



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
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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 Print Applied Technology Pty Ltd, 33 Innovation Drive, Dowsing Point, Tasmania 7010.

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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



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*Association of Superannuation Funds Australia *It's time for women to take control of their superannuation*, March 2011



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Tasmanian Government Gazette

Email text copy to

govt.gazette@thepat.com.au

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

State Service Notices

Vacancy, Direct Selection and Staff Movement Notices

The only way to place a State Service vacancy, direct selection and staff movement notices is through the **www.jobs.tas.gov.au** system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a **www.jobs.tas.gov.au** system log on, please contact your Human Resource Manager or the 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 Print Applied Technology Pty Ltd on (03) 6216 5346

Deadlines

Government Gazette :—

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

State Service Notices—Vacancy, Direct Selection and Staff Movement Notices:—Information is to be entered on the jobs system by **6 p.m. Friday** prior to publication
Telephone (03) 6232 7462

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

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

Essential Requirements:—The Head of the State Service 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:—conviction check, crimes of violence, sex related offences, Serious drug offences, Crimes involving dishonesty. Identification check, disciplinary action in previous employment check.

Desirable Requirements:—Previous experience in volunteer management or co-ordination of volunteer programs.

Qualifications in a discipline relevant to the position.

Current drivers license with the ability to operate manual vehicles.

The flexibility to facilitate and attend meetings with volunteers out of normal working hours.

Enquiries to Marita Bullen, Manager Business Services, phone (03) 6211 4115, email **Marita.Bullen@tmag.tas.gov.au**.

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

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

EDUCATION

CORPORATE SERVICES

Information and Technology Services

Information Technology

Senior IT Consultant (957144).

Applications Close:—Friday, 22 March 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time 73.5 hours per fortnight from as soon as possible.

Location:—Information Technology Services.

Description of the Role:—Working with business units undertake consultancies in information technology in one or more of the following areas:—technical lead in the support of IT infrastructure including desktop PC equipment and associated information technology peripherals, networking equipment and servers, technical lead in the support of business applications software and development projects, client liaison and support, provision of supervision, training, and leadership r other IT support staff, IT consultancy and planning.

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:—Appropriate post secondary qualification and/or industry experience relevant to the role. At least five years experience in the delivery of IT support, advisory and infrastructure services. A current drivers license.

Enquiries to Kris Klasen, Department of Education, phone (03) 6232 7233, email **kris.klasen@education.tas.gov.au**.

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

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Tasmanian Museum and Art Gallery

Volunteer Co-ordinator (425322).

Applications Close:—Friday, 22 March 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time or part-time (minimum of 0.6 FTE) until 28 June 2013.

Location:—Hobart.

Duties:—Develop, implement and maintain an organisational wide volunteer program that is consistent with Volunteering National Standards and relevant departmental policies. Provide high level co-ordination services across a range of volunteer activities, maximising engagement and ensuring the continued motivation and involvement of volunteers. Determine developing needs for volunteer management within a changing volunteer environment.

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Campbell Town District High School

Advanced Skills Teacher, Campbell Town District High School (955064).

Applications Close:—Friday, 22 March 2013.

Salary:—\$91,185 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Campbell Town District High School.

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

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

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

The 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 Stephen Plowright, Department of Education, phone (03) 6381 1166, email stephen.plowright@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, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:— Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. Receipt of your electronic application will be acknowledged by return email within two working days.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Exeter High School

Assistant Principal, Exeter High School (205217).

Applications Close:—Friday, 22 March 2013.

Salary:—\$102,052 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Exeter High School.

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

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

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

The 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 Maree Pinnington, Department of Education, phone (03) 6394 4366, email maree.pinnington@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, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:— Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. Receipt of your electronic application will be acknowledged by return email within two working days.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Sassafras Primary School

Teacher Assistant, Sassafras Primary School (965471).

Applications Close:—Friday, 22 March 2013.

Salary:—\$47,823 – \$51,998 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time up to 30 hours per fortnight. Employment Conditions are 40-42 weeks per year.

Location:—Sassafras Primary School.

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

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

Enquiries to Rachel Brown, Department of Education, phone (03) 6426 7240, email rachel.brown@education.tas.gov.au.

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Sheffield School

School Executive Officer, Sheffield School (952817).

Applications Close:—Friday, 22 March 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight.

Location:—Sheffield School.

Description of the Role:—Manage and co-ordinate the school administrative support service and assigned resources: general, financial, facility and human. Provide authoritative advice and support to the Principal and senior staff on administrative, resource and service management. Contribute significantly to the delivery and improvement of administrative service outcomes.

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

Enquiries to Ron Daly, Department of Education, phone (03) 6491 8222, email ron.daly@education.tas.gov.au.

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Wynyard High School

Advanced Skills Teacher, Wynyard High School (963799).

Applications Close:—Friday, 22 March 2013.

Salary:—\$91,185 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Wynyard High School.

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

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

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

The 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 Alison Willcox, Department of Education, phone (03) 6442 2385, email alison.willcox@education.tas.gov.au.

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Port Sorell Primary School

Education Facility Attendant, Port Sorell School (2 Vacancies).

Applications Close:—Friday, 22 March 2013.

Salary:—\$38,063 – \$56,811 p.a.

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

Vacancy No. 965360.

Permanent full-time Up to 80 hours per fortnight.

Location:—Port Sorell Primary School.

Vacancy No. 965337.

Permanent full-time Up to 80 hours per fortnight.

Location:—Port Sorell Primary School.

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

Essential Requirements:—The 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.

Enquiries to Mandy Lillico, Department of Education, phone (03) 6422 2222, email mandy.lillico@education.tas.gov.au.

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

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

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

EDUCATION

LEARNING SERVICES

Tasmanian eSchool

Northern Campus

Teacher Assistant, Tasmanian eSchool (302639).

Applications Close:—Friday, 22 March 2013.

Salary:—\$47,823 – \$51,998 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time Up to 44.10 hours per fortnight. Employment Conditions are 40-42 weeks per year.

Location:—Tasmanian eSchool (Northern Campus).

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

A Local Task List is available for the role.

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

Enquiries to Christine Storey, Department of Education, phone (03) 6323 8999, email christine.storey@education.tas.gov.au.

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

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

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

EDUCATION

LINC TASMANIA

LINC and Community Learning

Launceston LINC

Customer Services Officer, Launceston LINC (700162).

Applications Close:—Friday, 22 March 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time 57.5 hours per fortnight from as soon as possible until 12th March 2014.

Location:—Launceston LINC.

Description of the Role:—Undertake a range of multiple, diverse and complex tasks and provide support to a range of customer-focused services and programs in a LINC Tasmania environment.

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.

Enquiries to Garry Conroy-Cooper, Department of Education, phone (03) 6336 2743, email garry.conroy-cooper@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email recruitment@education.tas.gov.au. Applicants are encouraged to visit our website www.linc.tas.gov.au/findus/northern/linc/launceston.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Client Support Officer (501655).

Applications Close:—Friday, 22 March 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 (part-time hours may be considered by negotiation).

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

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

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Family Violence Worker-Adult Program, FVCSS, South (501700).

Applications Close:—Friday, 22 March 2013.

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

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

Permanent part-time day work (38.0 hours per fortnight).

Location:—CYS, Family Violence Service, South.

To work as a member of a professional team in the provision of services to adults affected by family violence as part of the multidisciplinary Family Violence Service established through the Government's Safe at Home initiative.

Provide specialist services to adults affected by family violence in accordance with best practice principles and within a collaborative and multidisciplinary framework.

Provide programs that incorporate multi-level assessments and interventions and address the needs of adults affected by family violence.

Selection criteria includes:—Demonstrated knowledge and understanding of family violence and its impact on adults.

Demonstrated ability to work effectively with adults with complex needs and apply appropriate models of intervention.

Demonstrated ability to exercise professional judgement and initiative, work with general supervision and seek guidance as appropriate.

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

Desirable Requirements:—Current Driver's Licence.

Essential Requirements:—University acquired degree or diploma in a humanities field.

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 Jane Fleming, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2283, email jane.fleming@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.

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

HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

HR Consultant, Workplace Health and Safety (521291).

Applications Close:—Friday, 22 March 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

Permanent full-time day work.

Location:—Children and Youth Services, HR Management Team, Hobart or Launceston.

Duties:—The HR Consultant, Workplace Health and Safety will take a lead role in the planning, development, co-ordination and implementation of an effective and appropriate workplace health and safety program (including Occupational Health and Safety and Workplace Health and Wellbeing principles and practices) for Children and Youth Services. The occupant is to give a particular emphasis to ensuring the organisation is fully compliant with new Workplace Health and Safety legislation and Ministerial Direction 27. This includes developing systems that facilitate regular reviews of working environments, establishing a documentation and risk assessment culture to work practices, providing education and developing policies and procedures that assist in preventing or minimising workplace illness and injury.

The role provides specific high-level HR advice to the HR Manager Human Services and business unit managers and is also responsible for effectively facilitating and implementing a range of initiatives, within the Group. This includes managing localised industrial and performance management issues, in addition to group project responsibilities.

Selection criteria includes:—Demonstrated experience in the provision of project management and the ability to achieve work objectives, assign resources and to make sound decisions within strict timeframes.

Demonstrated high-level human resource management skills with knowledge and experience in the complete range of HR Services, with a specific focus on Workplace Health and Safety (Occupational Health and Safety) and Workplace Health and Wellbeing and an ability to apply these within the Tasmanian State Service context.

Demonstrated strategic, conceptual, diagnostic and analytical skills including the ability to provide high level advice and consultancy services on HR issues at a range of levels and to broker appropriate solutions in a complex environment.

Please ensure all the selection criteria, as listed on the Statement of Duties for this position, are specifically addressed in your application.

Desirable Requirements:—Relevant tertiary qualifications or equivalent experience.

Current Drivers Licence.

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 Grant Ransley, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7517, mobile 0408 056 722, email grant.ransley@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.

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

HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Project Manager, Out of Home Care (521311).

Applications Close:—Friday, 22 March 2013.

Salary:—\$102,068 – \$109,918 pro rata, per annum.

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing as soon as possible for a period of 12 months.

Location:—CYS, Program Support Unit, Hobart.

Duties:—The Strategy, Program Development and Evaluation unit in Children and Youth Services (CYS)

undertakes a range of duties that collectively contribute to the development of an effective and efficient service system for children and young people in Tasmania. The service system consists of a range of integrated service areas, from primary through tertiary support.

The Strategy, Program Development and Evaluation unit works closely with other program support areas in CYS; specifically Quality Improvement and Workforce Development; Corporate Support and with staff in the Operations Unit to ensure that Children and Youth Services are aimed at achieving enduring positive outcomes for clients and meet agreed quality standards.

This position is for the Project Manager for the Out of Home Care Reform Project, which is in the Strategy, Program Development and Evaluation unit in Children and Youth Services. The Project Manager leads a team that provides specialist analytic advice to support the development of an effective and efficient Children and Youth Services service system.

Selection criteria includes:—Demonstrated high level skills in leadership, team work and team building including being able to clearly articulate team goals and build team alignment towards their achievement, and the capacity to effectively contribute to the management of the team in an environment of change, competing priorities and ambiguity.

Demonstrated high level research and analytical skills (including high level capacity in the collection, collation and interpretation of qualitative and quantitative information) associated with planning, performance monitoring and evaluation.

Demonstrated high level knowledge and experience in performance monitoring and evaluation of human services.

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

Desirable Requirements:—A suitable tertiary qualification.

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 Susan Diamond, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3149, email susan.diamond@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

Senior Analyst, Out of Home Care (521309).

Applications Close:—Friday, 22 March 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing As soon as possible for a period of 12 months.

Location:—CYS, Program Support Unit, Hobart.

The Strategy, Program Development and Evaluation unit in Children and Youth Services (CYS) undertakes a range of duties that collectively contribute to the development of an effective and efficient service system for children and young people in Tasmania. The service system consists of a range of integrated service areas, from primary through tertiary support.

The Strategy, Program Development and Evaluation unit works closely with other program support areas in CYS; specifically Quality Improvement and Workforce Development, Corporate Support and with staff in the Operations Unit to ensure that Children and Youth Services are aimed at achieving enduring positive outcomes for clients and meet agreed quality standards.

This position is for a Senior Analyst in the Out of Home Care Reform Project, which is in the Planning and Program Development team in Strategy, Program Development and Evaluation unit CYS. As a Senior Analyst for the Out of Home Care Reform Project the occupant is part of a team that provides specialist analytic advice to support the development of an effective and efficient Children and Youth Services service system.

Selection criteria includes:—High level expertise in strategy, planning, service development, program design, performance monitoring and evaluation.

High level expertise in research and quantitative and qualitative information analysis.

High level project and change management skills including the capacity to lead and manage complex activity, solve complex problems, negotiate effectively with the full range of stakeholders and proactively ensure all project KPI's are achieved.

High level understanding of the complex environment in which Children and Youth Services in the Department of Health and Human Services plan, develop deliver and evaluate services and programs or the capacity to rapidly acquire this.

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

Desirable Requirements:—A suitable tertiary qualification.

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 Susan Diamond, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3149, email susan.diamond@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Senior Quality and Practice Advisor (521339).

Applications Close:—Friday, 29 March 2013.

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

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing as soon as possible for a period of 12 months.

Location:—CYS, Quality Improvement and Workforce Development, Hobart.

Duties:—In collaboration with line management take a lead role in the establishment of high standards of ethical and professional practice through the provision of professional improvement consultation, support and development; and to promote and contribute to quality improvement and assurance in services to children and families consistent with statutory requirements.

Selection criteria includes:—Minimum of five years experience in the delivery of human/family services.

Demonstrated understanding of the organization, delivery and management of complex human/family services in statutory public sector agency.

High level assessment, analytical and conceptual skills.

High level communication, interpersonal, liaison, advocacy, and leadership skills; including conflict resolution, debriefing, anger management and grief counselling.

Ability to formulate, implement and evaluate policy.

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

Essential Requirements:—University acquired degree or diploma in a humanities field.

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 Angela McCrossen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7946, email angela.mccrossen@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Disability, Housing and Community Services

Disability and Community Services

Community Recovery Worker (521353).

Applications Close:—Friday, 22 March 2013.

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

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing as soon as possible for a period of 12 months.

Location:—Disability and Community Services, Hobart.

As a member of the Agency's Bushfire Recovery Unit, the Community Recovery Worker will provide casework services to individuals and families within the Sorell and Tasman municipalities affected by recent bushfires.

Selection criteria includes:—Experience as a practising social worker or psychologist, with knowledge of theory and practice as it applies to community development and recovery after disaster.

Demonstrated conceptual, analytical and creative skills including an ability to develop, implement, and evaluate casework services including health promotion and community development projects.

High level interpersonal, negotiation and conflict resolution skills as well as advanced written and oral communication skills.

Demonstrated ability to effectively collaborate across sectors to develop and implement community development approaches and programs.

Desirable Requirements:—Current Driver's Licence.

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 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 Carole Owen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6232 7034, email carole.owen@dpac.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Disability, Housing and Community Services

Disability and Community Services

Senior Community Recovery Worker (521352).

Applications Close:—Friday, 22 March 2013.

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

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing as soon as possible for a period of 12 months.

Location:—Disability and Community Services, Hobart.

Duties:—As a member of the Agency's Bushfire Recovery Unit, the Senior Community Recovery Worker will assist the Regional Community Recovery Co-ordinator in the delivery of front line community recovery support within Sorell and Tasman municipalities. This includes:—Providing a direct casework service to individuals and families affected by the bushfires.

Initiating, planning and co-ordinating group work, health promotion and community development projects which contribute to recovery efforts.

Selection criteria includes:—Significant experience as a practising social worker or psychologist, with demonstrated knowledge and experience as it applies to community development and recovery after disaster.

Demonstrated strategic, conceptual, analytical and creative skills including an ability to develop, implement, and evaluate casework services, health promotion and community development projects.

Demonstrated high level interpersonal, negotiation and conflict resolution skills as well as advanced written and oral communication skills.

Demonstrated ability to provide leadership to a multidisciplinary team.

Desirable Requirements:—Current Driver's Licence.

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 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 Carole Owen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6232 7034, email carole.owen@dpac.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Disability, Housing and Community Services

Housing Tasmania

Client Services Officer (511151).

Applications Close:—Friday, 22 March 2013.

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

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing as soon as possible for a period of 6 months.

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

As part of a multi-skilled Client Services Team, perform a range of duties including reception, administrative, clerical and customer support services for staff and clients, to ensure the efficient and effective delivery of housing services across Areas as required.

Selection criteria includes:—Ability to liaise and communicate effectively with clients, some of whom may have challenging behaviours, on a range of matters relating to Housing Tasmania services, other housing options and maintenance issues.

Good interpersonal and communication skills both written and verbal.

Ability to adequately determine client needs with a strong focus on client service.

NOTE: Please refer to the Statement of Duties for all the selection criteria for 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 Stephen Barker, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4721, email stephen.barker@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Disability, Housing and Community Services

Housing Tasmania

Quality Assurance Officer (511156).

Applications Close:—Friday, 22 March 2013.

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

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

Permanent full-time (part-time hours may be considered by negotiation).

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

Duties:—Contribute to the delivery of maintenance services' and business improvement and development activities by:—Identifying and facilitating programmed maintenance works required on Housing Tasmania properties, in accordance with contractual agreements, service delivery, quality standards and strategic direction.

Taking a proactive approach in the development and implementation of quality assurance activities relating to maintenance services.

Developing and maintaining information systems and undertaking data related activities, including research, analysis and the preparation of reports/policies.

Selection criteria includes:-

High levels of adaptability and flexibility including an ability to work within an environment subject to pressure, ambiguity and change.

High level knowledge and experience in strategic asset management, as it relates to quality management and quality assurance principles and practice together with well developed knowledge of the building and maintenance industry or the ability to acquire.

Well developed ability to implement and monitor quality control guidelines and to audit contractor performance.

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

Desirable Requirements:—Relevant tertiary qualifications/industry experience.

Current Driver's Licence.

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 Liz Murray, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3649, email liz.murray@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Disability, Housing and Community Services

Housing Tasmania

Tenancy Officer (517099).

Applications Close:—Friday, 22 March 2013.

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

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

Fixed-term part-time day work (53.2 hours per fortnight) commencing As soon as possible for a period of 12 months.

Location:—D,H and CS, Housing Tasmania, North West.

Duties:—Provide a range of tenancy management services to a portfolio of public housing clients and properties in accordance with Housing Tasmania's service delivery policies, principles and standards.

Selection criteria includes:—Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change.

Demonstrated ability to interpret client circumstances and requirements, use initiative and utilise problem solving skills to make well-informed recommendations in relation to tenancy management, within legislation, policy and guidelines.

Demonstrated ability, both individually and as a member of a team, to plan, organise, set priorities to complete tasks to meet deadlines and achieve established benchmarks and standards.

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

Desirable Requirements:—Hold and maintain a current driver's license.

Working towards or successful completion of qualifications relevant to the job.

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 Anna Radford, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 6360, email anna.radford@dhhs.tas.com.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Population Health

Office of the Chief Medical Officer

Executive Officer (514235).

Applications Close:—Friday, 22 March 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

Permanent full-time daywork.

Location:—Cancer Screening and Control Service, Hobart.

Duties:—As a member of the Cancer Screening and Control Services, Business Support Team, perform project management and associated business activities for individual projects as well as performing business planning, risk analysis, developing communication strategies, policy development, and performing human resource 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 or transfer. The following checks are to be conducted:—conviction check in the following areas—crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Population Health

Population Health Operations

Population Health and Wellbeing

Policy Officer, Youth Health (511067).

Applications Close:—Friday, 22 March 2013.

Salary:—p.a.

Health and Human Services (Tasmanian State Service) Award.

Fixed-term full-time daywork, commencing as soon as possible for a period of 12 months.

Location:—Hobart.

Duties:—As a member of Population Health and Wellbeing, promote a population health approach towards improving young people's health and wellbeing through the development of policy and strategic frameworks, research, education, project development and evaluation with a focus on reducing health inequities.

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 Celina Sargent, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6226 4405, email celina.sargent@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Statewide and Mental Health Services

Chief Psychiatrist (517863).

Applications Close:—Friday, 12 April 2013.

Salary:—To be negotiated.

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

Permanent full-time Contract Position.

Location:—New Town.

Duties:—Responsible for providing high level specialist advice in relation to mental health policy and clinical practice within the Department of Health and Human Services (DHHS), to the Chief Executive Officers of Tasmanian Health Organisations (THO) and to other Operating Units in relation to mental health policy, clinical practice and legislation that regulates mental health care and treatment and affects professional practice. This is with the aim of promoting continuous quality improvement and supporting the delivery of safe, effective and high quality integrated mental health care and treatment.

Responsible for undertaking the statutory role of Chief Forensic Psychiatrist as provided for in the Mental Health Act 1996 and other relevant legislation.

Responsible for undertaking the statutory roles of Chief Civil Psychiatrist and Chief Forensic Psychiatrist as provided for in the new mental health legislative framework due to commence operation from 1 January 2014.

The Chief Psychiatrist will have a key role in the implementation of the new mental health legislative framework in Tasmania.

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 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.

Desirable Requirements:—Ability to be appointed as the Chief Forensic Psychiatrist as provided for in sections 3 and 11A of the Mental Health Act 1996. In particular evidence of compliance with the definition of psychiatrist as provided for section 3 of the Mental Health Act 1996. Section 3 defines a psychiatrist as a medical practitioner who:—Is a Fellow of the Royal Australian and New Zealand College of Psychiatrists; or Holds specialist registration in the speciality of psychiatry; or Holds limited registration which enables the person to practise the specialty of psychiatry At least five years experience in practising psychiatry.

Enquiries to Nick Goddard, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7721, email nick.goddard@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

Senior Business Analyst (500348).

Applications Close:—Friday, 22 March 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

The Senior Business Analyst assists the Manager, Budget and Reporting in: The review and monitoring of the Department of Health and Human Services (DHHS) and Tasmanian Health Organisations (THO) performance in relation to budgetary and financial targets including the co-ordination and preparation of regular and ad-hoc reports/correspondence to senior management and liaison with a wide range of employees throughout DHHS and THO.

Desirable:—Relevant tertiary qualifications.

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 Alison Spruce, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6236 5813, email alison.spruce@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

Recruitment Liaison Officer (Medical Staffing Unit) (520085).

Applications Close:—Friday, 22 March 2013.

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

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

Permanent part-time day work, working 48 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Anne O'Byrne Building.

Duties:—Within a legislative and regulatory framework, provide a service for the recruitment of employees, including medical practitioners for the THO-North. To administer and maintain effective systems to assist with monitoring medical practitioners current employment contracts, relevant visas, registration and credentialing. To administer and maintain effective systems in relation to locum medical practitioners who are not directly employed by THO-North.

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 Jennifer Bellinger, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5378, email jennifer.bellinger@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Registered Nurse (504040).

Applications Close:—Friday, 22 March 2013.

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

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

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

Location:—Ward 3R, Launceston General Hospital.

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

Duties:—Strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with patients/clients, their families and other health professionals.

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

The 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 Lyn Lendvay, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7094, email lyn.lendvay@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Social Worker (503867).

Applications Close:—Friday, 22 March 2013.

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

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

Fixed-term part-time day work, working 45.60 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence 27 May 2013 until 20 May 2014.

Location:—Social Work Department.

Duties:—To develop, provide and evaluate a Social Work service for patients of the Launceston General Hospital and their families as part of a multidisciplinary team.

Essential Requirements:—Degree in Social Work giving eligibility for membership of Australian Association of 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 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 Stewart Millar, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7247, email stewart.millar@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

North West Regional Hospital

Ward Clerk (501863).

Applications Close:—Friday, 22 March 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 worker, working 38 hours per fortnight.

Location:—North West Regional Hospital.

Duties:—Do you have excellent interpersonal skills? Are you cooperative, flexible, adaptable and supportive when working in a team environment?.

The Tasmanian Health Organisation, North West is seeking to recruit a Ward Clerk to provide clerical and administration services to the Surgical Ward at North West Regional Hospital. This person will have excellent interpersonal skills and be cooperative and flexible, adaptable and supportive when working in a team.

The primary responsibilities include the provision of high standard of customer focused clerical, administrative and reception services to staff, patients and their families throughout the North West Regional Hospital, delivery and dispatch of patient related correspondence.

The successful candidate will be able to work under pressure to complete tasks in a busy and dynamic environment and be able to develop good working relationships with all key stakeholders. Demonstrated high level skills and application in the Microsoft suite as well as maintenance of data bases will assist you with data entry and retrieval from the patient information system.

For more information please contact Jo Lodge Nurse Unit Manger on 6430 6558 or email johanna.lodge@dhhs.tas.gov.au.

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

Enquiries to Jo Lodge, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6558, email johanna.lodge@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Project Nurse, Aria Medical Oncology Electronic Medical Record (521318).

Applications Close:—Friday, 22 March 2013.

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

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

Fixed-term part-time day worker, working 64 hours per fortnight, commencing as soon as possible until 10 January 2014.

Location:—Cancer Services, Royal Hobart Hospital.

Duties:—Implementation of the Aria Medical Oncology Electronic Medical Record (EMR) at the Royal Hobart Hospital (RHH) will be the third implementation of the statewide Oncology EMR project.

As part of a small project team, this position is responsible for leading the service redesign within the clinical area where access to the Aria Medical Oncology EMR is required. The integration of administrative and clinical workflows and electronic communication mechanisms will, if implemented successfully, enhance quality and safety and increase productivity, particularly at the junctures of care during clinical handovers. This project will encompass transition from paper to digital workflows in both the outpatient and inpatient settings, requiring significant service redesign aligned with solution optimisation, extensive change management and pre and post implementation support.

The successful applicant will apply their specialised oncology and chemotherapy knowledge and expertise to support all stakeholders utilising the Aria Medical Oncology EMR, and provide liaison between the vendor (Varian) and service delivery areas on all clinical functions of the system.

Essential Requirements:—Registered with the Nursing and Midwifery 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 Louise Nicholson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8238, email louise.nicholson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Medicine Services

Administrative Assistant (508789).

Applications Close:—Friday, 22 March 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 worker, working 48 hours per fortnight.

Location:—Office of the Director of the Intensive Care Unit, Royal Hobart Hospital.

Duties:—Provide a high level of administrative and clerical support to the Director and senior medical staff of the departments of Critical Care Medicine. Ensure an efficient flow of information to and from the office by providing high level personal and telephone facilities and an efficient secretarial service.

Enquiries to Felicity Geeves, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8856, email felicity.geeves@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

Surgical Services

Hospital Aide (510311).

Applications Close:—Friday, 22 March 2013.

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

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

Permanent part-time shift work, working 44 hours per fortnight (Mondays, Tuesdays, Fridays and Saturdays).

Location:—Ward 5A/HVSSU Surgical Services, Royal Hobart Hospital.

Duties:—Clean, maintain and sterilise of work areas and ward equipment within infection control guidelines. Provide a communication network between departments including delivery and collection service as required. Communicate effectively with patients, relatives and staff. Assist with maintenance of stores. Undertake basic clerical duties as required.

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 Catherine Tonkin, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8155, email catherine.tonkin@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

Surgical Services

Nurse Unit Manager (518743).

Applications Close:—Friday, 12 April 2013.

Salary:—\$91,458 – \$95,726 p.a.

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

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

Location:—Theatre Nursing Unit, Royal Hobart Hospital.

Duties:—The Nurse Unit Manager provides leadership to Theatre Nursing Unit in the Main Theatre Operating Room, Royal Hobart Hospital. They ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework. They co-ordinate the clinical, management, education and nursing research functions within the Theatre Nursing Unit. They lead and manage the co-ordination of overall patient care and are responsible for managing the allocated human, material and financial resources for service delivery within the Theatre Nursing Unit.

The Perioperative Services Unit is seeking applications from experienced, driven, results orientated nurses looking for a challenging and rewarding leadership career managing our Operating Theatre Suite.

The successful applicant will have a vision for the expansion of the Operating Theatre Suite and a desire to enhance the education of clinical staff. As a senior manager you will ensure that all relevant legislation, policies and procedures are adhered to. You will have knowledge of and preferably experience in operational planning, strategic resource management and financial management. You will be responsible for the effective delivery and operational management of all aspects of clinical care in the Unit.

Essential Requirements:—Registered with the Nursing and Midwifery 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.

Desirable Requirement:—Relevant post graduate qualifications.

Enquiries to Cheryl Carr, Department of Health and Human Services and Tasmanian Health Organisations, phone (02) 6222 7159, mobile 0409 121 332, email cheryl.carr@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

Surgical Services

Nurse Unit Manager, Anaesthetics and PARU/Main Theatre (509580).

Applications Close:—Friday, 12 April 2013.

Salary:—\$91,458 – \$95,726 p.a.

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

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

Location:—Anaesthetics and Post Anaesthetics Recovery Unit, Royal Hobart Hospital.

Duties:—The Nurse Unit Manager provides leadership to Anaesthetics and Post Anaesthetics Recovery Unit (PARU)/Main Theatre, Royal Hobart Hospital and ensures the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework; co-ordinating the clinical, management, education and nursing research functions within Anaesthetics and PARU/Main Theatre. They lead and manage the co-ordination of overall patient care and are responsible for managing the allocated human, material and financial resources for service delivery within the Anaesthetics and PARU/Main Theatre.

Essential Requirements:—Registered with the Nursing and Midwifery 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 Cheryl Carr, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7159, mobile 0409 121 332, email cheryl.carr@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

Surgical Services

Registrar, Anaesthetics (513006).

Applications Close:—Friday, 5 April 2013.

Salary:—\$78,220 – \$92,847 p.a.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner in Training Level 1 (Salary commensurate with qualifications and experience).

Fixed-term full-time shift work (fully rotational), working 76 hours per fortnight; commencing as soon as possible until 3 February 2014.

Location:—Anaesthetics Department, Royal Hobart Hospital.

Duties:—The Anaesthetic Department at the Royal Hobart Hospital is a large friendly and supportive department with over 40 full-time and part-time consultant staff and up to 20 Registrars. The Registrar, Anaesthetics is responsible for the day to day management of private and public inpatients and outpatients within the Hospital and provide after hours emergency cover at the hospital.

Registrars who have successfully completed all examination requirements for a qualification accepted as a specialist qualification and are within 12 months of having that qualification conferred are encouraged to apply. Registrars who meet this requirement would be remunerated as a Specialist Medical Practitioner in Training Level 2, with a salary range \$104,085–\$110,682 p.a.

Essential Requirements:—General or limited registration with the Medical 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 Clinical Associate Professor Marcus Skinner, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8459, email marcus.skinner@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

Surgical Services

Registrar, Neurosurgery (512842).

Applications Close:—Friday, 5 April 2013.

Salary:—\$78,220 – \$92,847 p.a.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner in Training Level 1 (Salary commensurate with qualifications and experience).

Fixed-term full-time day worker (with oncall) working 76 hours per fortnight; commencing as soon as possible for 12 months.

Location:—Neurosurgery Unit, Royal Hobart Hospital.

Duties:—The Registrar Neurosurgery is responsible for the day to day management of private and public inpatients and outpatients within the Hospital. They provide after hours emergency cover at the hospital as determined by the Medical Staffing Unit. Duties include the admission and care of patients in the wards, conducting a daily ward round and liaising with Consultants regarding patient care.

Essential Requirements:—General or limited registration with the Medical 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 Adrienne Belchamber, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8308, email adrienne.belchamber@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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JUSTICE

COMMUNITY CORRECTIONS

North West Region

Community Service Order Support Officer (354960).

Applications Close:—Friday, 22 March 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time working 58.80 hours per fortnight. Commencing as soon as possible up to 3 July 2013.

Location:—North West.

Duties:—Perform a range of administrative and reception tasks, including the preparation of correspondence and maintenance of electronic records and data. Assist Probation Officers with the co-ordination and delivery of the induction program to offenders undertaking Community Service Orders, including facilitation of the workplace health and safety sessions.

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.

Desirable Requirements:—Current motor vehicle driver's licence and relevant tertiary qualifications.

Additional Information:—All Community Service Order Support Officer applicants are required to undergo psychological and aptitude testing as part of the selection process.

Enquiries to Chris Cornell, Team Leader, Community Corrections, North West, Department of Justice, phone (03) 6434 6270, email christopher.cornell@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Chris Cornell (03) 6434 6270.

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

MONETARY PENALTIES ENFORCEMENT SERVICE

MPES Enforcement Officer (355305).

Applications Close:—Friday, 22 March 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time 73.5 hours per fortnight. Commencing as soon as possible up to 28 June 2013 with a possible extension.

Location:—Hobart.

Duties:—Provide support to the Director, MPES in the collection and enforcement of monetary penalties. Attend to telephone and counter enquiries and provide information to clients, the general public, other agencies and organisations in relation to the recovery of monetary penalties.

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.

Desirable Requirements:—A current Tasmanian Driver's Licence.

Enquiries to Mark Cocker, Director, MPES, Department of Justice, phone (03) 6233 2126, email mark.cocker@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Mark Cocker on (03) 6233 2126.

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

TASMANIA PRISON SERVICE

Organisation Development

Manager, Staff Planning and Engagement (355128).

Applications Close:—Friday, 22 March 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.50 hours per fortnight.

Location:—Risdon Prison.

Duties:—Manage the human, physical and financial resources of Staff Development and Training Unit. Develop and oversee the implementation and review of training and staff development programs in accordance with organisational priorities.

Essential Requirements:—A Certificate IV in Training and Assessment or equivalent qualification.

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:—Arson and fire

setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Enquiries to Rob McCafferty, Acting Senior Manager, Organisational Development, Department of Justice, phone (03) 6216 8261, email robert.mccafferty@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6233 3809, 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 Rob McCafferty on (03) 6216 8261.

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 contracted.

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

PREMIER AND CABINET

COMMUNITY DEVELOPMENT DIVISION

Grants and Community Engagement

Chief Executive Officer, Tasmanian Early Years Foundation (001790).

Applications Close:—Friday, 22 March 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time or part-time for a period of 3 years.

Location:—Hobart.

Duties:—Assist the Board to support and promote the wellbeing, development and learning of Tasmanian children up to the age of six years, in compliance with the Tasmanian Early Years Foundation Act 2005.

Desirable Requirements:—Relevant tertiary or other recognised qualifications and/or affiliations.

Enquiries to Heather Cuthbertson, Manager, Grants and Community Engagement, Department of Premier and Cabinet, phone (03) 6232 7076, email Heather.Cuthbertson@dpac.tas.gov.au.

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

PREMIER AND CABINET

LOCAL GOVERNMENT DIVISION

Policy Analyst (001706).

Applications Close:—Friday, 22 March 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Provide a high level of research and analysis, and contribute to development and implementation of policy issues and initiatives that are relevant to the Local Government Division, and provide authoritative advice in relation to legislation administered by the Division.

Desirable Requirements:—A legal tertiary qualification or research experience to similar level.

Enquiries to Carmen Kelly, A/Assistant Director, Legislation, Local Government Division, Department of Premier and Cabinet, phone (03) 6232 7018, email Carmen.Kelly@dpac.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Fire Management

Fire Management Officer (Policy) (705596).

Applications Close:—Friday, 22 March 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time (36.75 hours per week) from 28 March 2013–28 March 2014, or until the return of the substantive occupant, whichever is the sooner.

Location:—Hobart.

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

Duties:—As a member of the Fire Management Section, liaise with Regional Managers and their staff to develop and support implementation of fire management policies and procedures. Audit compliance with fire management policies and procedures. Track trends and needs and develop appropriate responses.

Desirable Requirements:—Tertiary qualifications in an appropriate discipline would be an advantage. An ability to pass the PWS fire fighter fitness assessment at the 'Moderate' level and a Tasmanian Driver's Licence Class C or equivalent.

Applications should quote vacancy title and number, be marked Personal and Confidential and addressed as indicated. At DPIPWE, we value the diverse backgrounds, skills and contributions of all employees and treat each other with respect.

Enquiries to Adrian Pyrke, phone (03) 6233 6118, email Adrian.Pyrke@parks.tas.gov.au.

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

TASMANIAN AUDIT OFFICE

Reception and Administrative Support Officer (TAO4203).

Applications Close:—Friday, 22 March 2013.

Salary:—\$47,823 – \$51,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time 3 Months.

Location:—Hobart.

Fixed-term period from 1 April 2013 to 28 June 2013.

Duties:—Greeting, screening and directing phone calls and visitors.

Providing advice and assistance in the use of the electronic records management system and using the system to ensure that the inward and outward flow of information is scanned, recorded and disseminated in accordance with procedures.

Record keeping, data entry and data validation.

Conducting a range of administrative support activities including diary management, travel arrangements, stationery and office supplies procurement, scheduling meetings, collating materials and despatching materials.

Provide general assistance within the Business Support Services unit.

Enquiries to Jess Reardon, Human Resources Consultant, Tasmanian Audit Office, G.P.O. Box 851, Hobart 7001, phone (03) 6226 0100, fax (03) 6226 0199, email Recruitment@audit.tas.gov.au.

Applications to Jess Reardon, Human Resources Consultant, Tasmanian Audit Office, G.P.O. Box 851, Hobart 7001, phone (03) 6226 0100, fax (03) 6226 0199, email Recruitment@audit.tas.gov.au.

To be considered for interview applicants must include a statement of claims against the selection criteria (found in the statement of duties). Email submissions are preferred.

TASMANIAN SKILLS INSTITUTE

OPERATIONS

*Natural Resources***Teacher (Dairy/Agriculture) (965490).**

Applications Close:—Friday, 22 March 2013.

Salary:—\$54,294 – \$84,184 p.a.

Polytechnic and Skills Institute Teaching Staff Award, Teacher, Band 1.

Fixed-term full-time From as soon as possible to 23 December 2013. Up to 70 hours per fortnight.

Location:—Skills Institute, Burnie.

Description of Role:—Responsible to the designated Unit Leader for undertaking training and assessing duties as may be required within the specified area of Dairy and Agriculture.

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.

Desirable Requirements:—Successful completion of an apprenticeship and trade certificate or equivalent technical or commercial qualifications (including a technician certificate) or a Degree, Diploma, or Associate Diploma deemed appropriate to the teaching area, and a minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority. Certificate IV in Training and Assessment, or equivalent.

Enquiries to Roger Cripps, Tasmanian Skills Institute, phone 0418 661 414, email roger.cripps@skillsinstitute.tas.edu.au.

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

(03) 6233 4630, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

TREASURY AND FINANCE

OFFICE OF THE TASMANIAN ECONOMIC REGULATOR

Administrative Assistant (724285).

Applications Close:—Friday, 22 March 2013.

Salary:—\$47,823 – \$51,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time for a period of up to 12 months.

Location:—Hobart.

Duties:—To provide administrative support to the Office of the Tasmanian Economic Regulator.

In the context of the selection criteria, to be successful in the position applicants will have:—proven organisational and administrative skills, the ability to demonstrate initiative, tact and discretion (while ensuring confidentiality is maintained); and well developed communication skills.

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

Enquiries to Mandi Boucher, Executive Officer, Office of the Tasmanian Economic Regulator, Department of Treasury and Finance, phone (03) 6233 5663, email mandi.boucher@treasury.tas.gov.au.

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Education Facility Attendant	C. Thorpe	6 months	15.01.13
Education	School Administration Clerk	S. Brown	6 months	21.01.13
Education	Education Facility Attendant	R. Watkins	6 months	16.01.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	R. Hutchinson	6 months	07.03.13
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	D. Edwards	6 months	12.03.13
Health & Human Services & Tasmanian Health Organisations	Statewide Director of Sexual Health Services	L. Owen	6 months	24.12.12
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	T. Dwyer	Nil	04.03.13
Health & Human Services & Tasmanian Health Organisations	Radiographer	F. Lai	6 months	06.03.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	M. Douglas	6 months	12.03.13
Health & Human Services & Tasmanian Health Organisations	GP & Primary Care Project Support Officer	K. Jossen	6 months	04.03.13
Infrastructure, Energy & Resources	Project Manager	C. Tarbotton	6 months	04.03.13
Primary Industries, Parks, Water & Environment	Research and Legislative Officer (Plant Biosecurity)	S. Schaap	Nil	04.03.13

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Environmental Officer (Contaminated Sites)	S. Le Roux	24 months	26.02.13

Extension or Renewal of Fixed-term Appointments Beyond 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Field Officer (STTDP)	I. Isler	3 months	01.03.13
Primary Industries, Parks, Water & Environment	Field Officer (STTDP)	A. Smith	3 months	01.03.13
Primary Industries, Parks, Water & Environment	Field Officer (STTDP)	E. Kingston	3 months	01.03.13
Primary Industries, Parks, Water & Environment	Senior Field Officer (STTDP)	H. Devereaux	3 months	01.03.13

Appointment of Officers

<i>Agency</i>	<i>Officers Name</i>	<i>Duties Assigned</i>	<i>Date of Appointment</i>	<i>Duration</i>
Primary Industries, Parks, Water & Environment	P. Smith	Director, Heritage Tasmania	11.03.13	5 years

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	S. Finnegan	Education	Senior Social Worker	11.02.13

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	L. Banfield	Assistant Principal	04.02.13
Education	R. Aitken	Advanced Skills Teacher	04.02.13
Education	C. Bell	Principal	01.01.13
Education	T. Johnston	Principal	01.01.13
Education	C. White	Principal	01.01.13
Education	S. Bavage	Advanced Skills Teacher	04.02.13
Education	J. Clark	Advanced Skills Teacher	04.02.13
Health & Human Services & Tasmanian Health Organisations	R. Shegog	Duty Manager-Communications	08.03.13
Health & Human Services & Tasmanian Health Organisations	C. Grey	Executive Support Officer	08.03.13

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Occupational Therapist	S. Pal	08.03.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	N. Smit	02.03.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse/Midwife	M. Dennis	20.01.13
Health & Human Services & Tasmanian Health Organisations	Specialist Radiographer	F. Burcham	01.03.13
Health & Human Services & Tasmanian Health Organisations	Sonographer	L. Harrington	02.03.13
Justice	Senior Support Officer	R. Minty	13.03.13
Primary Industries, Parks, Water & Environment	Senior Dairy Food Safety Officer	L. Austin	04.03.13

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Quality Assurance Officer	V. Pearson	01.03.13
Health & Human Services & Tasmanian Health Organisations	Triage Clerk	A. Campbell	05.03.13



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