence, serious drug offences and sex related offences.

Shortlisted applicants may be required to undergo a psychometric assessment as part of the selection process.

**Desirable Requirements:**—Substantial experience in, and comprehensive understanding of, the principles of marketing and business development within a commercial environment and the development and evaluation of marketing programs. Demonstrated experience in high level customer relationship management. Demonstrated research, strategic, conceptual and analytical skills and the ability to generate creative ideas and translate those ideas into practical application.

Applicants are encouraged to obtain further information about the advertised vacancy and submit applications addressing the criteria contained in the statement of duties. The statement of duties may be downloaded from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website.

Enquiries to Peter Maloney, Chief Executive Officer, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone (03) 6233 7611, email [pmaloney@publictrustee.tas.gov.au](mailto:pmaloney@publictrustee.tas.gov.au).

Applications to Karyne Johns, Human Resources Officer, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone (03) 6233 7706, email [kjohns@publictrustee.tas.gov.au](mailto:kjohns@publictrustee.tas.gov.au).

The Public Trustee is committed to being a competitive, efficient and caring provider of quality, independent trustee services to the Tasmanian Community. Further information about our services is available at [www.publictrustee.tas.gov.au](http://www.publictrustee.tas.gov.au).

## TREASURY AND FINANCE

### CORPORATE SUPPORT DIVISION

#### *Human Resources Branch*

#### **Principal Human Resource Officer (724135).**

Applications Close:—Friday, 1 February 2013.

Salary:—\$79,087 – \$90,853 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time or part-time.

Location:—Hobart.

**Duties:**—Contribute to effective people management strategies that build organisational capacity. This position is primarily focussed on providing advice and services in relation to workplace health, safety and wellbeing, workers' compensation and injury management, diversity and emergency management; helping to champion the safety message and culture; and providing a high quality HR consultancy service.

In the context of the selection criteria, to be successful in the position applicants will have:—comprehensive knowledge of relevant WHS and workers' compensation legislation and successful experience in implementing strategies to proactively reduce the incidence of harm; the ability to efficiently co-ordinate and apply disciplined administration to a range of key compliance activities and to provide expert advisory services in relation to workplace health, safety and wellbeing, workers' compensation and return to work rehabilitation and a track record in building proactive and influential client and team relationships and responding effectively to client needs.

**Highly Desirable Requirements:**—completion or partial completion of a relevant tertiary, WHS, or HR qualification, combined with a keen interest in achieving excellent workplace health and safety outcomes.

Enquiries to Karen Martin, Manager Organisational Development, Human Resources Branch, Department of Treasury and Finance, phone (03) 6233 4924, email [karen.martin@treasury.tas.gov.au](mailto:karen.martin@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](mailto:recruitment@treasury.tas.gov.au).

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

## TREASURY AND FINANCE

## CORPORATE SUPPORT DIVISION

*Information Systems Branch***Information and Communication Technology Officer (722606).**

Applications Close:—Friday, 25 January 2013.

Salary:—\$47,823 – \$70,007 p.a.

Tasmanian State Service Award, ICT Level 1, Technician.

Fixed-term full-time as soon as possible for a period of up to 3 years.

Location:—Hobart.

Duties:—The Infrastructure Support Unit is seeking a staff member who has a broad range of technical competencies and possesses the flexibility to undertake a wide range of technical and system support tasks relating to the Department's IT systems infrastructure.

In the context of the selection criteria, to be successful in the position applicants will have:—a passion for dealing with and helping other people; an analytical mind and an aptitude for solving technical problems; be able to manage multiple tasks at once and set sensible priorities for these tasks and an aptitude for working with information and communication technology.

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

Enquiries to Malcolm Smith, Manager Infrastructure Support, Information Systems Branch, Department of Treasury and Finance, phone (03) 6233 6015, email malcolm.smith@treasury.tas.gov.au.

Applications to Recruitment, 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>
Health & Human Services & Tasmanian Health Organisations	House Services Assistant	R. Perkins	6 months	21.01.13
Health & Human Services & Tasmanian Health Organisations	Hospital Aide	M. Dawson	6 months	20.01.13
Health & Human Services & Tasmanian Health Organisations	Hospital Aide	V. Pennington	Nil	20.01.13
Health & Human Services & Tasmanian Health Organisations	Hospital Aide	E. Goulston	6 months	20.01.13
Health & Human Services & Tasmanian Health Organisations	Hospital Aide	P. Martin	6 months	29.01.13
Health & Human Services & Tasmanian Health Organisations	Radiation Therapist	A. Nguyen	6 months	16.01.13
Health & Human Services & Tasmanian Health Organisations	House Services Assistant	V. Sloane	6 months	21.01.13
Health & Human Services & Tasmanian Health Organisations	Child and Family Health Nurse	L. Jayatunge	6 months	21.01.13
Health & Human Services & Tasmanian Health Organisations	House Services Assistant	C. Reece	6 months	21.01.13
Health & Human Services & Tasmanian Health Organisations	Child and Family Health Nurse	J. Tatlow	6 months	21.01.13
Infrastructure, Energy & Resources	Manager Transport Systems Group	R. Gokal	6 months	07.01.13
Infrastructure, Energy & Resources	Manager Passenger Transport Services	M. Grace	6 months	02.01.13
Infrastructure, Energy & Resources	Traffic Control Officer	Y. Wyminga	6 months	08.01.13
Infrastructure, Energy & Resources	Senior Racing Operations Clerk	A. Barrett	6 months	02.01.13
Premier & Cabinet	Data and Policy Analyst	L. Roberts	Nil	07.01.13
Public Trustee	Compliance Officer	R. Clifford	6 months	14.01.13

### *Termination of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Premier & Cabinet	Ministerial Driver	C. McGuinness	16.01.13

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	R. Mason	Manager, Education & Professional Development	14.01.13
Health & Human Services & Tasmanian Health Organisations	S. Drazenovic	Ward Clerk	10.01.13
Health & Human Services & Tasmanian Health Organisations	L. Casas	Executive Officer	10.01.13
Health & Human Services & Tasmanian Health Organisations	M. Buck	Volunteer Educator	14.01.13
Health & Human Services & Tasmanian Health Organisations	C. Castles	Clinical Nurse Consultant	06.01.13
Justice	K. Gillam	Senior Case Coordination & Assessment Officer	14.01.13
Police & Emergency Management	J. Gainsford	Hospitality Services Assistant	20.12.12
Police & Emergency Management	S. Grant	Hospitality Services Assistant	20.12.12
Police & Emergency Management	S. Haigh	Hospitality Services Assistant	20.12.12
Police & Emergency Management	A. Calvert	Hospitality Services Assistant	20.12.12
Primary Industries, Parks, Water & Environment	H. Serpanos	Spatial Information Officer	07.01.13
Primary Industries, Parks, Water & Environment	P. Taylor	Spatial Information Officer	07.01.13

*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	P. Power	11.12.12
Health & Human Services & Tasmanian Health Organisations	Orthotist/Protsthetist	J. MacDonald	10.01.13
Health & Human Services & Tasmanian Health Organisations	Driver, Linen Services	M. Neil	30.11.12
Health & Human Services & Tasmanian Health Organisations	Linen Assistant	A. Clarke	30.11.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Clark	31.12.12
Health & Human Services & Tasmanian Health Organisations	Dental Therapist	C. Dykstra	12.12.12
Health & Human Services & Tasmanian Health Organisations	Linen Assistant	J. Corbett	30.11.12
Health & Human Services & Tasmanian Health Organisations	Linen Assistant	M. Graham	30.11.12
Health & Human Services & Tasmanian Health Organisations	Physiotherapist	S. Tuppen	04.01.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	L. Lakos	06.01.13
Health & Human Services & Tasmanian Health Organisations	Sewer/Repairer	F. Natoli	30.11.12
Health & Human Services & Tasmanian Health Organisations	Linen Assistant	A. Jones	30.11.12
Health & Human Services & Tasmanian Health Organisations	Home Help	S. Middleton	21.12.12
Health & Human Services & Tasmanian Health Organisations	Paramedic	R. Amaro	07.01.13
Health & Human Services & Tasmanian Health Organisations	Production Supervisor	S. Foon	05.12.12
Health & Human Services & Tasmanian Health Organisations	Linen Assistant	C. Jones	30.11.12
Health & Human Services & Tasmanian Health Organisations	Staff Specialist	M. Lah	07.01.13
Health & Human Services & Tasmanian Health Organisations	Staff Specialist (Anaesthetics)	D. Canty	13.01.13
Health & Human Services & Tasmanian Health Organisations	Manager Linen	T. Burgess	04.01.13
Health & Human Services & Tasmanian Health Organisations	Linen Assistant	H. Seadon	30.11.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	R. Glowacki	05.01.13
Health & Human Services & Tasmanian Health Organisations	Linen Assistant	S. Flaherty	21.12.12
Health & Human Services & Tasmanian Health Organisations	Linen Assistant	H. Walker	30.11.12
Health & Human Services & Tasmanian Health Organisations	Linen Assistant	T. Clark	30.11.12
Premier & Cabinet	Policy Analyst	C. Saunders	04.01.13
Primary Industries, Parks, Water & Environment	Fish Microbiologist	M. Pyecroft	04.01.13

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	House Services Assistant	B. Fisher	05.01.13
Premier & Cabinet	Program Support Officer	G. Bruno	07.01.13



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