



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

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 State Service 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 Mercury Walch Pty Ltd, 5 Bowen Road, Moonah, Tasmania 7009.

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@mercurywalch.com.au

or fax to (03) 6232 2138. All copy must be typed in upper and lower case not ALL CAPS, if unsure please telephone (03) 6232 2128

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 State Service Management Office on telephone (03) 6232 7462 or email: jobs@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 Mercury Walch Pty Ltd on (03) 6232 2138

Deadlines

Government Gazette :—

Copy must be received by Mercury Walch 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) 6232 7462

Deadlines will be strictly adhered to

Subscription or account enquiries phone (03) 6232 2137.

Gazette and State Service Online

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

Tasmanian Government Gazette & Tasmanian State Service Notices

Publication and Copy Closure Dates

CHRISTMAS PERIOD 2013

COPY deadline for the *Tasmanian Government Gazette* and *State Service Notices* to be published on Wednesday 18 December 2013:—

All copy for the *Tasmanian Government Gazette* and *State Service Notices* must be received by 4 p.m. on Friday 13 December 2013.

COPY deadline for the *Tasmanian Government Gazette* to be published on Wednesday 25 December 2013:—

All copy for the *Tasmanian Government Gazette* must be received by 12 noon on Friday 20 December 2013.

Note: There will be no State Service Notices section on 25 December 2013.

NEW YEAR 2014

COPY for the *Tasmanian Government Gazette* and *State Service Notices* to be published on Wednesday 1 January 2014:—

All copy for the *Tasmanian Government Gazette* and *State Service Notices* must be received by 12 Noon on Tuesday 24 December 2013.

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CORPORATE SUPPORT DIVISION

Human Resources

Relationship Management

Manager HR Relationships (424139).

Applications Close:—Friday, 20 December 2013.

Salary:—\$95,836 – \$102,362 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Lead and manage the development of contemporary human resource practices focussed on the delivery of HR relationship management and operations services, promoting a communication-led people management culture.

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

Enquiries to Mark Jones, HR Director, phone (03) 6165 5187, email Mark.Jones@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, TAS 7001, phone (03) 6165 5193, 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

CULTURE, RECREATION AND SPORT

Sport and Recreation Tasmania

Silverdome

Administration Officer (425158).

Applications Close:—Friday, 20 December 2013.

Salary:—\$38,511 – \$47,233 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time (0.75 FTE).

Location:—Launceston (Silverdome).

Duties:—To support the activities of the Silverdome, Tasmania's largest indoor sporting and entertainment venue.

Be the first point of contact, providing customer service and administrative assistance to support the operations of the Silverdome Complex.

In supporting the operations of the complex, the occupant may be required to undertake work outside standard office hours.

Essential Requirements:—The Director, State Service Management Office has determined that the person nominated for this position is to satisfy pre-employment checks before taking up the appointment, promotion or transfer. The following checks are to be conducted:—National Conviction Check, Crimes of violence, Sex related offences, Serious drug offences, Crimes involving dishonesty and Identification Check.

Desirable Requirements:—Experience in ticketing operations (please provide details of system used).

Manual drivers licence.



AIRLINES OF TASMANIA

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Enquiries to Rebecca Hardman, Executive Officer, phone (03) 6777 2822, email Rebecca.Hardman@silverdome.com.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, TAS 7001, phone (03) 6165 5193, 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

Marketing

Marketing Operations Manager (425228).

Applications Close:—Friday, 20 December 2013.

Salary:—\$95,836 – \$102,362 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time until 24 December 2014.

Location:—Hobart.

Duties:—Provide high level leadership and management of analytical and operational activities that enable the marketing team to deliver innovative campaigns, manage marketing assets, measure and monitor campaign results and marketing budgets while systematically improving operational efficiencies and effectiveness.

Desirable Requirements:—A relevant tertiary qualification or proven management experience and achievement in a similar senior role.

Enquiries to Kathryn McCann, Director of Marketing, phone (03) 6165 5295, email Kathryn.McCann@tourism.tas.gov.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, TAS 7001, phone (03) 6165 5193, email applications@development.tas.gov.au.

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

EDUCATION

CORPORATE SERVICES

Human Resources Management

HR Operations Systems and Reporting

Co-ordinator HR Operations, Systems and Reporting (965792).

Applications Close:—Friday, 20 December 2013.

Salary:—\$95,836 – \$102,362 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time for a 12 month period. 73.5 hours per fortnight.

Location:—Hobart.

Description of the Role:—To support the Manager HR Operations, Systems and Reporting in co-ordinating the provision of high quality employee payroll, leave and personnel services for the Department and broader portfolio. Establish and maintain best practice management procedures in systems development and reporting to ensure provision of a high level integrated HR system and associated services.

Essential Requirements:—The Head of the State Service has determined that the person nominated for this role is to satisfy

a pre-employment check before taking up the appointment, promotion or transfer.

Desirable Requirements:—The completion of tertiary qualifications in a Human Resource Management or other relevant field, or a significant background in Human Resources Management.

Enquiries to Sharon England, Manager HR Operations, Systems and Reporting, Department of Education, phone (03) 6165 6289, email sharon.england@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, 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

LEARNING SERVICES

Learning Services (South)

Claremont College

Principal, Claremont College (205079)

Applications Close:—Friday, 20 December 2013.

Salary:—\$146,801 pro rata, per annum.

Teaching Service (Tasmanian Public Sector) Award, Principal, Level 6

Fixed-Term full-time 70 hours per fortnight from as soon as possible to 4 July 2014

Location:—Claremont College

Description of Role:—To lead and direct the educational program and administration of a school/college in accordance with appropriate Acts, Regulations and guidelines.

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

Current certificate of registration issued by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000.

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

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

Enquiries to Judy Travers, Department of Education, phone 03 6212 3120, mobile 0418 333 385, email judy.travers@education.tas.gov.au.

All interested applicants are strongly encouraged to discuss specific details of the vacancy with the Contact Officer.

Applications to Vacancy and Staffing Services, Department of Education, GPO Box 169, Hobart, 7001, phone (03) 6165 6285, 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. Receipt of your electronic application will be acknowledged by return email within two working days.

HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS
HEALTH AND HUMAN SERVICES
Ambulance Tasmania
Operational Support Services

Team Leader, ICT Support (518343).

Applications Close:—Friday, 20 December 2013.

Salary:—\$94,893 – \$101,403 p.a.

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

Permanent full-time daywork, with on call.

Location:—Hobart.

As the Team Leader of the Information Communication Technology team within Technical Services, be responsible for: Leading and managing the Information Communication Technology (ICT) functions of Ambulance Tasmania (AT) through strong technical, project management and strategic skills. Ensuring systems are appropriately maintained and available, including critical systems such as the dispatch and patient management systems. This role will require a very thorough understanding of the ICT systems and architecture relevant to ambulance operations. Leading a team of IT specialists in service planning, implementation and delivery to enable the effective and efficient delivery of services by AT to the Tasmanian community.

Desirable Requirements:—Appropriate professional and/or tertiary qualifications. A minimum of five years' experience within the ICT field. Experience in ambulance or emergency management.

The Head of the State Service 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 O'Brien, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 8589, email andrew.obrien@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

Administrative Officer (501477).

Applications Close:—Friday, 20 December 2013.

Salary:—\$53,203 – \$57,913 p.a.

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

Permanent full-time day work.

Location:—Children and Youth Services, Hobart.

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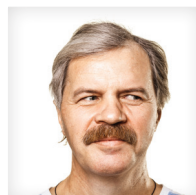
Historian



Web designer



Sound engineer



Journalist



Teacher



Musician



Police officer



Intelligence analyst



Social worker

In a multi-skilled environment, provide a high level of administrative support as required to professional field workers, management and clients to ensure the efficient and effective delivery of Children and Youth Services.

Selection criteria includes:—Ability to undertake supervisory and staff training duties and manage administrative staff to ensure an efficient administrative support service.

Highly developed computer skills including competency in the use of word processing, spreadsheet, database packages and computerised financial management information systems.

Knowledge and understanding of Government accounting and Human Resource procedures.

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

The Head of the State Service 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 (03a) 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

Client Support Officer (514196).

Applications Close:—Friday, 20 December 2013.

Salary:—\$47,265 – \$51,332 p.a.

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

Permanent full-time day work, SEE NOTE BELOW.

Location:—Children and Youth Services, Burnie (North West).

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 North West region in the near future may also be filled from this selection process.

Duties:—In a multi skilled environment, provide a high level of administrative and secretarial support as required to professional staff, management and clients to ensure the efficient and effective delivery of Child and Family Services.

Selection criteria includes:—A high level of communication and interpersonal skills, with the ability to maintain a calm, efficient manner during sensitive and demanding situations.

Demonstrated capacity to exercise initiative and discretion in a team environment.

Demonstrated ability to undertake computer related tasks including word processing, spreadsheets and databases.

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

The Head of the State Service 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 Selina McGuire, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 6404, email selina.mcguire@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Strategic Control, Workforce and Regulation

Government Relations and Strategic Policy

Policy Support Officer (519794).

Applications Close:—Friday, 20 December 2013.

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

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

Fixed-term casual daywork, hours as and when required, commencing As soon as possible to 30 January 2015.

Location:—Hobart.

Participate in and provide policy support to staff developing high level, strategic advice regarding government relations and strategic policy issues for the portfolio Ministers, Secretary, Agency and other stakeholders. Participate in and provide policy support to the process of monitoring and reporting on intergovernmental agreements, including building relationships with Departmental business units and Tasmanian Health Organisations and collating and reviewing information before discussing with senior staff within the GRASP team. Assist in the development and preparation of submissions, applications and business cases relating to intergovernmental agreements, including undertaking research, analysing information and contributing to written documentation.

Desirable Requirements:—Tertiary qualifications in a relevant course of study.

The Head of the State Service 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 Cheryl Garrett, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 3773, email cheryl.garrett@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Strategic Control, Workforce and Regulation

Strategic Financial Control

Taxation Analyst (Readvertised) (521556).

Applications Close:—Friday, 20 December 2013.

Salary:—\$71,665 – \$74,932 p.a.

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

Permanent full-time daywork, (part-time hours may be considered).

Location:—Hobart.

In conjunction with the Strategic Taxation Analyst and other members of the team: Assist in the preparation and reconciliation of returns required to ensure compliance with the Departments taxation obligations. Support the senior members of the Taxation Unit to identify improvements in taxation and superannuation compliance. Provide advice, analysis, research and assist with the development of information for inclusion in submissions, reports and other briefing documents. Assist in the preparation and development of training and information guides for delivery to Departmental staff in respect of taxation and superannuation issues.

Desirable Requirements:—An appropriate tertiary qualification with an accounting major. Suitable for eligibility for membership of CPA Australia or similar.

The Head of the State Service 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 Teena Mills, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 3817, email teena.mills@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

Senior Policy Analyst, ABF Program (521723).

Applications Close:—Friday, 20 December 2013.

Salary:—\$79,745 – \$91,827 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

Provide support to the Activity Based Funding (ABF) Program Implementation Manager in the planning, co-ordination, delivery and reporting of the National

ABF Program activities and outputs associated with the implementation, transition and ongoing maintenance of ABF for Tasmanian Health Organisations.

The Head of the State Service 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 Russell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 6922, mobile 0417 358 176, email peter.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

TASMANIAN HEALTH ORGANISATION, NORTH

Tasmanian Health Organisation, North, Statewide Mental Health Services

Community Mental Health Nurse (514822).

Applications Close:—Friday, 20 December 2013.

Salary:—\$63,591 – \$76,859 p.a.

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

Permanent full-time shift work.

Location:—Mental Health Services, Crisis Assessment Team, North.

Please note:—Please note that access to the Grade 4 salary range is subject to successful application for progression to Grade 4.

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

Selection criteria includes:—Demonstrated knowledge and expertise in mental health nursing including assertive case management, triage and mental health assessment, clinical risk management and crisis intervention within the community setting.

Demonstrated ability to establish and maintain effective therapeutic relationships with consumers, use recovery based principles, develop individual Service plans and provide evidence based treatment to client in the community setting.

Demonstrated written oral and interpersonal communication skills, including the ability to work effectively in a multi-disciplinary team environment, communicate effectively with other sectors of mental health services and primary health care providers.

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 as a Registered Nurse and possesses specialist graduate tertiary graduate or post graduate 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.

The Head of the State Service 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 Pauline Wieringa, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2185, email pauline.wieringa@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

*Tasmanian Health Organisation, North, Statewide Mental
Health Services*

Enrolled Nurse (506556).

Applications Close:—Friday, 20 December 2013.

Salary:—\$50,713 – \$56,163 p.a.

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

Permanent full-time shift work.

Location:—Mental Health Services, Northside Clinic, North.

Duties:—The enrolled nurse provides direct patient/client centered nursing care to assigned patients/clients, within the scope of practice of an enrolled nurse and under the direction and supervision of a registered nurse/midwife to achieve planned patient outcomes.

Selection criteria includes:—Sound knowledge of the principles of nursing care, procedures and practices. Demonstrated ability to practice in a manner that respects the right of individuals and groups. Demonstrated effective written and oral communication skills.

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 as an Enrolled Nurse. (holds Board approved qualification in administration of medicine).

The Head of the State Service 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 Jan Dorman, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7765, email jan.dorman@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

Administrative Assistant (503843).

Applications Close:—Friday, 20 December 2013.

Salary:—\$47,265 – \$51,332 p.a.

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

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

Location:—WP Holman Clinic, LGH Charles Street, Launceston.

Duties:—To provide an efficient Radiation Oncology, Medical, Oncology, Clinical Haematology inpatient and outpatient clerical service utilising integrated patient management systems.

The Head of the State Service 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 Loris Towers, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7138, email loris.towers@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

Allied Health Professional (521620).

Applications Close:—Friday, 20 December 2013.

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

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

Fixed-term casual working as and when required. To commence as soon as possible for a 2 year period.

Location:—Launceston General Hospital.

Duties:—Opportunity to apply for a place in the new Allied Health casual pool, commencing As soon as possible for a period of 2 years. Successful applicants will be members of a pool of staff providing casual relief on an as and when required basis, according to individual availability. This will ensure cover for unexpected, short-term absences can be arranged quickly, as the need arises. Includes Physiotherapy, Occupational Therapy, Podiatry, Dietetics, Social Work and Speech Pathology.

Essential Requirements:—Current registration with the relevant professional Board of Australia.

The Head of the State Service 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 Cindy Hollings, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7260, email cindy.hollings@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

Clerical Officer, Nursing Information Office (Two Vacancies) (521447).

Applications Close:—Friday, 20 December 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 20 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant.

Location:—LGH Charles Street, Launceston.

Duties:—To provide an efficient and effective clerical, administration and reception support in the Nursing Information Office, with functions undertaken under general direction, of Nurse Unit Manager Nursing Information based on established procedures and practices.

Essential Requirements:—Nil.

The Head of the State Service 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 Lindi Staehle, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7901, email lindi.staehle@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

Clinical Co-ordinator Midwifery (3 Vacancies) (520484).

Applications Close:—Friday, 20 December 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 shift work (fully rotational), hours per fortnight to be negotiated with the successful applicants.

Location:—Womens and Childrens Services.

Duties:—In conjunction with the Inter-professional Team co-ordinates the day to day patient care activities of the Ward 40/4B, including identifying and implementing the processes for admission, transfers and discharge of Ward 40/4B patients.

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

The Head of the State Service 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 Jenny Pople, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8964, email jennifer.pople@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 (Anaesthetics) (Three Vacancies) (521690).

Applications Close:—Friday, 20 December 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 oncall), working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Anaesthesia, LGH Charles Street, Launceston.

Please note, applications forwarded from Recruitment Agencies on behalf of individuals will not be accepted.

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

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

The Head of the State Service 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 Maurice Vialle, Director of Anaesthesia, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7576, email maurice.vialle@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Mental Health North West

Area Quality and Safety Officer (515330).

Applications Close:—Friday, 20 December 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

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

Location:—Based in Burnie.

Who are we?

The Tasmanian Health Organisation, North West is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community in Tasmania's beautiful North West. We are committed to providing the highest levels of healthcare and services and our values are Partnership, Respect, Integration, Development/Support, and Excellence.

Who are we looking for?

We are seeking a motivated and experienced Area Quality and Safety Officer to join the Quality and Safety team. We are looking for someone who is able to co-ordinate, promote and evaluate the quality and safety and risk management agenda for the THO-North West Mental Health Services.

Reporting to the Director, Accreditation and Service Improvement, this role encompasses a wide range of responsibilities including, but not limited to, oversights regional service reviews and accreditation processes.

Do you have?

Relevant knowledge of and commitment to continuous quality improvement and accreditation processes including risk management and the National standards for Mental Health Services.

Possession of a high level of interpersonal skills.

Well-developed planning and organisational skills including the ability to initiate and co-ordinate complex activities and projects.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information or to discuss your application today, please contact Anne Cabalzar on 6490 8968 or email anne.cabalzar@dhhs.tas.gov.au.

In order to be considered for this position it is a requirement that you address the selection criteria which are located in the Statement of Duties.

Desirable Requirements:—Current Driver's Licence.

Essential Requirements:—Nil.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion, 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 North West

Adult Day Centre Co-ordinator/Diversional Therapist (521554).

Applications Close:—Friday, 20 December 2013.

Salary:—\$60,914 – \$70,436 pro rata, per annum.

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

Permanent part-time day worker, working 58.5 hours per fortnight.

Location:—Spencer Day Centre.

Who are we?

The Tasmanian Health Organisation, North West is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community in Tasmania's beautiful North West. We are committed to providing the highest levels of healthcare and services and our values are Partnership, Respect, Integration, Development/Support, and Excellence.

Who are we looking for?

We are seeking a motivated and experienced Adult Day Centre (ADC) Co-ordinator/Diversional Therapist to lead promotion, planning, implementation, and evaluation of quality individual and group client programs at the Centre based in Wynyard.

Reporting to the Co-Director of Nursing, Chronic,

Complex and Community Services, the main role of the ADC Co-ordinator is to Support and co-ordinate the human, physical and financial resources. The successful candidate will promote the service of the ADC within the community and work in partnership with related service providers.

Do you have?

Diploma in Community Services and Health (Leisure and Lifestyle).

Effective communication skills.

Current Driver's Licence.

A current senior first aid certificate through completion of a recognised training program.

Recent contemporary management experience.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Ange Downie on (03) 6440 7000 or email ange.downie@dhhs.tas.gov.au.

In order to be considered for this position it is a requirement that you address the selection criteria which are located in the Statement of Duties and provide a cover letter.

Desirable Requirements:—Current Driver's Licence.

A current senior first aid certificate through completion of a recognised training program.

Essential Requirements:—Nil.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion, 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 North West

Registered Nurse (502371).

Applications Close:—Friday, 10 January 2014.

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 worker, working as and when required.

Location:—West Coast District Hospital.

Who are we?

The Tasmanian Health Organisation, North West is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community in Tasmania's beautiful North West. We are committed to providing the highest levels of healthcare and services and our values are

Partnership, Respect, Integration, Development/Support, and Excellence.

This position is based at the West Coast District Hospital, Queenstown.

Who are we looking for?

We are seeking a motivated and experienced Registered Nurse's to work on a casual basis that are passionate about the greatest quality of care, ensuring that they collaborate with members of the multidisciplinary healthcare team. Within the dynamic multidisciplinary team, you will contribute to a strong professional team approach through open communication and a positive supportive environment.

Reporting to the Nurse Unit Manager, you will contribute to the health outcomes of your patients through excellence in practice, fostering a learning culture, excellent communication skills and working effectively within a multidisciplinary team.

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Linda Neale on (03) 6472 2300 or email linda.neale@dhhs.tas.gov.au.

In order to be considered for this position it is a requirement that you address the selection criteria which are located in the Statement of Duties.

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

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion, 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

Statewide Mental Health Services

Social Worker (521429).

Applications Close:—Friday, 20 December 2013.

Salary:—\$76,505 – \$87,754 p.a.

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

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

Location:—Alcohol and Drug Services, North.

The Alcohol and Drug Services North is currently seeking to employ a Social Worker on a full-time capacity. Your key requirements of the job will include:

To work as part of a multidisciplinary team to provide quality treatment and specialist interventions, specifically pharmacotherapy, for individuals who may be physically and or psychologically dependent on legal and or illegal substances.

As an experienced health professional undertake a proactive approach to the provision of advice and support across all Alcohol and Drug Services North teams and specialist interventions for people with multiple and complex needs.

Practice in accordance with Government Legislation and Regulations, Primary Health Care Principles, Alcohol and Drug Service policies, Agency policies, legal requirements and professional competencies to provision of specialist alcohol and drug interventions.

Desirable Requirements:—Current Driver's Licence. A minimum of two years post graduate employment in Social Work in clinical area applicable to Alcohol and Drug Services.

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

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion, 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 Monika Petschar, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5577, email monika.petschar@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, SOUTH

Statewide Mental Health Services

Youth Alcohol and Drug Worker (TEIP, Community Development Project) (521692).

Applications Close:—Friday, 10 January 2014.

Salary:—\$76,505 – \$87,754 p.a.

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

Fixed-term full-time day work, commencing As soon as possible for a period of 12 months. Notwithstanding hours per fortnight may be negotiated with the successful applicant.

Location:—Alcohol and Drug Services, South.

Duties:—The Alcohol and Drug Services South is currently seeking to employ a Youth Alcohol and Drug Worker on a Fixed-term, full-time capacity. Your key requirements of the job will include:

Under broad direction of the Team Leader, co-ordinate and deliver the Tasmanian Early Intervention Program (TEIP), Community Development Project for the Alcohol and Drug Service (South), through prevention, promotion and early intervention strategies, working collaboratively in a targeted community. The TEIP worker will focus on early intervention strategies for primary school aged young people, their families and communities in a specific targeted community.

Work as part of a multidisciplinary team to provide evidence based treatment and specialist interventions for young people and their families.

Review the evidence to develop best practice health promotion and early intervention strategies for alcohol within the target community and also primary school aged young people and their families.

Work collaboratively with other agencies (especially schools), health professionals, community members and organisations to ensure effective education, health promotion and service provision for young people with substance abuse.

Desirable Requirements:—Current Drivers License.

Essential Requirements:—Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers or Registered with the Occupational Therapy Board of Australia or Registered with the Psychology Board of Australia.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion, 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 Dion Butler, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7901, email dion.butler@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, SOUTH

Clinical Support Services

Domestic Services Officer (514250).

Applications Close:—Friday, 20 December 2013.

Salary:—\$40,286 – \$42,027 pro rata, per annum.

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

Permanent part-time day work, working 16 hours per fortnight.

Location:—Repatriation Centre.

The Tasmanian Health Organisation, South is seeking a part-time Domestic Services Officer to work in Occupational Therapy and Equipment Scheme.

Duties:—In the role of Domestic Services Officer you are expected to maintain a high standard of cleaning of Southern Community Equipment Scheme equipment and cleaning facilities. Your duties will include clean and maintain

equipment, report faults, follow infection control procedures, and actively participate in and contribute to the organisation's Quality and Safety and Work, Health and Safety processes.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion, 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 Linda Osborne, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7280, email linda.osborne@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.

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Casual Dental Assistants North (501717).

Applications Close:—Friday, 20 December 2013.

Salary:—\$48,183 – \$51,330 pro rata, per annum.

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

Fixed-term casual day work for a period of 2 years.

Location:—Northern Dental Clinic.

Duties:—Oral Health Services Tasmania, North is seeking to employ casual Dental Assistants on an as and when required basis. The role of the Dental Assistant is to assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control.

Desirable Requirements:—Current Driver's Licence.

Satisfactory completion of Certificate 3 in Dental Assisting.

Current First Aid certificate Level I.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion, 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 Whiteman, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 4125, email vanessa.whiteman@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

Registered Nurse, Community Nurse (Relief) (506487).

Applications Close:—Monday, 6 January 2014.

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, commencing As soon as possible for a period of 2 years.

Location:—New Norfolk Community Nursing.

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:—Tasmanian Health Organisation South is seeking to employ casual Registered Nurses, Community Nurses on an as and when required basis within the New Norfolk Community Nursing Service. You will be required to, consistent with ongoing experience, assist with strengthening health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with patients/clients, their families and other health professionals within the defined community practice area.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse. -Current Driver's Licence.

All employees who require a drivers licence as an essential requirement and are employed under the HAHSA or Nursing award.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion, 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 Donna Gallagher, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6262 2820, email donna.gallagher@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

Senior Physiotherapist, Community Palliative Care (521584).

Applications Close:—Monday, 6 January 2014.

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

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

Fixed-term part-time day work, working 38 hours per fortnight, commencing As soon as possible for a period of two years.

Location:—Repatriation Centre, Hobart.

Who are we looking for?

Do you have extensive general or specialist palliative care physiotherapy experience and enjoy working within a multidisciplinary team environment? The Community Palliative Care team based in Hobart requires a team member who enjoys working in urban and rural areas, is adaptable and flexible and committed to client centred care within a primary healthcare framework with a palliative care focus. This current vacancy provides services to palliative care clients in their homes, consultation in relation to palliative care patients within acute and the specialist palliative care unit, as well as delivering outpatient services for clients and their carers in Southern Tasmania. This is a new position, so the successful applicant will be required to work with other providers to set up this position within a long standing multi-disciplinary team.

What can we offer?

- Flexible work/life balance.
- Attractive Salary Packaging.
- Great team environment.
- Commitment to professional development.

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

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion, 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 Ann Allanby, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 6763, email ann.allanby@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

Hotel Services and Logistics

Food Service Officer (Relief) (several vacancies) (507950).

Applications Close:—Friday, 20 December 2013.

Salary:—\$40,286 – \$42,027 pro rata, per annum.

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

Fixed-term casual working as and when required; commencing as soon as possible for a period of up to two years.

Location:—Food Services Unit, Royal Hobart Hospital.

Duties:—Assist in maintaining a high standard of food preparation, production, service, meal distribution, warewashing and cleaning of the hospital service areas at all times and in accordance with the relevant codes of practice.

Perform receipt and storage duties associated with food supplies. Perform general food preparation, service, menu related and cash handling duties. Prepare vegetables, salads, diet requirements, including fluids, sandwiches, and assist in the serving of food. Clean kitchen equipment, utensils, floors, and walls as directed by relevant supervisors.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion, 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 Gwen Bloomfield, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8544, email gwen.bloomfield@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Hotel Services and Logistics

Food Services Officer (several vacancies) (520519).

Applications Close:—Friday, 20 December 2013.

Salary:—\$40,286 – \$42,027 pro rata, per annum.

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

Fixed-term casual working as and when required; commencing as soon as possible for a period of up to two years.

Location:—Cafeteria, Royal Hobart Hospital.

Duties:—Assist in maintaining a high standard of food preparation, production, service, meal distribution, warewashing and cleaning of the hospital service areas at all times and in accordance with the relevant codes of practice. Perform receipt and storage duties associated with food supplies. General food preparation, service, menu related and cash handling duties. Prepare vegetables, salads, diet requirements, including fluids, sandwiches, and assist in the serving of food. Clean kitchen equipment, utensils, floors, and walls as directed by relevant supervisors.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion, 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 Mal Sutcliffe, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8696, email malcolm.sutcliffe@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Women and Children Services***Consultant Paediatric Rehabilitation Specialist (521577).**

Applications Close:—Friday, 31 January 2014.

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.

Location:—Womens, Adolescent and Childrens Services, Royal Hobart Hospital and Intrastate.

Duties:—An exciting opportunity exists for a Paediatric Rehabilitation Specialist to join Tasmania's health team as a Staff Specialist. Based at the Royal Hobart Hospital in the Department of Paediatrics and Child Health and working closely with the St Giles Therapy Services and also with NWRH of Tasmania, the successful applicant will be responsible for providing clinical services, support and advice across Tasmania including periodic travel to conduct clinics in Northern and Northwest Tasmania.

A major redevelopment of The Royal Hobart Hospital is at an advanced stage of planning and we expect to have a new paediatric inpatient facility and a new adolescent ward by 2017. This is an outstanding opportunity to further your career and adopt one of Australia's most rewarding lifestyles.

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

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion, 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 Associate Professor John Daubenton, Director of Paediatrics, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 62227125, email john.daubenton@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.

INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

*Financial Services***Financial System Support Officer (371279).**

Applications Close:—Friday, 20 December 2013.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Manage effective system and information security and integrity through the development of standards, security and training.

Manage, co-ordinate and provide training for all financial system users and prepare and maintain system user manuals.

Undertake research and analysis, either individually or in conjunction with other staff, on associated issues, and the development, review and implementation of procedures.

Create complex FMIS reports for external and internal users using technical third party report writers and available system functionality.

Create processes that enable data from 3rd party systems to be manipulated and warehoused in Financials with associated reporting electronically available and forwarded to DIER managers using the workflow technology available in the FMIS.

Research and create new interfaces and manage existing interfaces to the FMIS from external sources and ancillary agency business systems.

Enquiries to Cassandra Jennings, Financial Systems Manager, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS, phone (03) 6166 3231, email Cassandra.jennings@dier.tas.gov.au.

Applications to Human Resources, HR Operations, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS, phone (03) 6166 3307, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

TRANSPORT INFRASTRUCTURE SERVICES

Asset Engineer Bridges (372189).

Applications Close:—Friday, 20 December 2013.

Salary:—\$96,831 p.a.

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

Permanent full-time.

Location:—Hobart.

Duties:—Apply project management expertise in the planning, scoping, development and/or delivery phases of assigned bridge asset maintenance and reinstatement projects.

Undertake contract administration activities related to the provision of DIER contracts delivering periodic maintenance and design consultancy activities to DIER bridge assets.

Assist with the evaluation of DIER bridge structures heavy vehicle access under current legislation and making recommendations to management.

Under direction, lead the development of the 10-year infrastructure investment plan for DIER's bridge assets.

Assist with the review and development of the DIER Asset Management Plan for bridges and its incorporation in to a whole of life asset management plan for all DIER assets.

Assist in other areas of business activities within Bridge Assets and Periodic Maintenance, including assistance with the development of annual and forward works programs for bridge maintenance, assistance with the consultative preparation of strategies and policies and the provision of high level specialised technical advice on bridge maintenance, reinstatement and construction to project delivery and other staff.

Represent DIER on State and National committees as required.

Essential Requirements:—Satisfactory completion of a relevant 4 year (minimum) university degree in engineering that is accredited by Engineers Australia; or satisfactory completion of academic qualifications in Engineering that are recognised by Engineers Australia as being an equivalent qualification.

Current Driver's Licence.

Enquiries to Bob Given, Manager Asset Management, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart TAS 7000, phone (03) 6166 3438, email bob.given@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) 6166 3307, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

TRANSPORT INFRASTRUCTURE SERVICES

Project Manager (372460).

Applications Close:—Friday, 20 December 2013.

Salary:—\$81,571 – \$90,297 p.a.

DIER Engineers Industrial Agreement 2012, Band B, Level 6 to 8.

Permanent full-time.

Location:—Hobart.

Duties:—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.

Essential 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.

Current Drivers Licence.

Desirable Requirements:-.

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

Enquiries to Andrew Fowler, Senior Project Officer, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart, phone (03) 6166 3422, email andrew.fowler@dier.tas.gov.au.

Applications to HR Operations, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6166 3311, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

JUSTICE

COMMUNITY CORRECTIONS

Court Mandated Diversion Unit

Court Diversion Officer (WITHDRAWN) (355973).

Applications Close:—Friday, 20 December 2013.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time working 73.50 hours per fortnight for a period of 6 months.

Location:—North.

Duties:—Work with offenders referred to the program to develop comprehensive case plans, make appropriate referrals and/or recommendations to external program or treatment providers. Deliver front end social and or emotional health and welfare related services to offenders. Identify and explore offending behaviours and substance abuse patterns with the aim of assisting offenders to reduce the risk of re-offending and the use of illicit substances. Provide case management, co-ordination and support to an assigned number of high and complex need clients as required.

Essential Requirements:—The Head of the State Service 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 the following; Arson and fire setting; Violent crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Serious 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:—Relevant tertiary or industry qualification. A current driver's licence.

Enquiries to Norman Alexander, Co-ordinator, CMD Community Corrections, Department of Justice, phone (03) 6233 5954, email Norman.Alexander@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart, Tasmania 7001, phone (03) 6165 4912, fax (03) 6233 3294, 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 Norman Alexander on (03) 6233 5954.

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 DIRECTOR OF PUBLIC PROSECUTIONS

Child Protection Legal Practitioner (356362).

Applications Close:—Friday, 20 December 2013.

Salary:—\$74,067 – \$94,180 pro rata, per annum.

Legal Practitioners Agreement 2010, Level 2.

Permanent part-time, see note below.

Location:—Burnie.

NOTE:—For the period 1 January 2014 until 29 July 2014 required to work full-time 73.50 hours per fortnight (negotiable).

From 30 July 2014 required to work 44.10 hours per fortnight working every Wednesday, Thursday and Friday.

Duties:—Provide child protection legal advice and litigation services to the State by acting as a litigious solicitor and counsel in child protection and related proceedings.

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

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

Enquiries to Kerry Worsley, Manager Crown Law, Department of Justice, phone (03) 6233 8732, email kerry.worsley@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, 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 Kerry Worsley on (03) 6233 8732.

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

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

JUSTICE

OFFICE OF THE SECRETARY

Program Director Criminal Justice Information Management CJIM (356608).

Applications Close:—Friday, 20 December 2013.

Salary:—\$105,036 – \$113,137 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Fixed-term full-time working 73.50 hours per fortnight for a period of 2 years.

Location:—Hobart.

Duties:—Provide high level strategic advice to departmental management on all aspects of the Criminal Justice Information Management (CJIM) program including co-ordinating the development of required strategic and operational plans. Establish and maintain close working relationships with the program sponsor and business owners of each CJIM project to ensure a joint commitment to the success of each project and the program as a whole.

Essential Requirements:—The Head of the State Service 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.

Enquiries to Ginna Webster, Deputy Secretary, Department of Justice, phone (03) 6165 4943, email Ginna.Webster@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart Tas 7001, phone (03) 6165 4912, 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 Melissa Broadribb on (03) 6165 4943.

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

WORKSAFE TASMANIA

Advisory Program Co-ordinator (356610).

Applications Close:—Friday, 20 December 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time working 73.50 hours per fortnight commencing As soon as possible until 1 December 2014.

Location:—Rosny.

Duties:—Co-ordinate the development and implementation of Advisory Unit projects and programs. Undertake project research and analysis including the development of project plans, reports, recommendations and associated documents and papers.

Enquiries to Malcolm Armsby, Manager Helpline WorkSafe Tasmania, Department of Justice, phone (03) 6166 4607, email Malcolm.Armsby@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart Tas 7001, phone (03) 6165 4912, 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 Malcolm Armsby on (03) 6166 4607.

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

CORPORATE SERVICES

Information Technology Services

Information and Communication Technology Officer (003248).

Applications Close:—Friday, 20 December 2013.

Salary:—\$48,823 – \$71,407 p.a.

Tasmanian State Service Award, ICT Level 1 Technician.

Fixed-term full-time.

Location:—Hobart.

Duties:—Provide information technology and administrative support in the maintenance of Departmental networks, databases and computing infrastructure including advice and training to stakeholders and employees.

The Head of the State Service 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:—Whilst formal qualifications have not been prescribed, it is desirable that the appointee will have proven experience gained from in-house development and learning, including relevant courses of study.

Employees in Information Technology Services will be required to undertake a criminal conviction check and a high level security check on a recurrent basis.

Enquiries to Alex Lee, Manager Servers, Web Services and Support, Department of Police and Emergency Management, phone (03) 62302456, email alex.lee@police.tas.gov.au.

Applications to Co-ordinator, Employee Relations, Department of Police and Emergency Management, G.P.O. Box 308, Hobart Tas, phone (03) 62302266, 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).

PREMIER AND CABINET

GOVERNMENT INFORMATION AND SERVICES DIVISION

Service Tasmania Unit

Strategic Projects Director (001967).

Applications Close:—Friday, 20 December 2013.

Salary:—\$123,745 – \$142,307 p.a.

Tasmanian State Service Award, General Stream, Band 9.

Fixed-term full-time 3 Years.

Location:—Hobart.

Duties:—Lead and manage whole of government strategic initiatives associated with improving the delivery of customer services to the Tasmanian community. This includes oversight of all financial, human and technology infrastructure with each initiative.

Lead multi-disciplinary teams (concurrently) that may include representatives from various State government agencies, Commonwealth government agencies and private organisations to implement identified whole of government initiatives.

Provide high level specialist advice to the Director of the Service Tasmania Unit and whole of government boards such as the Service Tasmania Board and Community Services Hub Board in conjunction with senior executives across government on improving the delivery of customer services to the Tasmanian community.

Foster and develop relationships with State government agencies that will support the implementation of strategic whole of government initiatives to improve the delivery of customer services to the Tasmanian community.

Clearly articulate highly complex concepts and difficult implementation issues of whole of government initiatives with diverse stakeholders. This includes the early identification of risks and associated mitigation strategies.

As a senior Service Tasmania employee, provide high level advice and specialist knowledge to contribute to the leadership, strategic planning, policy development and future direction of Service Tasmania.

Represent Service Tasmania and the Department of Premier and Cabinet in forums as required and providing commitment to negotiated outcomes.

Essential Requirements:—Proven high level Project Management skills in a service delivery organisation, supported by a relevant tertiary qualification in either Information Systems or Finance.

Enquiries to Kathy Baker, Director, Service Tasmania Unit, Department of Premier and Cabinet, phone (03) 6232 7144, email Kathy.Baker@dpac.tas.gov.au.

Applications to Krystyna Chawa, Senior HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart TAS 7001, phone (03) 6232 7492, email job.application@dpac.tas.gov.au.

PREMIER AND CABINET

STATE SERVICE MANAGEMENT OFFICE

Consultant (001903).

Applications Close:—Friday, 20 December 2013.

Salary:—\$80,669 – \$92,670 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake the management of critical information

systems and applications, including co-ordination of the Workforce Analysis Collection Application (WACA) and contingency support for the Jobs Website and Employee Survey systems.

Prepare and contribute to whole-of-service workforce reports including budget estimates and employer annual reports.

Assess and make recommendations on Employer approvals required under the State Service Act 2000 including secondment, change to employment status, and promotion without advertising.

Provide authoritative advice on assigned Employment Directions and Practices, Procedures and Standards documents.

Undertake and/or contribute to information system projects including business case and specification development, stakeholder consultation, procurement and contract management.

Liaise and consult with State Service Agencies and other stakeholders concerning data collection and reporting.

Represent SSMO at Empower system administration meetings and other forums.

Undertake research and analysis relating to workforce management and planning.

Prepare correspondence, minutes, briefing papers, reports and procedural guidelines.

Individually, or as a team member, contribute to the development and delivery of State Service employment policies and programs.

Enquiries to John Di Falco, Manager, Employment Policy, Department of Premier and Cabinet, phone (03) 6232 7031, email John.DiFalco@dpac.tas.gov.au.

Applications to Cindy Davidson, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart, TAS, 7001, phone (03) 6232 7461, email job.application@dpac.tas.gov.au.

TREASURY AND FINANCE

ECONOMIC AND FINANCIAL POLICY DIVISION

Economic Policy Branch

Assistant Director, Economic Reform (723744).

Applications Close:—Tuesday, 24 December 2013.

Salary:—\$105,036 – \$113,137 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time or part-time (no less than 0.8FTE).

Location:—Hobart.

Duties:—The Assistant Director, as a senior member of the Economic and Financial Policy Division, will be required, both individually and as a member of a team, to assist in the provision of economic policy advice to the Government and to undertake economic research and investigations and prepare correspondence, reports and submissions.

In the context of the selection criteria, to be successful in the position applicants will: provide leadership and direction and manage resources to deliver outcomes in accordance with the position objective; have a proven ability to influence strategic outcomes and to communicate precisely and succinctly to internal and external articulate stakeholders and actively promote a work environment that demonstrates tolerance of, respect for and interest in the wellbeing of individuals.

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

Enquiries to Chris Lock, Director, Economic Policy Branch, Department of Treasury and Finance, phone (03) 6166 4433, email chris.lock@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) 6166 4450, 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

INFRASTRUCTURE, ENERGY AND RESOURCES

MINERAL RESOURCES TASMANIA

Office of the Director

Director, Mineral Resources Tasmania (420065).

Applications Close:—Friday, 20 December 2013.

Salary:—\$140,282 – \$154,311 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 5 year appointment.

Location:—Rosny.

Duties:—Lead the Division in defining objectives, and developing and directing the implementation of core policies and strategies for the promotion and development of Tasmania's mineral and petroleum resources.

Manage the Division's human, physical and financial resources ensuring the effective promotion of Tasmania's mineral and petroleum sectors, including the management of the Abandoned Mines Trust and Tasmania's Mineral Royalties.

Perform the statutory duties of the Director of Mines in accordance with the Mineral Resources Development Act 1995 and the Mining (Strategic Prospectivity Zones) Act 1993 and as delegate of the Minister perform the required duties under the Petroleum (Submerged Lands) Act 1982.

Provide the highest-level of strategic advice to the Minister, Secretary, Deputy Secretary Regulatory and Customer Services, Agency Executive and other Agencies on geoscientific related matters.

Effectively represent the Agency and Government on a range on local, state, national and international forums responsible for strategic direction, program development and funding allocation of Tasmania's mineral and petroleum sectors and related activities.

Build and maintain high level, robust, enduring, business-focussed relationships with Local, State and Commonwealth bodies, industry, and other relevant stakeholders to facilitate the effective achievement of Government and Agency objectives and priorities.

Desirable Requirements:—Extensive experience and achievement in managing commercial or government mining or similar industry involved in scientific investigation.

Relevant tertiary qualifications.

Enquiries to Bob Rutherford, Deputy Secretary, Regulatory and Customer Services, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart, phone (03) 6233 8677, email Bob.Rutherford@dier.tas.gov.au.

Applications to HR Operations, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6166 3311, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Manager West Coast Community Services Hub	A. Metrikas	6 months	03.12.13
Health & Human Services & Tasmanian Health Organisations	Health Care Assistant	A. Hoskinson	6 months	26.11.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	G. Huck	6 months	08.12.13
Health & Human Services & Tasmanian Health Organisations	Finance Support Officer	C. McDonald	6 months	11.12.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	G. Huck	6 months	08.12.13
Health & Human Services & Tasmanian Health Organisations	Personal Care Assistant	J. Jefferson	6 months	02.12.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	K. Gluskie	6 months	02.12.13
Health & Human Services & Tasmanian Health Organisations	Domestic Supervisor	C. Rushton	6 months	06.01.14
Health & Human Services & Tasmanian Health Organisations	Allied Health Assistant	P. Petawanit	6 months	03.12.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	H. McInnes	6 months	25.11.13
Infrastructure, Energy & Resources	Senior Contracts Officer	N. Lai	6 Months	04.12.13
Primary Industries, Parks, Water & Environment	Client Service Officer	G. Cook	6 months	02.12.13
Primary Industries, Parks, Water & Environment	Valuer	L. Gregson	3 months	06.01.14
Treasury & Finance	Assistant Director	K. Enkelaar	1 month	06.01.14

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Treasury & Finance	Research Officer	N. Rolf	13 months	09.12.13

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	G. Dean	Finance Director	21.11.13
Health & Human Services & Tasmanian Health Organisations	W. Rainbird	Hospital Assistant	26.11.13
Health & Human Services & Tasmanian Health Organisations	C. Young	Nurse Practitioner	10.11.13
Health & Human Services & Tasmanian Health Organisations	A. Broadby	Administrative Officer	02.12.13
Health & Human Services & Tasmanian Health Organisations	D. Moss	Chef	08.12.13

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Premier & Cabinet	C. Garrett	Health & Human Services & Tasmanian Health Organisations	Manager Government Relations & Strategic Policy	04.12.13

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Assistant Principal	S. McCutcheon	04.11.13
Health & Human Services & Tasmanian Health Organisations	Customer Service Officer	V. Hawkins	02.12.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	B. Hollis	05.12.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse (Medication Endorsed)	R. Dukeson	19.09.13
Health & Human Services & Tasmanian Health Organisations	Clerk	E. Luhrs	07.12.13
Health & Human Services & Tasmanian Health Organisations	Home Help	P. Lewis	02.12.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	L. Long	24.11.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	R. Radford	27.11.13
Health & Human Services & Tasmanian Health Organisations	CSSD Technician	S. Riseley	30.11.13
Health & Human Services & Tasmanian Health Organisations	Gardener/Handyman	P. Cartwright	29.11.13
Health & Human Services & Tasmanian Health Organisations	Executive Assistant	S. Hope	13.11.13
Health & Human Services & Tasmanian Health Organisations	Community Health Nurse	J. Williams	07.12.13

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher Assistant	C. Peardon	27.11.13
Education	Teacher Assistant	S. Butler	18.12.13
Education	Education Facility Attendant	G. Crooks	01.11.13
Education	Speech Pathologist	A. Homan	15.12.13
Health & Human Services & Tasmanian Health Organisations	Liaison Nurse (Community)	M. Aston	22.11.13
Police & Emergency Management	Chef	R. Banks-Smith	11.12.13
Primary Industries, Parks, Water & Environment	Manager Policy and Projects	V. Wills	04.12.13
Primary Industries, Parks, Water & Environment	Administrative Assistant	R. Aylmer	04.12.13



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