



TASMANIAN STATE SERVICE NOTICES

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Tasmanian Government Gazette

Email text copy to

govt.gazette@thepat.com.au

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

State Service Notices

Vacancy, Direct Selection and Staff Movement Notices

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

Order Information

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

Deadlines

Government Gazette :—

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

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

Deadlines will be strictly adhered to

Subscription or account enquiries phone (03) 6233 3148.

Gazette and State Service Online

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

EDUCATION

EARLY YEARS AND SCHOOLS

Disability Programs

Director, Disability Programs (965318).

Applications Close:—Friday, 18 January 2013.

Salary:—\$129,390 p.a.

Teaching Service (TPS) Award, Principal (Non Teaching) Band 3, Level 8.

Fixed-term full-time 73.5 hours per fortnight, from 30 January 2013 until 29 January 2016.

Location:—Hobart.

Description of the role:—Provide high level advice and leadership to support principals, schools and Learning Services staff in the development and delivery of policy and educational services to improve the quality of the educational provision for students with disability. Responsible for the development and implementation of consistent state-wide educational policy, process and reform in relation to inclusive education.

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

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

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

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

Current Drivers Licence.

Enquiries to Suzanne Pennicott-Jones, Principal Policy Officer, Department of Education, phone (03) 6233 7758, email **suzanne.pennicott-jo@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 and Community Learning

Huon LINC

Manager Huon LINC (700274).

Applications Close:—Friday, 18 January 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time 73.5 hours per fortnight.

Location:—Huon LINC.

Description of the role:—Manage the long-term planning, development, implementation and provision of an integrated network of service programs that meet the education, training and information needs of the Huon Valley community (including Geeveston, Cygnet and Dover). Develop and promote links between and across agencies within the three tiers of government and with Huon Valley businesses/ industries. Manage the overall operations of the LINC building complex.

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

Desirable Requirements:—Appropriate academic/ professional qualifications. A current driver's licence.

Enquiries to Noelene Kelly, Department of Education, phone (03) 6233 7632, email **noelene.kelly@education.tas.gov.au**.

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

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Child and Family Health Nurse (500915).

Applications Close:—Friday, 18 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 day work, Please see NOTE below.

Location:—CYS, Child Health and Parenting Services, South.

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

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:—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse will:—provide assessment, care and support to individuals and groups; undertake all aspects of early identification and early intervention activities and participate in community development and health promotion activities.

Selection criteria includes:—Minimum of 3 years post basic registration nursing experience and holds a relevant tertiary qualification or is working towards same.

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

Demonstrated clinical skills appropriate to the area of child and family health nursing.

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

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

Current Driver's Licence.

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



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traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Raylene Cox, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7884, email raylene.cox@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

Executive Assistant (518998).

Applications Close:—Friday, 18 January 2013.

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

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing as soon as possible until 26 April 2013.

Location:—D,H & CS, Housing Tasmania, Hobart.

provide quality customer services to clients and external stakeholders.

Provide administration and executive support to the Director and State Administration Branch Managers.

Undertake office management functions to ensure the smooth operations of State Administration.

Maintain effective working relationships with Strategic and Portfolio Services and Minister's Office.

Selection criteria includes:—Effective high level written and oral communication skills and a demonstrated ability to provide quality customer services with courtesy and discretion.

High level office management, administrative and executive support skills including knowledge of basic accounting/financial and human resource management procedures.

Demonstrated capacity to operate proficiently in a technological environment including a high level of skills in the use of computer applications especially Microsoft Office packages and the ability to learn other computer applications required by the business unit.

Sound team work skills and the ability to liaise with, and maintain relationships with, a range of stakeholders and customers including the ability to obtain cooperation and assistance from people within and outside the Agency.

Proven capacity to work under pressure in an environment of competing priorities and to meet identified timeframes.

Personal qualities such as initiative, flexibility, sound judgment and discretion including the ability to interpret and analyse information and recommend or decide upon appropriate action.

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

Enquiries to Angela Percy, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3853, email angela.percy@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

Project Manager, National Disability Insurance Scheme (NDIS) Implementation (521130).

Applications Close:—Friday, 18 January 2013.

Salary:—\$93,032 – \$99,415 pro rata, per annum.

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing As soon as possible until 30 June 2014.

Location:—DH & CS, Disability and Community Services, Hobart.

Duties:—The Project Manager will:—Work with the Director Disability and Community Services and the Manager Disability Services Policy and Programs to oversee and lead the implementation of the recommendations from the Productivity Commission's report on Disability Care and Support in the Tasmanian context.

Manage projects related to the launch of the National Disability Insurance Scheme (NDIS) in Tasmania.

Work with the NDIS Launch Transition Agency to support the transition to the launch of the NDIS in Tasmania.

Provide high level advice to the Director Disability and Community Services in relation to all aspects associated with the implementation of the NDIS launch in Tasmania.

Selection criteria includes:—Highly developed knowledge and experience of the disability sector and the delivery of quality services to people with disability and their families and carers.

Understanding of the recommendations from the Productivity Commission's report into Disability Care and Support and how the implementation of the NDIS will impact on service provision for people with disability at both local and national levels.

Understanding of the elements and principles of a NDIS and best practice service delivery under a NDIS.

Well developed project management skills and capacity to deliver project outputs according to specified timeframes.

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

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

Enquiries to Ingrid Ganley, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4066, email ingrid.ganley@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

Project Officer, National Disability Insurance Scheme (NDIS) Implementation (521128).

Applications Close:—Friday, 18 January 2013.

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

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing as soon as possible until 30 June 2014.

Location:—DH & CS, Disability and Community Services, Hobart.

Duties:—The Project Officer will work with the Project Manager in the National Disability Insurance Scheme Implementation project team to implement the recommendations from the Productivity Commission's report on Disability Care and Support in the Tasmanian context, and Undertake projects related to the launch of the National Disability Insurance Scheme (NDIS) in Tasmania.

Selection criteria includes:—Knowledge and experience of service delivery practices and policy development applicable to the delivery of services to people with a disability at a local and national level.

Sound knowledge and understanding of the NDIS, or the ability to acquire an understanding of the impact of a NDIS on service provision to people with disability at a local and national level.

Demonstrated high level project management skills including the ability to undertake project development, analysis and review; co-ordinate service development activities; provide planning advice and monitor, measure and report on performance.

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

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

Enquiries to Ingrid Ganley, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4066, email ingrid.ganley@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

Media Information and Events Officer (520629).

Applications Close:—Friday, 18 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 full-time day work (part-time hours may be considered by negotiation) commencing as soon as possible for a period of 12 months.

Location:—DH & CS, Housing Tasmania, Hobart.

Duties:—Contribute to the development, implementation and evaluation of Housing Tasmania communication activities.

The core objectives of this job are to:—Identify and develop promotional opportunities for the business unit; Draft and review event documentation; Support and co-ordinate responses to media requests; Maintain up-to-date materials on the business unit's intranet and internet.

Selection criteria includes:—Sound knowledge of, and experience in, the preparation and delivery of public relations material for electronic and print media including high level computer literacy.

Well developed written communications skills including the capacity to produce high quality documents in a variety of communication formats for a range of target audiences.

Highly regarded, effective verbal and interpersonal skills, with the proven ability to provide quality customer service coupled with a demonstrated capacity to develop and maintain effective networks and relationships, and liaise with a wide range of staff and stakeholders.

Proven research skills with the ability to evaluate information, develop communication programs and provide associated options and recommendations.

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

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

Enquiries to Peter White, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3853, email peter.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

TASMANIAN HEALTH ORGANISATION, NORTH

Primary Health Services North

Community Nurse (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.

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.

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, crimes involving dishonesty and serious traffic offences. 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) 6362 5000, email 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

Health Promotion Co-ordinator (507509).

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.

Fixed-term part-time day work, working 38 hours per fortnight, from 14 February 2013 to 13 February 2015. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Primary Health North.

Duties:—In accordance with Agency policies and within a primary health care framework the occupant of this position is responsible for the development and evaluation of community development and health promotion processes within the co-ordination area, and builds cross Area and Group links.

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

Enquiries to Maribeth Harris, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5551, email 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, SOUTH

Deputy Executive Director of Medical Services (521234).

Applications Close:—Friday, 18 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, working 76 hours per fortnight.

Location:—Royal Hobart Hospital, Liverpool Street.

Duties:—The Deputy Executive Director of Medical Services (DEDMS) will assist the Executive Director of Medical Services (EDMS) in the co-ordination, administration and evaluation of all aspects of medical services within Tasmanian Health Organisation – South.

The Deputy EDMS will assist the EDMS in ensuring that the recruitment, appointment, credentialling and employment of senior and junior medical staff are consistent with legislative and Award provision.

The Deputy EDMS will lead the recruitment and workforce planning for junior medical staff, selection and ongoing training requirements (Vocational and pre-vocational) in addition to a role in clinical governance and clinical risk management.

As required, the Deputy Executive Director of Medical Services will act in the position of Executive Director of Medical Services being delegated as required.

Desirable Requirements:—Possesses or working toward Fellowship of the Royal Australasian College of Medical Administrators.

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

Enquiries to Associate Professor Alan Sandford, Executive Director of Medical Services, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7957, email alan.sandford@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

Complex Chronic and Community Services

Clinical Nurse Specialist, Cystic Fibrosis (Paediatric) (518789).

Applications Close:—Friday, 18 January 2013.

Salary:—\$78,061 – \$81,689 pro rata, per annum.

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

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

Location:—Paediatric Unit, Royal Hobart Hospital.

Duties:—The Clinical Nurse Specialist leads the day to day nursing management of activities and education, to achieve continuity and quality of cystic fibrosis (CF) patient care. Patient care will be delivered in conjunction with other members of the specialised health care team. This specialist role draws upon professional competencies to improve outcomes, through evaluation of practice and quality improvement activities. The CF model of care is a statewide network of clinicians providing care in a local environment. The Clinical Nurse Specialist works at a local level, contributing to the development and evaluation of the statewide Tasmanian Cystic Fibrosis Service.

Desirable Requirements:—A minimum of 3 years experience as a Registered Nurse.

Relevant post graduate qualifications.

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

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

Enquiries to Nicole Micallef, Department of Health and Human Services and Tasmanian Health Organisations, mobile 0457 845 189, email nicole.micallef@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

Community Health Nurse (Relief) (506139).

Applications Close:—Friday, 18 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.

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

Location:—Huon Community Health Centre.

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:—The Community Health Nurse 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.

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

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

Enquiries to Mary Coad, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6264 8850, email mary.coad@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.

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

HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Health Care Assistant (517340).

Applications Close:—Friday, 18 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 part-time day work, working 20 hours per fortnight.

Location:—Central Highlands Community Health Centre.

Duties:—The Central Highlands Community Health Centre is seeking to recruit a Health Care Assistant in a part-time capacity. You will be required, under the supervision of the Care Package Co-ordinator, provide assistance to clients in their own homes with a range of activities of daily living that a person would normally do for themselves.

Desirable Requirements:—Current driver's licence.

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

Enquiries to Sandy Carmichael, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6287 2010, email sandy.carmichael@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

Physiotherapist (513440).

Applications Close:—Friday, 18 January 2013.

Salary:—\$49,785 – \$79,877 p.a.

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

Permanent full-time day work, commencing as soon as possible until 10 May 2013.

Location:—Repatriation Centre.

Duties:—The role of the Physiotherapist is to assess, plan and carry out treatment programs, in accordance with organisational policies and the professional code of conduct, for clients referred to the Community Rehabilitation Unit in Southern Tasmania. Rotation across clinical work areas in rehabilitation may be required. To assist senior physiotherapists in quality improvement activities, ensuring best practice standards for physiotherapy services provided by the Community Rehabilitation Unit.

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

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

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

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.

INFRASTRUCTURE, ENERGY AND RESOURCES

RACING SERVICES TASMANIA

Racing Administration

Administrative Assistant (371589).

Applications Close:—Friday, 18 January 2013.

Salary:—\$47,823 – \$51,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Launceston.

Duties:—Provide administrative and secretarial support including organising meetings and agendas and co-ordinating travel, conference and seminar arrangements.

Undertake routine office duties including word processing, filing, faxing, photocopying, and liaising with other Divisions and industry-specific stakeholders.

Manage and track the flow of information and correspondence into and out of the Division, using a range of information technology applications, including monitoring and reporting to the Executive Officer.

Undertake purchasing duties, including the procurement of supplies, account costing, petty cash reconciliation and the use of the Agency's Finance system.

Co-ordinate use of Division facilities, including maintaining meeting room and car booking systems, arranging vehicle and equipment servicing, and facilitating use of teleconferencing equipment.

From time to time the occupant will be required to undertake other duties within the individual's capabilities that are at this classification level.

Desirable Requirements:—A current driver's licence.

Enquiries to James Anderson, Assistant General Manager, Department of Infrastructure, Energy and Resources, 2nd Floor, Henty House, Civic Centre, Launceston, phone (03) 6336 2457, email Glenda.Attenborrow@dier.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

TRANSPORT INFRASTRUCTURE SERVICES

Asset Engineer Bridges (372566).

Applications Close:—Friday, 18 January 2013.

Salary:—\$96,831 p.a.

DIER Engineers Industrial Agreement 2012, Band B, Level 9.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the bridge asset in accordance with asset management plans, including use of the Department's Bridge Management System to develop, monitor and revise bridge maintenance strategies and plans to align with Departmental strategic policies and guidelines.

Manage the development of annual and forward program of works for bridge maintenance in accordance with asset management plans, including justification and prioritisation of individual projects. This will include the preparation of briefs and/or specifications and the management of professional consultants for specific projects as required.

Monitor and report on bridges and other structures performance generally and works specifically for quality and other specified transport outcomes, including monitoring of projects throughout delivery.

Assist in the consultative preparation of strategies and policies that relate to bridge infrastructure, including their promulgation to relevant stakeholders as required.

Supervise group staff in the performance of duties.

Provide high level specialised technical advice on bridge maintenance, rehabilitation and construction to project delivery and other staff, including training as appropriate.

Represent the Department on state and national committees relevant to the primary duties as required.

Essential Requirements:—The satisfactory completion of an Engineers Australia accredited relevant four year (minimum) university degree or equivalent qualification.

Desirable Requirements:—Post graduate qualifications in a relevant discipline.

Current driver licence.

Enquiries to Barry Walker, Manager Asset Management, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS 7000, phone (03) 6233 8682, email Barry.Walker@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.

INFRASTRUCTURE, ENERGY AND RESOURCES

TRANSPORT INFRASTRUCTURE SERVICES

Contract Services Officer (371704).

Applications Close:—Friday, 18 January 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time until 31 July 2013.

Location:—Hobart.

Duties:—Provide administrative support to the Contract Services Group to ensure the effective management of the tendering process and procedures including the approval of advertising, creation of appropriate files and systems and issuing of tender documentation, pre-tender meeting minutes and supplementary notices.

Provide accurate and timely advice on tendering processes to prospective tenderers and DIER staff.

Provide administrative support and advice to users relating to contract management information systems.

Prepare, deliver and maintain the Branch Forward Year Roads Program Information Packs including information sheets, schedule of capital works and budget authorisation forms.

Provide administrative support functions, including co-ordination of seminars and meetings, preparation of meeting documentation including minutes, word processing and spreadsheets.

Enquiries to Debbie Ayres, Executive Officer, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03) 6233 6074, email debbie.ayres@dier.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

TRANSPORT INFRASTRUCTURE SERVICES

Project Manager (371900).

Applications Close:—Friday, 18 January 2013.

Permanent full-time.

Location:—Hobart.

Remuneration:—Tasmanian State Service Award, General Stream, Band 6: \$79,087 to \$90,853 per annum.

Tasmanian State Service Award, Professional Stream, Band 2: \$75,893 to \$87,771 per annum.

DIER Engineers Industrial Agreement, Band B, Level 6-8: \$81,571 to \$90,297 per annum.

Manage project teams responsible for planning, scoping, development and/or delivery phases of transport infrastructure projects across the State.

Undertake project management responsibilities throughout the planning, scoping, development and/or delivery phases of transport infrastructure projects, including conducting key stakeholder consultation and briefings.

Develop, maintain and implement management plans for the control of scope, time, finances, quality, resources, risk management, issues management, stakeholder management and public consultation and communications.

Effectively and efficiently manage the scoping, procurement and delivery of professional services by external consultants in accordance with the Department's Provision of Professional Services Contract.

Effectively and efficiently manage the procurement and/or contract administration of construction and/or maintenance contracts in accordance with Department's Contract Manual, including undertaking the role of Superintendent's Representative as required.

Apply technical skills and knowledge to manage issues and specify, monitor and assess the quality of works and services provided by internal staff and external consultants and contractors in accordance with Government and Departmental policies and procedures.

Desirable Requirements:—Postgraduate qualification or experience in project management, contract management or any other area relevant to the selection criteria.

Essential Requirements:—Appointment will be dependent on the following eligibility requirements: Appointment under the DIER Engineers Industrial Agreement 2012, requires the satisfactory completion of an Engineers Australia accredited relevant four year (minimum) university degree or equivalent qualification. Appointment under the Tasmanian State Service Award, Professional Stream requires the satisfactory completion of a three year (minimum) appropriate graduate qualification at a recognised university. Appointment under the Tasmanian State Service Award, General Stream requires no essential qualifications. Drivers licence.

Enquiries to Ben Moloney, Manager Project Services, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS 7000, phone (03) 6236 5650, email Ben.Moloney@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.

INFRASTRUCTURE, ENERGY AND RESOURCES

TRANSPORT INFRASTRUCTURE SERVICES

Project Manager (372458).

Applications Close:—Friday, 18 January 2013.

Permanent full-time.

Location:—Hobart.

Remuneration:—Tasmanian State Service Award, General Stream, Band 7: \$93,957 to \$100,355 per annum.

Band 3: \$93,957 to \$100,355 per annum.

DIER Engineers Industrial Agreement, Band B, Level 9: \$96,831 per annum.

Manage teams responsible for planning, scoping, development and/or delivery phases of transport infrastructure projects across the State, including mentoring and providing support and professional development to less experienced staff.

Undertake project management responsibilities throughout the planning, scoping, development and/or delivery phases of complex and significant transport infrastructure projects, including conducting key stakeholder consultation and briefings.

Develop, maintain and implement management plans for the control of scope, time, finances, quality, resources, risk management, issues management, stakeholder management and public consultation and communications.

Effectively and efficiently manage the scoping, procurement and delivery of professional services by external consultants in accordance with the Department's Provision of Professional Services Contract.

Effectively and efficiently manage the procurement and/or contract administration of construction and/or maintenance contracts in accordance with Department's Contract Manual, including undertaking the role of Superintendent's Representative as required.

Apply high level technical skills and knowledge to manage complex issues and specify, monitor and assess the quality of works and services provided by internal staff and external consultants and contractors in accordance with Government and Departmental policies and procedures.

Provide high level management analysis, advice and input for the development and documentation of the Department's management policies, procedures and systems.

Essential Requirements:—Appointment will be dependent on the following eligibility requirements: Appointment under the DIER Engineers Industrial Agreement 2012, requires the satisfactory completion of an Engineers Australia accredited relevant four year (minimum) university degree or equivalent qualification. Appointment under the Tasmanian State Service Award, Professional Stream requires the satisfactory completion of a three year (minimum) appropriate graduate qualification at a recognised university. Appointment under the Tasmanian State Service Award, General Stream requires no essential qualifications. Drivers licence.

Desirable Requirements:—Undergraduate and/or postgraduate qualifications or experience in engineering, project management, contract management or any other area relevant to the selection criteria.

Enquiries to Ben Moloney, Manager Project Services, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS 7000, phone (03) 6236 5650, email Ben.Moloney@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.

INFRASTRUCTURE, ENERGY AND RESOURCES

TRANSPORT INFRASTRUCTURE SERVICES

Senior Project Manager (371380).

Applications Close:—Friday, 18 January 2013.

Permanent full-time.

Location:—Hobart.

Remuneration:—Tasmanian State Service Award, General Stream, Band 7: \$93,957 to \$100,355 per annum.

Tasmanian State Service Award, Professional Stream, Band 3: \$93,957 to \$100,355 per annum.

DIER Engineers Industrial Agreement, Band B, Level 9: \$96,831 per annum.

Manage the team responsible for planning, scoping and development phases of transport infrastructure projects across the state, including mentoring and providing support and professional development to less experienced engineers, non-engineering project managers and support staff.

Undertake project management responsibilities throughout the planning, scoping and development phases of transport infrastructure projects.

Develop, maintain and implement management plans for the control of scope, time, finances, quality, resources, risk management, issues management, stakeholder management and public consultation and communications.

Effectively and efficiently manage the ongoing activities of consultancies in accordance with the Department's Provision of Professional Services Contract, from project initiation through to completion of preliminary design and associated documentation then through to completion of tender documentation, including conducting key stakeholder group briefings.

Apply high level technical skills and knowledge to manage complex issues and specify, monitor and assess the quality of works and services provided by internal staff and external consultants in accordance with Government and Departmental policies and procedures.

Provide high level management analysis, advice and input for the development and documentation of the Department's management policies, procedures and systems.

Desirable Requirements:—Postgraduate qualification or experience in project management, contract management or any other area relevant to the selection criteria.

Current drivers licence.

Essential Requirements:—Appointment will be dependent on the following eligibility requirements:

Appointment under the DIER Engineers Industrial Agreement 2012, requires the satisfactory completion of an Engineers Australia accredited relevant four year (minimum) university degree or equivalent qualification. Appointment under the Tasmanian State Service Award, Professional Stream requires the satisfactory completion of a three year (minimum) appropriate graduate qualification at a recognised university. Appointment under the Tasmanian State Service Award, General Stream requires no essential qualifications.

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

MAGISTRATES COURT

*Hobart***Deputy Administrator of Courts (350184).**

Applications Close:—Friday, 18 January 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Participate and contribute to the Court Management Group (CMG) in achieving strategic objectives including planning, budgeting, policy development, decision making, problem solving and special projects. Undertake the statutory responsibilities, providing high level, accurate and timely advice to users of the Court. In conjunction with the Magistrates, implement all instructions concerning the co-ordination and allocation of court business in the Magistrates Court to ensure prompt disposition of cases, effective use of judicial resources and that listing policies are implemented.

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

Enquiries to Wayne Johnson, Administrator of Courts, Magistrates Court, Department of Justice, phone (03) 6233 7912, mobile 0417522710, email wayne.johnson@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Wayne Johnson on (03) 6233 7912.

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

OFFICE OF THE ANTI-DISCRIMINATION COMMISSIONER

ADR Co-ordinator and Systems Administrator (355310).

Applications Close:—Friday, 18 January 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.5 hour per fortnight.

Location:—Hobart.

Duties:—Provide a wide range of administrative and clerical functions for the efficient delivery of services provided by the Office of the Anti-Discrimination Commissioner (OADC). Undertake the co-ordination of early resolution meetings and conciliation conferences for the complaint handling team and liaise effectively with parties, stakeholders and service providers in the arrangement of such meetings. Provide high level system administrator support of the OADC's case management system (Resolve) to staff and maintain quality of data and management controls.

Enquiries to Katrina Warburton, Executive Officer, Office of the Anti-Discrimination Commissioner, Department of Justice, phone (03) 6216 4431, email katrina.warburton@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Katrina Warburton on (03) 6216 4431 or Daphne Webb on (03) 6233 6809. 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

NORTHERN DISTRICT

Northern Prosecution Services

Legal Officer (002610).

Applications Close:—Friday, 18 January 2013.

Salary:—\$71,910 – \$91,437 p.a.

Legal Practitioners Agreement 2010, Level 2.

Permanent full-time.

Location:—Launceston.

Duties:—Safe at Home is a whole-of-government strategy for responding to, reducing and preventing incidents of family violence in Tasmania. The strategy aims to break the cycle of family violence by adopting a pro-arrest pro-prosecution approach and by integrating and extending the range of services available to support the victims of family violence including children. The Legal Officer will undertake litigation on behalf of, and provide legal services and support to, the Department of Police and Emergency Management with particular emphasis on matters relating to family violence.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction check for: Crimes of violence, Sex related offences, Serious drug offences, Crimes involving dishonesty, Serious traffic offences.

Qualifications and Experience:—Admitted, or qualified for and entitled to be admitted, as a Barrister or a practitioner of the Supreme Court of Tasmania under the provisions of the Legal Profession Act 2007 with more than 2 years relevant post admission experience.

Enquiries to Sergeant John Parker, Northern Prosecution Services, Department of Police and Emergency Management, phone (03) 6334 3860, email john.parker@police.tas.gov.au.

Applications to Co-ordinator, Employee Relations, Department of Police and Emergency Management, G.P.O. Box 308 Hobart Tas 7001, phone (03) 6230 2266, fax (03) 6230 2119, email applications@police.tas.gov.au.

Applicants should address the knowledge and skills (selection criteria) as outlined in the Statement of Duties. Applications forwarded by email receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within DPEM. If no acknowledgement or system generated response is received please contact Employee Relations on (03) 6230 2266. Please ensure that your application is in either Microsoft Word format, PDF or RTF (rich text format).

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

TOURISM OPERATIONS

Director, Tourism Operations (0113).

Applications Close:—Monday, 21 January 2013.

Salary:—\$121,319 – \$139,517 p.a.

Port Arthur Historic Site Management Authority Award, General Stream, Band 9.

Permanent full-time.

Location:—Port Arthur.

Duties:—To provide leadership, strategic direction and high level specialist advice for the development and management of the Tourism Operations Department whilst ensuring the best use of financial, human, infrastructure and cultural resources to achieve strategic intent and operational excellence for the Port Arthur Historic Site Management Authority and the Tasmanian State Government.

Essential Requirements:—Extensive recent senior management experience, preferably within the tourism industry or an equivalent commercial operation.

Desirable Requirements:—Appropriate professional or tertiary qualifications. Industry recognised professional affiliations. Current motor vehicle drivers licence.

Enquiries to Stephen Large, Chief Executive Officer, Port Arthur Historic Site Management Authority, phone (03) 6251 2300, mobile 0419 388791, email stephen.large@portarthur.org.au.

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, Port Arthur, Tas 7182, phone (03) 6251 2357, fax (03) 6251 2322, email recruitment@portarthur.org.au.

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Finance Branch

Assistant Manager Finance (001901).

Applications Close:—Friday, 18 January 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the effective delivery of financial and budget management of the Agency through the provision of services that support Divisions in the management of financial resources. Provide specialist authoritative and consultative advice to senior management on complex financial and budget management matters and lead and manage a team of staff.

Desirable Requirements:—Appropriate tertiary qualification and membership of a relevant professional.

Enquiries to David Strong, Manager, Finance, Department of Premier and Cabinet, phone (03) 6232 7038, email david.strong@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.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

CORPORATE SERVICES

Information Services

Web Developer/Programmer (706945).

Applications Close:—Friday, 18 January 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, ICT Level 2.

Fixed-term part-time (18.70 hours per week) from January 2013 until December 2013.

Location:—Hobart.

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

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

Duties:—To perform a range of complex technical duties and project management tasks that directly contribute to improved organisational performance and capability through the delivery of efficient business systems and processes that support operational excellence and achievement of business outcomes.

Desirable Requirements:—An appropriate qualification at a tertiary level.

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

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

Enquiries to Anita Yan, phone (03) 6212 5142, email anita.yan@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

Wildlife Management

Team Leader (Administration and Systems) (700533).

Applications Close:—Friday, 18 January 2013.

Salary:—\$60,530 – \$70,007 p.a.
 Tasmanian State Service Award, General Stream, Band 4.
 Permanent full-time.
 Location:—Hobart.

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

Duties:—To provide, co-ordinate and supervise efficient and effective administrative support to the Wildlife Management Branch, including supervision of administrative support activities, systems and operating procedure development, financial management and reporting, executive support to committees, and co-ordination and preparation of Ministerial and Executive correspondence.

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 Will Joscelyne, phone (03) 6233 2471, email Will.Joscelyne@dpiuwe.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@dpiuwe.tas.gov.au.

TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

Information Systems Branch

IT Infrastructure Project Manager (724214).

Applications Close:—Friday, 18 January 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—The objective of the position is to manage the delivery of IT Infrastructure Projects, including project planning, system implementation, project time, cost and quality management, issue management, and project tracking and reporting.

In the context of the selection criteria, to be successful in the position applicants will have: Demonstrated high level IT Infrastructure project management and project delivery skills, including the demonstrated ability to successfully lead and manage multiple concurrent IT Infrastructure projects; demonstrated high level understanding of and experience in contemporary IT Infrastructure and in transitioning from legacy IT Infrastructure to contemporary IT Infrastructure; and demonstrated high level experience and skills in project management activities including but not limited to stakeholder communication and management, project governance, project planning, change management, vendor management, project issue identification, tracking and resolution, and benefits realisation.

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

Enquiries to Glenn Lewis, Director, Information Systems Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart, TAS. 7001, phone (03) 6233 6123, email glenn.lewis@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

Information Systems Branch

Principal .Net Developer (724224).

Applications Close:—Friday, 18 January 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, ICT Level 3.

Fixed-term full-time As soon as possible until 28 June 2013.

Location:—Hobart.

Duties:—This position is a senior role that will lead the development of .Net applications in the Department. The role is hands on and the occupant will be required to undertake high level analysis, develop applications and provide advice on the Agency's information systems. The role will provide assistance to the Manager to define the development framework and standards within the unit and work with stakeholders to create technical specifications from business requirements.

In the context of the selection criteria, to be successful in the position applicants will have:—demonstrated high level skills and experience in application design and development using .Net. Experience in ASP.Net web development and Microsoft Sharepoint are considered an advantage; demonstrated strong analytical and problem solving skills including, but not limited, to the ability to resolve complex technical or business related issues and demonstrated excellent communication skills that enable clear and effective communication with internal and external stakeholders.

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

Enquiries to Dipak Bhandari, Project Manager, Information Systems Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart, TAS. 7001, phone (03) 6233 6645, email dipak.bhandari@treasury.tas.gov.au.

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

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

Tasmanian Government Senior Executive Service

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Budget Management Branch

Director, Budget Management (723175).

Applications Close:—Friday, 25 January 2013.

Salary:—\$137,532 – \$151,285 p.a.

Senior Executive, Level 2:—Payment of Salary above the base salary of the advertised range is subject to an annual performance assessment.

Senior Executive.

Location:—Hobart.

Duties:—Provide strategic direction and high level policy advice in relation to the management of the State Budget, this includes formulating and providing high level policy advice on proposals to improve the Budget process and Budget monitoring arrangements. The position also manages major reviews and other projects related to the State Budget.

Manage the human, physical and financial resources of the Budget Management Branch, and provide high level input to the development and implementation of the corporate

objectives of the Department of Treasury and Finance and the strategic objectives of the Government.

In the context of the selection criteria, to be successful in the position applicants will have: clearly demonstrated capability to lead and manage a large team of professionals across a diverse range of policy related issues in the face of competing demands; tight deadlines; and with limited resources; highly developed interpersonal, communication and negotiation skills with a proven track record of successfully influencing strategic outcomes across multiple and diverse stakeholder groups while retaining high levels of trust and credibility and the ability to provide high level policy direction and strategic leadership on complex and technical issues related to the State's Budget and the Fiscal Strategy.

Highly Desirable Requirements:—Completion of relevant tertiary or industry qualifications and/or professional affiliation and Extensive experience in public finance and public policy research, including the directing of research activities.

Enquiries to Tony Ferrall, Deputy Secretary, Budget and Finance Division, Department of Treasury and Finance, G.P.O. Box 147, Hobart, TAS. 7001, phone (03) 6233 2132, email tony.ferrall@treasury.tas.gov.au.

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Teacher	H. Noble	12 months	04.02.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	M. Doyle	6 months	20.01.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	K. Dingemans	6 months	20.01.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Tonks	6 months	04.01.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Overton	6 months	20.01.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	M. Meadows	6 months	20.01.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	L. Power	6 months	20.01.13
Infrastructure, Energy & Resources	Manager Contract Services	G. Rider	6 months	02.01.13
Primary Industries, Parks, Water & Environment	Environmental Officer (Contaminated Sites)	J. O'Brien	6 months	14.01.13
Primary Industries, Parks, Water & Environment	Plant Pathologist (Molecular Diagnostics)	A. Dann	6 months	14.01.13
Primary Industries, Parks, Water & Environment	Graduate (Northern Regulations)	J. de Weys	6 months	04.02.13
Tasmanian Audit Office	Practice Manager	P. Johnson	6 months	21.12.12
Tasmanian Audit Office	Financial Auditor	R. Webb	6 months	02.01.13

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	J. Wagenaar	05.01.13
Health & Human Services & Tasmanian Health Organisations	Clinical Nurse Consultant	R. Morgan	22.12.12
Health & Human Services & Tasmanian Health Organisations	Social Worker	S. Neasey	20.12.12
Health & Human Services & Tasmanian Health Organisations	Food Services Officer	M. Patterson	31.12.12
Health & Human Services & Tasmanian Health Organisations	Physiotherapy Assistant	A. Innes	25.12.12
Health & Human Services & Tasmanian Health Organisations	Community Health Nurse	P. Grlusich	23.12.12
Health & Human Services & Tasmanian Health Organisations	Clinical Psychologist	R. Kelly	21.11.12
Health & Human Services & Tasmanian Health Organisations	Client Support Officer	S. King	27.12.12
Health & Human Services & Tasmanian Health Organisations	Operational Support Assistant	S. Douglas	24.12.12
Primary Industries, Parks, Water & Environment	Ranger	A. Hutchinson	27.12.12

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Justice	Deputy Registrar	R. Walker	04.01.13
Primary Industries, Parks, Water & Environment	Policy Analyst	V. Elwell-Gavins	25.12.12
Treasury & Finance	Principal Strategic Analyst	D. Johnston	09.01.13



Our conscience is crystal clear.

Together we can make a difference.

Print Applied Technology remains ever vigilant in reducing the impact of its operations on the environment, and environmental management within our production facilities is considered a critical aspect of our business.

Our investment in a world class 'EcoClean' solvent recycling system from Europe has enabled us to recycle all our solvent liquids for reuse, instead of disposing of this material which is traditional industry practice. Waste paper is managed via extraction systems and a compaction unit, capturing and bundling all waste generated during the production cycle which is then collected for recycling, reducing landfill. Vegetable based inks are used where possible on our presses, and green office principles are employed.

Print Applied Technology now adds to these initiatives official certification by the Forest Stewardship Council® (FSC®).

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

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