



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
SALES \$1-10  
INCLUDING G.S.T.

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

## Vacancies—General Information

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

[www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

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

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

Tasmanian Government Gazettes are available for perusal at the 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](http://www.jobs.tas.gov.au) site or the enquiries person specified in the vacancy concerned. In addition there is information available on the selection process, interviews, post-selection counselling and conditions of employment from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) site or the enquiries person. Application forms are available from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) site and from the Agency that has advertised the vacancy.

### Submission of Applications

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

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

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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



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\*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](mailto: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**

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](mailto: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

##### *Portfolio Co-ordination Unit*

#### **Marketing Consultant, Design (WITHDRAWN) (L964708).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time 73.5 hours per fortnight from as soon as possible until 30th June 2013.

Location:—Corporate Services, Hobart.

Description of the Role:—Co-ordinate graphic design work for the Department of Education and provide advice to senior staff on compliance with Whole of Government Communications style guide and logo requirements. Assist with multi-media projects and the development of communication strategies and campaigns.

Essential Requirements:—The Director, State Service Management Office has determined that the person nominated for this position is to satisfy an employment check before taking up the appointment, promotion or transfer.

Enquiries to Lisa Burstall, Department of Education, mobile 0419 525 080, email [lburstall@education.tas.gov.au](mailto:lburstall@education.tas.gov.au).

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

Applicants should forward an Application for Employment form with a statement addressing the selection criteria, including 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

##### CORPORATE SERVICES

##### *Portfolio Co-ordination Unit*

#### **Marketing Consultant, Events (WITHDRAWN) (L121).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time 73.5 hours per fortnight From as soon as possible until 30th June 2013.

Location:—Corporate Services, Hobart.

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

##### CORPORATE SUPPORT DIVISION

##### *Human Resources*

#### **HR Officer, Payroll (424618).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time until 31 January 2014.

Location:—Hobart.

Duties:—Contribute to the effective management of human resources by providing payroll and personnel related advice and administrative support services to management and staff within the Department.

Desirable Requirements:—Previous experience with the application of EMPOWER.

Enquiries to Moya Kilpatrick, Senior HR Officer phone (03) 6233 5866, email [Moya.Kilpatrick@development.tas.gov.au](mailto:Moya.Kilpatrick@development.tas.gov.au).

Description of the Role:—To undertake planning, co-ordinating, implementing and reviewing the annual Awards Program. Prepare written content for a diverse range of publications (online and in hard copy), for the Department's Internet and Intranet and via social media.

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

Enquiries to Lisa Burstall, Department of Education, phone 0419 525 080, email [lisa.burstall@education.tas.gov.au](mailto:lisa.burstall@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](mailto: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

### FURTHER EDUCATION AND TRAINING

#### *Pathways and Participation*

##### ***Pathway Planning Officer (963185).***

Applications Close:—Friday, 15 March 2013.

Salary:—\$60,530 – \$70,007 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time 29.4 hours per fortnight from as soon as possible until 20th December 2013.

Location:—Queenstown.

Description of the Role:—Provide pathway planning and transition support for young people aged 14-17 in a secondary school 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.

Desirable Requirements:—A Current Drivers Licence.

Enquiries to Trudy Durkin, Department of Education, phone 0400 803 655, email [trudy.durkin@education.tas.gov.au](mailto:trudy.durkin@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](mailto: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

### HOBART COLLEGE

##### ***Theatre Operations Officer, Hobart College (966324).***

Applications Close:—Friday, 15 March 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 40 hours per fortnight for up to 42 weeks per year.

Location:—Hobart College.

Description of the Role:—Undertake a range of administrative, technical, production and maintenance functions associated with the operation of the Hobart College Theatre.

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 William Powell, Department of Education, phone (03) 6220 3428, email [william.powell@education.tas.gov.au](mailto:william.powell@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](mailto: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

### INTERNAL AUDIT

##### ***Senior Internal Auditor (950848).***

Applications Close:—Friday, 15 March 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Letitia House, Mt Nelson.

Description of the Role:—Assist in the redevelopment of audit methodologies and lead a team of Auditors that undertake audits as specified in the Internal Audit Program.

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:—Tertiary qualifications in commerce, business management or information and communication technologies (ICT).



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Enquiries to Scott Douglas, Department of Education, phone (03) 6233 7013, email [scott.douglas@education.tas.gov.au](mailto:scott.douglas@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](mailto: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

#### ***Fixed-term and Relief Teacher Register (E-Pool) (Various).***

Applications Close:—Wednesday, 1 January 2014.

Salary:—\$51,575 – \$82,533 p.a.

Teaching Service (TPS) Award, Relief Teacher.

Register.

Location:—Vacancies will occur on a statewide basis.

Position Objective:—To implement and manage appropriate learning programs for students and to assess individual student progress.

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; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a Fixed-term basis.

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.

Fixed-term:—The Department of Education invites persons interested in teaching vacancies of up to one year duration to have their interest recorded on the Department's applicant register 'E-Pool'.

Interested applicants should apply online at the following address: <http://epool.education.tas.gov.au>.

It is not necessary to provide a statement addressing the selection criteria. Applicants should clearly indicate the type of employment they are seeking, the location and skill area.

All appointments to fixed term teaching positions within the Department of Education will be made from those applicants listed on the register only.

Relief:—Persons interested in relief teaching (short term employment on a day to day basis up to and including 20 consecutive days), should also register on 'E-Pool', selecting 'relief' in Work Preferences as the type of employment they are interested in.

An information pack about relief teaching is available at: [https://www.education.tas.gov.au/documentcentre/\\_layouts/DocIdRedir.aspx?ID=TASED-4-1316](https://www.education.tas.gov.au/documentcentre/_layouts/DocIdRedir.aspx?ID=TASED-4-1316).

Enquiries to HR Vacancy and Staffing Services, Department of Education, Letitia House, Olinda Grove, Mt Nelson, 7007, phone (03) 6233 3801 or (03) 6233 38, fax (03) 6233 0566, email [epool@education.tas.gov.au](mailto:epool@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### Riverside High School

#### ***Assistant Principal, Riverside High School (205649).***

Applications Close:—Friday, 15 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:—Riverside High School.

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

Essential Requirements:—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 Christine Males, Department of Education, phone (03) 6327 3969, email [christine.males@education.tas.gov.au](mailto:christine.males@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](mailto: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)*

#### Nixon Street Primary School

#### ***Advanced Skills Teacher, Nixon Street Primary School (200858).***

Applications Close:—Friday, 15 March 2013.

Salary:—\$91,185 p.a.



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

Permanent full-time.

Location:—Nixon Street Primary 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 Meredith Cashion, Department of Education, phone (03) 6424 7733, email [meredith.cashion@education.tas.gov.au](mailto:meredith.cashion@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](mailto: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)*

#### Parklands High School

#### ***Assistant Principal, Parklands High School (200323).***

Applications Close:—Friday, 15 March 2013.

Salary:—\$102,052 p.a.

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

Permanent full-time.

Location:—Parklands High School.

Description of the 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 Sue Barnes, Department of Education, phone (03) 6433 0206, email [suzanne.barnes@education.tas.gov.au](mailto:suzanne.barnes@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](mailto: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

#### ***Teacher Assistant, Sheffield School (965449).***

Applications Close:—Friday, 15 March 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 20 hours per fortnight for up to 42 weeks per year.

Location:—Sheffield 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 Debbie May, Department of Education, phone (03) 6491 8222, email [debbie.may@education.tas.gov.au](mailto:debbie.may@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](mailto:recruitment@education.tas.gov.au).

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

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

#### EDUCATION

##### LEARNING SERVICES

*Learning Services (South)*

New Norfolk High School

#### **Advanced Skills Teacher, New Norfolk High School (2 Vacancies).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$91,185 p.a.

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

Vacancy No. 953183.

Permanent full-time.

Location:—New Norfolk High School.

Vacancy No. 202975.

Permanent full-time.

Location:—New Norfolk 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 Malcolm Elliott, Department of Education, phone (03) 6261 7800, email malcolm.elliott@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. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

#### EDUCATION

##### LEARNING SERVICES

*Learning Services (South)*

Tasman District School

#### **School Administration Clerk, Tasman District School (953629).**

Applications Close:—Friday, 15 March 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time from 3 April 2013 to 13 September 2013, up to 14.7 hours per fortnight, up to 42 weeks per year.

Location:—Tasman District School.

Description of Role:—As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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 Anne Hoyle, Department of Education, phone (03) 6250 2126, email anne.hoyle@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 (South)*

#### **Administration Officer (Re-Advertised) (961606).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Learning Services South.

Description of the Role:—\*Please note the role description below has been updated from previous position advertised in the Gazette on 27th February.



Provide high level clerical and administrative support to Learning Services Management Team and other team members. Contribute to the efficient operation of Learning Services including the provision of high level customer services.

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

Enquiries to Helen Manser, Department of Education, phone (03) 6212 3109, email [helen.manser@education.tas.gov.au](mailto:helen.manser@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](mailto:recruitment@education.tas.gov.au).

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

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

## EDUCATION

### LEARNING SERVICES

*Learning Services (South)*

Austins Ferry Primary School

#### **Education Facility Attendant, Austins Ferry Primary School (303912).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$41,869 – \$56,811 pro rata, per annum.

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

Permanent part-time 32 hours per fortnight, 52 weeks per year.

Location:—Austins Ferry Primary School.

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

Essential Requirements:—The 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 Graham Hyde, Department of Education, phone (03) 6275 7222, email [graham.hyde@education.tas.gov.au](mailto:graham.hyde@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](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications

through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### LEARNING SERVICES

*Learning Services (South)*

Bowen Road Primary School

#### **Education Facility Attendant, Bowen Road Primary School (953839).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$38,063 – \$51,647 p.a.

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

Permanent full-time 80 hours per fortnight, 52 weeks per year.

Location:—Bowen Road Primary School.

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

Essential Requirements:—The 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 Kate Lucas, Department of Education, phone (03) 6228 1549, email [kate.lucas@education.tas.gov.au](mailto:kate.lucas@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](mailto:recruitment@education.tas.gov.au).

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

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

## EDUCATION

### LEARNING SERVICES

*Learning Services (South)*

Campbell Street Primary School

#### **Teacher Assistant, Campbell Street Primary School (963646).**

Applications Close:—Friday, 15 March 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 12 hours per fortnight for up to 42 weeks per year.

Location:—Campbell Street 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 Ricky Oates, Department of Education, phone (03) 6234 4590, email ricky.oates@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 (South)*

Glenorchy Primary School

#### ***Canteen Supervisor, Glenorchy Primary School (963814).***

Applications Close:—Friday, 15 March 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 30 hours per fortnight for 40 weeks per annum.

Location:—Glenorchy Primary School.

Description of the role:—Supervise, maintain and deliver the school canteen services.

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

Enquiries to Lee Berry, Department of Education, phone (03) 6272 7574, email lee.berry@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 (South)*

Lenah Valley Primary School

#### ***Teacher Assistant, Lenah Valley Primary School (2 Vacancies).***

Applications Close:—Friday, 15 March 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 953684.

Permanent part-time 30 hours per fortnight for up to 42 weeks per year.

Location:—Lenah Valley Primary School.

Vacancy No. 953649.

Permanent part-time 30 hours per fortnight for up to 42 weeks per year.

Location:—Lenah Valley 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 Robyn Langworthy, Department of Education, phone (03) 6228 0311, email robyn.langworthy@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

#### ***Fixed-term and Casual LINC Tasmania Employment Register (Various).***

Applications Close:—Wednesday, 1 January 2014.

Salary:—p.a.

Classification:—See Below.

Register.

Location:—Vacancies will occur on a statewide basis.

Applications are invited for persons interested in being considered for Fixed-term and casual employment with the Department of Education's LINC Tasmania Division

(incorporating the State Library of Tasmania, Adult Education, Tasmanian Archive and Heritage Office and Online Access Centres).

Vacancies arise from time to time in a variety of locations throughout Tasmania in the categories of employment listed below.

**Archivist.**

**Cleaner.**

**Clerk.**

**Customer Service Officer (Linc).**

**Librarian.**

**Librarian Technician.**

All of the above roles have the following essential requirements:—The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. Various vacancies require essential requirements or qualifications.

**Selection from the Register.**

Where a vacancy occurs, the Fixed-term and Casual LINC Tasmania Employment Register will be examined to identify those persons who possess the necessary knowledge, skills, currency and qualifications to undertake the duties of the vacancy and who will be available to work. Where vacancies are identified and more than one applicant is regarded as being suitable to undertake the particular appointment, a merit based selection process will be undertaken to determine the most meritorious applicant for that particular vacancy. The selection process may involve formal interviews.

Please note that admission to the register does not guarantee, nor does it imply, that employment will be offered.

Interested applicants should apply online at the following address:—[https://secure.pageuppeople.com/apply/505/aw/applicationForm/PrivacyStatement.spsData=eYorpnXKq7lzQeYLvINYAfDJzj5CvEc0xmEdgY6Q7bgKZbUfozfcXLIVU\\_EiL5IJ5G4i8tbatyY~](https://secure.pageuppeople.com/apply/505/aw/applicationForm/PrivacyStatement.spsData=eYorpnXKq7lzQeYLvINYAfDJzj5CvEc0xmEdgY6Q7bgKZbUfozfcXLIVU_EiL5IJ5G4i8tbatyY~) and attach a 1 page CV.

Enquiries – For preliminary discussions please contact Jan Burge [jan.burge@education.tas.gov.au](mailto:jan.burge@education.tas.gov.au) or phone (03) 6233 2802.

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.

EDUCATION

LINC TASMANIA

*LINCs and Community Learning*

Burnie LINC

**Customer Services Officer (700608).**

Applications Close:—Friday, 15 March 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 29.4 hours per fortnight.

Location:—Burnie 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 Roslyn Rockliff, Department of Education, phone (03) 6434 6416, email [roslyn.rockliff@education.tas.gov.au](mailto:roslyn.rockliff@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](mailto: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

ROSNY COLLEGE

**Education Facility Attendant, Rosny College (953420).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$38,063 – \$51,647 pro rata, per annum.

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

Permanent full-time 80 hours per fortnight, 52 weeks per year.

Location:—Rosny College.

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

Essential Requirements:—The 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 Greg Fahey, Department of Education, phone (03) 6244 9206, email [greg.fahey@education.tas.gov.au](mailto:greg.fahey@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](mailto: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

## SKILLS TASMANIA

*Strategic Directions*

## Strategic Directions Team

**Senior Planning and Policy Officer (965352).**

Applications Close:—Friday, 15 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:—26 Bathurst Street, Hobart.

Description of the Role:—Assist with strategic planning processes and major policy development, implementation and review. Facilitate the provision of advice on policy matters for consideration by senior management and government.

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 Chrissie Berryman, phone (03) 6233 4603, email [chrissie.berryman@skills.tas.gov.au](mailto:chrissie.berryman@skills.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](mailto:recruitment@education.tas.gov.au).

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS**Physiotherapist (502047).**

Applications Close:—Friday, 29 March 2013.

Salary:—\$52,893 – \$79,877 p.a.

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

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

Location:—North West Regional Hospital.

Duties:—Have you recently graduated and are seeking an opportunity to put your skills and knowledge into practice? Are you keen to pursue your Physiotherapy career? Is lifestyle and location an important factor in your career decision?

If you have answered yes, then the Tasmanian Health Organisation-North West may have the opportunity for you to expand your horizons through a 12 month fixed term Physiotherapy position.

You will be responsible for assessing, planning and implementation of treatment programmes for clients. You will use your excellent communication and interpersonal skills to assist with health promotion and education programmes for

clients and their carers. You will also use these skills to liaise and build collaborative relationships with other health care professionals and service providers, both internal and external to the organisation. It will be a requirement to assist Senior Physiotherapists in providing clinical programmes for students.

This position is based at the North West Regional Hospital in Burnie but provides a Physiotherapy service across the North West Coast of Tasmania at locations that may include Devonport and the Mersey Community Hospital in Latrobe. The North West Coast provides an enviable lifestyle for work and social activities. Stunning scenery, outstanding forests, mountains, beaches and rivers provide so many pictures of nature at its best. Together with the sporting and social activities which are a vibrant and inherent part of the North West Coast, the overall lifestyle is worth experiencing.

In addition to the superb location, we will offer you an attractive salary plus superannuation and access to salary packaging. We will support and encourage your professional and personal development endeavours and provide you with a modern and well resourced work environment.

If this sounds like your next career opportunity, please call Noel McRoberts today on (03) 6430 6608 or email [noel.mcroberts@dhhs.tas.gov.au](mailto:noel.mcroberts@dhhs.tas.gov.au) for a confidential discussion about your application.

Desirable Requirements:—Current drivers licence.

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

Enquiries to Noel McRoberts, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6668, email [noel.mcroberts@dhhs.tas.gov.au](mailto:noel.mcroberts@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

## HEALTH AND HUMAN SERVICES

*Children and Youth Services***Manager Child Protection, North West (517165).**

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.

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

Location:—CYS, Child Protection Services, North West.

Duties:-

Provide leadership and management of an integrated, area based Child Protection Service, in accordance with Agency policy, directions and legal requirements, within a framework of agreed client outcomes, service performance measures and resource levels.

As a member of Children and Family Services, this position sits within a framework of human service reform that places priority on ensuring the safety and well being of Tasmanian children.

Selection criteria includes:—High level experience in and knowledge of Child Protection or a related human services field.

Demonstrated ability in operational planning and managing a significant reform program in order to build a newly integrated child protection system in an open supportive and child focused organisational culture.

Proven ability to manage financial, human and physical resources and to monitor efficiency and effectiveness.

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

Desirable Requirements:—A relevant tertiary degree.

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 Malcolm Phillips, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 6402, email malcolm.phillips@dhhs.tas.gov.au.

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

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

##### HEALTH AND HUMAN SERVICES

##### *Children and Youth Services*

#### **Support Worker (501650).**

Applications Close:—Friday, 15 March 2013.

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

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

Permanent part-time day work (30.0 hours per fortnight).

Location:—CYS, Children and Youth Services, North West.

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

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

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

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

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

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

Essential Requirements:—Current Driver's Licence.

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

The following checks are to be conducted: Conviction check in the following areas—crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Selina McGuire, Department of Health and Human Services and Tasmanian Health Organisations, phone (030) 6434 6404, email selina.mcguire@dhhs.tas.gov.au.

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

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

##### HEALTH AND HUMAN SERVICES

##### *Children and Youth Services*

##### Program Support Unit

#### **Senior Finance Analyst (516891).**

Applications Close:—Friday, 15 March 2013.

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

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

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

Location:—CYS, Program Support Unit, Hobart.

Duties:—Children and Youth Services is seeking to recruit a motivated and enthusiastic individual to join the Finance and Business Support Team.

The Finance and Business Support Team oversee CYS budget and financial management, provide advice on strategic asset management priorities, manage the risk management framework for Children and Youth Services, and oversee the management of grants and other contracts with the Non-Government Organisations.

The focus of the Senior Finance Analyst is to:

Assist with the analysis and development of budgetary and financial information for inclusion in the Budget Papers and submissions, reports and other briefing documents.

Assist with the analysis of human resource data, expenditure and revenue estimates.

Review and monitor performance in relation to budgetary and financial targets, and human resource information.

Selection criteria includes:-

Well developed research, investigative and analytical skills and the ability to exercise initiative in gathering and interpreting information particularly in relation to finance, human and physical resources.

Demonstrated ability to effectively problem solve and make timely and accurate decisions when there are departures from routine.

A high standard of written, oral and interpersonal skills, including the ability to prepare financial reports and documents and the ability to negotiate effectively with a wide range of stakeholders including managers, government and nongovernment agencies.

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 or progress towards is desirable.

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 Frances Hall, Department of Health and Human Services and Tasmanian Health Organisations, mobile 0419 580 517, email frances.hall@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

**Senior Program Officer (501772).**

Applications Close:—Friday, 15 March 2013.

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

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

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

Location:—D,H and CS, Disability and Community Services, Gambling Support Program, Hobart.

Duties:—Provide co-ordination and direction in the management of the Gambling Support Program within parameters established with the Manager, Community Services.

Provide strategic, high level policy advice in relation to problem gambling for Government responses to address the social impact of gambling in Tasmania that meet the Department's remit in relation to the Gaming Control Act 1993 and which incorporate, contemporary research, evaluation and innovation in relation to social marketing and services.

Develop strategic and business frameworks, policies and processes for the Program within the strategic and business planning processes of Disability and Community Services.

Selection criteria includes:—A good knowledge of the social impact of gambling in a public health perspective, contemporary harm minimization strategies in addressing problem gambling and the functions of the Gambling Support Program, or the capacity to rapidly acquire such knowledge.

A good knowledge of the operations of the Agency, of other departments and the community sector relevant to the Gambling Support Program or the ability to rapidly acquire such knowledge.

Well-developed interpersonal and communication skills including consultation, negotiation, conflict resolution, liaison and marketing skills within the Agency, in Government and with industry, the community sector and other stakeholders.

Demonstrated ability to undertake quantitative and qualitative analyses using relevant information systems and applications.

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 Nerilie Gilson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 9431, email nerilie.gilson@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 (517003).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$53,203 – \$57,913 p.a.

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

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

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

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 Sherri McKenna, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8829, email sherri.mckenna@dhhs.tas.gov.au.



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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Statewide and Mental Health Services*

**Clinical Co-ordinator (515815).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$78,061 – \$81,689 p.a.

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

Permanent full-time Commencing as soon as possible .

Location:—Spencer Clinic, North West Regional Hospital.

Duties:—The Clinical Co-ordinator:—Provides leadership and co-ordination of patient care and flow within the Spencer Clinic.

Supports the efficient and effective provision of patient care based on national clinical standards and best practice using a collaborative and multidisciplinary framework by co-ordinating clinical care and providing oversight of the same.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia and possesses specialist graduate tertiary graduate or post graduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia, New Zealand, Canada or the United Kingdom.

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

Enquiries to Jean Burrows, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6579, email [jean.burrows@dhhs.tas.gov.au](mailto:jean.burrows@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Statewide and Mental Health Services*

**Clinical Co-ordinator (504823).**

Applications Close:—Friday, 22 March 2013.

Salary:—\$78,061 – \$81,689 p.a.

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

Permanent full-time shift worker (set rotational).

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

Duties:—Provides leadership and co-ordination of patient care and flow within the Northside Clinic.

Supports the efficient and effective provision of patient care based on national clinical standards and best practice using a collaborative and multidisciplinary framework by co-ordinating clinical care and providing oversight of the same.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia and possesses specialist graduate tertiary graduate or post graduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia, New Zealand, Canada or the United Kingdom.

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

Enquiries to Jan Dorman, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7473, email [jan.dorman@dhhs.tas.gov.au](mailto:jan.dorman@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Statewide and Mental Health Services*

**Clinical Director, Mental Health Services North (518639).**

Applications Close:—Friday, 29 March 2013.

Salary:—\$132,011 – \$184,815 p.a.

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

Fixed-term full-time commencing 1 August 2013 for 5 years.

Location:—Launceston.

Duties:—The job of Clinical Director, Mental Health Service North undertakes a clinical leadership role that provides high level advice and support to the Area Manager and delivers a senior consultant psychiatric service in the area. As a member of Area Executive and, in accordance with the National Mental Health Plan, the Mental Health Services Strategic Plan 2006-2011, Agency policy, legal requirements and relevant professional competencies.

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.

Enquiries to Susan Crave, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2123, email [susan.crave@dhhs.tas.gov.au](mailto:susan.crave@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Statewide and Mental Health Services*

**Community Mental Health Nurse (504939).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$56,163 – \$76,859 p.a.

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

Permanent full-time Commencing as soon as possible .

Location:—Launceston.

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

Duties:—Provide a specialist mental health service within the community setting for a designated client group, utilising evidence based practices and recovery principles. Works within a multi-disciplinary team to deliver co-ordinated assertive case management including triage, crisis, intake and assessment and the development and implementation of individual service plans for designated clients. Supports and works in collaboration with primary health care professionals within an identified region to provide care to clients in the community setting.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia and possesses specialist graduate tertiary graduate or post graduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia, New Zealand, Canada or the United Kingdom.

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

Enquiries to Helen Van Der Molen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2185, email [helen.vandermolen@dhhs.tas.gov.au](mailto:helen.vandermolen@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Statewide and Mental Health Services*

**Registered Nurse (2 Vacancies).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$56,163 – \$76,859 p.a.

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

Vacancy No. 502795.

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

Location:—Spencer Clinic, North West Regional Hospital.

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

Vacancy No. 502795.

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

Location:—Spencer Clinic, North West Regional Hospital.

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

Duties:—As part of a multi-disciplinary team delivering high quality mental health services, the Registered Nurse:

Utilises a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients.

Interacts effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes.

Remains actively involved in maintaining and continually improving the quality of client care provided by the service.

Essential Requirements:-

Registered with the Nursing and Midwifery Board of Australia and possesses specialist graduate tertiary graduate or post graduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia, New Zealand, Canada or the United Kingdom.

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

Enquiries to Jean Burrows, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6579, email [jean.burrows@dhhs.tas.gov.au](mailto:jean.burrows@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*System Purchasing and Performance*

Service Planning and Design

**Graduate Recruit (512935).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$53,203 – \$64,065 pro rata, per annum.

Health and Human Services (Tasmanian State Service) Award, General Graduate.

Fixed-term full-time daywork (part-time may be considered), commencing as soon as possible to 31 May 2013.

Location:—Rural Health Program, Launceston.

The Medical Specialist Outreach Assistance Program (MSOAP) has a short term position for a person to assist with project support and co-ordination of multi-disciplinary outreach teams. The suitable applicant will be someone who is a very good communicator, who is organised, and, most importantly, can help others get organised. The successful applicant will work with the friendly and supportive MSOAP team, within Service Planning and Design, in Launceston.

Essential Requirements:—A degree in a relevant discipline.

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 Kim Atkins, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5144, mobile 0400 178 332, email kim.atkins@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*

**ADON Medicine, Rehabilitation and Sub Acute Services (520666).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$104,190 p.a.

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

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

Location:—Department of Medicine – Rehabilitation and Sub Acute Services.

Duties:—Responsible for the effective leadership and management of the nursing staff and services within the Department of Medicine, Rehabilitation and Sub Acute Services of the Launceston General Hospital (LGH). This includes

the Rehabilitation Ward, John L Grove Centre, the Hospital Aged Care Liaison Team (HALT), Transition Care Program (TCP) and The Manor Transition Unit (TMTU). Responsible for leading the delivery of patient care in an inter-professional environment to achieve the defined objectives of the service.

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 Helen Bryan, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7002, email helen.bryan@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*

**Assistant Director of Nursing, Acute Care Services (520332).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$109,000 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 8, Level 4.

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

Location:—Department of Medicine.

Duties:—Responsible for the effective leadership and management of the nursing staff and services within the Department of Medicine of the Launceston General Hospital (LGH). This includes the Intensive Care Unit, the Acute Medical Unit and the Emergency Department. Responsible for leading and undertaking patient care in an inter-professional environment to achieve the defined objectives of the service.

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 Helen Bryan, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7002, email helen.bryan@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

**Clinical Nurse Consultant, Neuromuscular Degenerative Disease (519893).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$81,689 – \$87,328 p.a.

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

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

Location:—Tasmanian Health Organisation, North.

This role involves the collaboration and networking with Clinical Nurse Consultants within Tasmanian Health Organisation, North West and Tasmanian Health Organisation, South contributing to a Statewide Neuromuscular Degenerative network.

Duties:—As part of an interprofessional team, the Clinical Nurse Consultant (CNC) provides clinical leadership, assessment, care co-ordination and implementation of planned clinical care to patients with Neuromuscular Degenerative Disease including Parkinson's disease to enable care needs to be met in the most appropriate environment.

Together with the interdisciplinary team, undertake a broad consultative role by initiating and maintaining a comprehensive care network, build and maintain links with providers in primary health and acute care settings, including community service providers, General Practitioners, Specialists and other health care providers to support the care needs of patients with degenerative neuromuscular disease.

Desirable Requirements:—Current drivers license.

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.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

**Registered Nurse (513488).**

Applications Close:—Friday, 15 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 (fully rotational), working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 6D, Launceston General Hospital.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

**Registered Nurse (504021).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$53,656 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse (Graduate), Grade 3, Year B.

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

Location:—Ward 3R, Rehabilitation Unit, Launceston General Hospital.

Please note: 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](mailto: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*

##### **Sonographer (515169).**

Applications Close:—Friday, 15 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.

Permanent part-time day work (with oncall), working 60 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Radiology Department.

Duties:—To perform basic imaging examinations and ultrasound examinations. To perform novel or complex imaging procedures in Ultrasound, to facilitate patient diagnosis, clinical management and care, without supervision, to contemporary professional standards.

Essential Requirements:—Hold or be eligible for registration with the Medical Radiation Practice 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 Garth Faulkner, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7081, email [garth.faulkner@dhhs.tas.gov.au](mailto:garth.faulkner@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Specialist Radiographer (MRI or CT) (503709) (503709).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$76,505 – \$87,754 p.a.

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

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

Location:—Radiology Department.

Duties:—Responsible for performing basic and advanced (MRI or CT) radiographic imaging examinations, procedures and associated administrative tasks.

Essential Requirements:—Registered with the Medical Radiation Practice 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 Garth Faulkner, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7081, email [garth.faulkner@dhhs.tas.gov.au](mailto:garth.faulkner@dhhs.tas.gov.au).

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

##### **Correspondence Clerk (501986).**

Applications Close:—Friday, 15 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 day worker, working 38 hours per fortnight.

Location:—Transport North West.

Duties:—Tasmanian Health Organisation-North West (THO-North West) is seeking to appoint a Correspondence Clerk to provide an efficient mail courier service to all Departments within the North West Regional Hospital and other Departmental health care facilities.

Your primary responsibility will be the daily sorting and delivery of all internal/external mail for distribution to all departments within the North West Regional Hospital and local health care facilities and Government Offices.

For this role you will be able to demonstrate your knowledge of the Highway Code and have a proven high standard of safe driving skills.

Your communication and interpersonal skills will assist you to work effectively as part of a team to resolve issues as they arise and be adaptable to change in the work environment. You will have the demonstrated ability to prioritise your daily work output under limited supervision.

As heavy lifting may be required, the incumbent must be physically capable.

To find out more information or to discuss your application please contact Kim Miles on (03) 6434 6982 or email [kim.miles@dhhs.tas.gov.au](mailto:kim.miles@dhhs.tas.gov.au).

Essential Requirements:—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.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mersey Community Hospital*

**Team Leader, Clinical Pharmacy (515013).**

Applications Close:—Friday, 22 March 2013.

Salary:—\$76,505 – \$87,754 p.a.

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

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

Location:—Mersey Community Hospital.

Duties:—The Tasmanian Health Organisation, North West is seeking to recruit an experienced and registered pharmacist to join our Hospital Pharmacy Department at the Mersey Community Hospital in Latrobe in the role of Team Leader, Clinical Pharmacy.

You will be responsible for the efficient and accountable provision of inpatient and outpatient pharmacy services, ensuring compliance with legal, professional, ethical, departmental and hospital requirements. As the successful applicant you will have an understanding of clinical pharmacy guidelines such as, the APAC Guidelines, Pharmaceutical Review and Medication Management Review programs and a working knowledge of the Pharmaceutical Benefits Scheme.

As the Team Leader, Clinical Pharmacy you will report to the Pharmacy Site Supervisor (Mersey Community Hospital), where you will provide on-site leadership to the clinical pharmacy staff of the THO-North West. In this role you will be expected to demonstrate autonomy in the daily functioning of the service and be expected to exercise initiative and professional judgment across all responsibilities.

Well-developed communication, interpersonal skills combined with a history of contributing positively to the workplace, will allow you to work effectively as a leader in a diverse multidisciplinary. As a leader in this capacity you will endeavour to create and foster a positive attitude towards teamwork and coach others when needed in a supportive fashion.

With the freshest air in the world, the North West Coast provides an enviable lifestyle for work and social activities. Complimented by stunning scenery, outstanding forests, mountains, beaches on your doorstep and Melbourne only an hour by plane, this opportunity offers a chance to embrace your work life balance at its best.

In addition to an attractive salary, superannuation and access to salary packaging we will offer you a dynamic and well supported working environment.

For more information or to discuss your application please contact Paula Cooper on 6348 7732 or email [paula.cooper@dhhs.tas.gov.au](mailto:paula.cooper@dhhs.tas.gov.au).

Desirable Requirements:—Current Driver's Licence.

Essential Requirements:—Registered with the Pharmacy 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.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

**Administration Officer (515806).**

Applications Close:—Friday, 15 March 2013.

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

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

Permanent part-time day worker, working 64 hours per fortnight.

Location:—North West Regional Hospital.

Duties:—Are you an enthusiastic and dedicated administrative support person?

The Tasmanian Health Organisation, North West (THO-North West) is seeking to appoint a highly motivated Administrative Officer to provide and maintain a high-level administrative and clerical support service to the Co-Director of Nursing, Perioperative Services and other department managers within Perioperative Services.

Working under general direction and supervision from the Co-Director of Nursing, Perioperative Services you will provide effective administrative support, undertaking duties such as minute/note taking, preparation of correspondence, organisation and scheduling of meetings and other appointments as well as providing a customer focused reception/telephone screening service.

In addition to these duties you will provide assistance in creating and maintaining clinical rosters for Elective Surgery, liaising with various medical staff and hospital departments to ensure information integrity.

To be considered for this position you will have well developed communication and interpersonal skills combined with a sound ability to exercise initiative, judgment, confidentiality and discretion.

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

Find out for yourself what a great opportunity this is by calling Katrina Willis, on 0418 638 301 or email: [katrina.willis@dhhs.tas.gov.au](mailto:katrina.willis@dhhs.tas.gov.au).

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



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

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

##### **Senior Speech Pathologist (Paediatrics) (502053).**

Applications Close:—Thursday, 28 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 part-time day worker, working 15.2 hours per fortnight.

Location:—North West Regional Hospital.

Duties:—The Tasmanian Health Organisation, North West (THO-North West) is seeking a Speech Pathologist specialising in Paediatrics to join the Speech Pathology team for the North West.

The successful applicant will provide clinical expertise in assessment, diagnosis, treatment and consultation services of paediatric patients referred to the Speech Pathology Service, particularly on the pre-school age range residing in the North West of Tasmania.

The applicant should be able to exercise independent professional judgment and have extensive experience in dealing on a day to day basis with complex conditions requiring specialist knowledge including neonatal feeding problems, neurological conditions, multiple disability, and severe communication impairment. The role is has general clinical direction from the Manager Speech Pathology Services.

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

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

For more information or to discuss your application today please contact Sonia Doran phone (03) 64217720 or email [sonia.doran@dhhs.tas.gov.au](mailto:sonia.doran@dhhs.tas.gov.au).

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

Desirable Requirements:—Current Driver's Licence.

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

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 Sonia Doran, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6421 7720, email [sonia.doran@dhhs.tas.gov.au](mailto:sonia.doran@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

##### **ICT Manager Tasmanian Health Organisation, South (516987).**

Applications Close:—Friday, 22 March 2013.

Salary:—\$93,032 – \$99,415 p.a.

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

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

Location:—Royal Hobart Hospital.

The Tasmanian Health Organisation – South is seeking to recruit an experienced ICT professional to manage the ICT infrastructure required to successfully deliver information systems within Tasmanian Health Organisation, South.

If you possess extensive knowledge, experience and understanding in the planning, administration and management of contemporary information and communication technology, then this may be the opportunity you've been looking for.

Duties:—You will need high level interpersonal, communication, negotiation and conflict resolution skills, as well as the ability to represent your Tasmanian Health Organisation and identify and negotiate mutually acceptable solutions of differing interests with multiple stakeholders.

Your project management skills will be of a high order and you will be regarded as an authoritative source for advice with respect to ICT infrastructure. You will be the link between Tasmanian Health Organisation, South hospital and community staff and the ICT service providers.

Desirable Requirements:—Appropriate academic/professional qualifications.

Appropriate experience in managing information and communication technology in a distributed environment.

A 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 Sean Collins, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7944, email [sean.collins@dhhs.tas.gov.au](mailto:sean.collins@dhhs.tas.gov.au).

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

Please do not send hard copy applications to the contact person.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

**Supply Officer (507938).**

Applications Close:—Friday, 15 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 worker working 76 hours per fortnight.

Location:—Purchasing and Supply Unit, Royal Hobart Hospital.

Duties:—Process, negotiate and purchase goods and services as required by the Royal Hobart Hospital and associated agencies of the Tasmanian Health Organisation, South. Assist in the receiving and distribution of goods and other stores related functions, on a rotational basis and as required. Catalogue items appropriately for effective maintenance of the Statewide Supply Catalogue. Consult and liaise with supplier representatives, to obtain product information, pricing and competitive quotations to ensure purchased items are both appropriate and cost effective.

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:—Current Driver's Licence, with a fork lift endorsed License to perform high risk work.

Enquiries to Peter Lyden, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8632, email peter.lyden@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

*Clinical Support Services*

**Medical Scientist (515073).**

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.

Permanent part-time day work (with on-call), working 60.8 hours per fortnight.

Location:—Molecular Medicine, Royal Hobart Hospital.

Duties:—The Medical Scientist implements molecular biological techniques in an increasing number of applications to improve the rapid diagnosis of infectious and genetic diseases in Tasmania. Diagnostic services will be delivered through the development or adaptation of innovative technologies. While the emphasis of the position is on molecular diagnostics, the

successful occupant may also be expected to participate in routine cytogenetic analysis.

Evidence of the following must be provided prior to appointment.

Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

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

Enquiries to Jan Williamson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8912, email jan.williamson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Clinical Support Services*

**Medical Scientist (521270).**

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, working 38 hours per fortnight.

Location:—Cytogenetics, Royal Hobart Hospital.

The Medical Scientist will participate in the efficient working of the cytogenetics laboratory, in the areas of constitutional, haematologic and oncological cytogenetics. The incumbent will also be expected to participate in routine molecular cytogenetic diagnostics including FISH and microarray testing.

Duties:—Your duties include performing routine and specialised diagnostic tests for the detection of cytogenetic changes in accordance with national laboratory accreditation procedures. You will be responsible for recording, interpreting and reporting laboratory results, ensuring all result and process verification procedures are complied with in consultation with appropriate medical and nursing staff.

The role of Medical Scientist assists with maintaining protocols, manuals, equipment, and quality assurance activities to ensure an un-interrupted service. You will be encouraged to participate in research, reviews, education and professional development activities including presenting at internal and external meetings. When required, you are expected to perform any services related to the provision of the out-of-hours service in Cytogenetics.

Evidence of the following must be provided prior to appointment to the job:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

Desirable Requirements:—Experience in and knowledge of molecular cytogenetic techniques including microarray analysis.

Experience in molecular biology techniques including DNA extraction.

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 Karen Dun, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8933, email karen.dun@dhhs.tas.gov.au.

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

Please do not send hard copy applications to the contact person.

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Clinical Support Services*

#### **Pathology Technician (521269).**

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.

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

Location:—Cytogenetics, Royal Hobart Hospital.

In the role of Pathology Technician you will participate in the efficient working of the cytogenetics laboratory, in the areas of constitutional, haematologic and oncological cytogenetics. While the emphasis of the position is on conventional cytogenetics, you are also expected to participate in the technical work associated with molecular cytogenetic diagnostics including FISH and microarray testing.

Duties:—Your duties include performing routine diagnostic tests for the detection of cytogenetic changes and perform the technical work associated with the provision of a state-wide cytogenetic and molecular cytogenetic service.

You will prepare and monitor chemicals and reagents essential to the functioning of the laboratory and also assist with maintaining protocols, manuals, equipment, and quality assurance activities to ensure an un-interrupted service.

Desirable Requirements:—Experience in and knowledge of molecular cytogenetic techniques including microarray analysis.

Experience in molecular biology techniques including DNA extraction.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the position:—An Associate

Diploma from a recognised tertiary institution, or an equivalent qualification, appropriate to the nature of the work OR relevant training and/or experience determined in accordance with the provisions of Section 37 of the State Service Act 2000.

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 Karen Dun, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8933, email karen.dun@dhhs.tas.gov.au.

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

Please do not send hard copy applications to the contact person.

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Medicine Services*

#### **Hospital Aide (508569).**

Applications Close:—Friday, 15 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, 40 hours per fortnight, only working weekday evenings.

Location:—Ward 1B South, Royal Hobart Hospital.

Duties:—Clean, maintain and sterilize 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.

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 Judy Voute, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8295, email judith.voute@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

*Oral Health Services (Statewide)*

**Dental Assistant (Employment Register).**

Applications Close:—Sunday, 25 January 2015.

Salary:—\$48,183 – \$51,330 p.a.

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

Register (multiple vacancies).

Location:—Oral Health Services, Statewide.

The Fixed-term and casual employment register allows Dental Assistants to register their interest in being considered for Fixed-term and casual duties in the South, North and North-West regions of Tasmania. To find out more, please contact the relevant register manager:

South: Anita Lindsay, (03) 6214 5485.

North: Vanessa Whiteman, (03) 6336 4125.

North-West: Merril Redpath, (03) 6421 7729.

Desirable Requirements:—Current drivers licence. Satisfactory completion of Certificate 3 in Dental Assisting. Current First Aid Certificate Level 1.

Pre-Employment Checks:—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.

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.

Duties:—Assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control practices. Take a lead role in training, assisting and orientating less experienced staff.

Enquiries to Anita Lindsay, Senior Dental Assistant, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 62145485, email [anita.lindsay@dhhs.tas.gov.au](mailto:anita.lindsay@dhhs.tas.gov.au) or Vanessa Whiteman, Senior Dental Assistant, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 4125, email [vanessa.whiteman@dhhs.tas.gov.au](mailto:vanessa.whiteman@dhhs.tas.gov.au) or Merril Redpath, Senior Dental Assistant, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6421 7729, email [merril.redpath@dhhs.tas.gov.au](mailto:merril.redpath@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

*Women and Children Services*

**Hospital Aide (509935).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$42,625 – \$43,601 p.a.

Health and Human Services (Tasmanian State Service)

Award, Health Services Officer, Level 3.

Permanent full-time day work.

Location:—Royal Hobart Hospital, Paediatric Unit, Liverpool Street, Hobart.

Duties:—Demonstrated knowledge of the standards required to prevent infection and the ability to communicate effectively with hospital staff and public. Ability and willingness to work as part of a team in promoting a harmonious work environment and to monitor ward/unit stock and stores, ordering when appropriate.

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 Janine Sawford, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8332, email [janine.sawford@dhhs.tas.gov.au](mailto:janine.sawford@dhhs.tas.gov.au).

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

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INTEGRITY COMMISSION

**Misconduct Prevention (Research and Education) Officer (356204).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Undertake research, analysis and development of solutions, proposals or recommendations in relation to misconduct issues and improved ethical behaviour in public authorities. Prepare, deliver and assess presentations and training on ethical behaviour, misconduct prevention and the role of the Integrity Commission.

Essential Requirements:-

The Head of the State Service has determined that the person nominated for this position must satisfy a pre-employment check in the following areas: 1) Criminal Activity: 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 and crimes involving conspiracy. 2) Disciplinary/managerial action in previous employment. 3) Identification check. 4) Satisfy a stringent security vetting process in accordance with national standards.

Enquiries to Robyn Trigge, Manager Misconduct Prevention Education and Research, Integrity Commission, phone (03) 6216 4483, email [robyn.trigge@integrity.tas.gov.au](mailto:robyn.trigge@integrity.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Integrity Commission, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6233 6809, fax (03) 6233 3254, email

applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Donna Johnston on (03) 6216 4409. 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.

## INFRASTRUCTURE, ENERGY AND RESOURCES

### LAND TRANSPORT SAFETY

#### *Road Safety Operations*

#### Crossing Guards

#### **School Crossing Patrol Officer (7 Vacancies).**

Applications Close:—Friday, 22 March 2013.

Salary:—\$19.62 – \$23.55 per hour.

Tasmanian State Service Award, General Stream, Band 1.

Vacancy No. 902811.

Fixed-term casual as soon as possible to 31 December 2013.

Location:—Kingston Area.

Vacancy No. 902810.

Fixed-term part-time as soon as possible to 31 December 2013 - 7.5 hours per week.

Location:—Kingston Area.

Vacancy No. 902810.

Fixed-term part-time as soon as possible to 31 December 2013 - 7.5 hours per week.

Location:—Moonah Area.

Vacancy No. 904010.

Fixed-term part-time as soon as possible to 31 December 2013 - 7.5 hours per week.

Location:—Trevallyn Area.

Vacancy No. 904010.

Fixed-term part-time as soon as possible to 31 December 2013 - 7.5 hours per week.

Location:—Mowbray Area.

Vacancy No. 903011.

Fixed-term casual as soon as possible to 31 December 2013.

Location:—George Town Area.

Vacancy No. 904011.

Fixed-term casual as soon as possible to 31 December 2013.

Location:—Launceston Area.

Duties:—Responsible for the safe conduct of school children and others at pre-selected crossing points.

Responsible for requiring drivers of vehicles to stop on a road where the School Crossing Patrol Officer is engaged in the duties of protecting children and others crossing to and from a school.

Provide advice to the School Principal when children are crossing the road other than at the selected location, or are not observing instructions, so that corrective measures may be taken.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction check

for: Crimes of violence, Sex related offences, Serious drug offences, Serious Driving Offences and Medical examination covering general health, medical history, vision and hearing.

Desirable Requirements:—Current drivers licence.

Possession of a current First Aid Certificate.

Enquiries to Grant Douglas, Manager Road Safety Operations, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart TAS 7000, phone (03) 6233 5290, email [grant.douglas@dier.tas.gov.au](mailto:grant.douglas@dier.tas.gov.au).

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

## JUSTICE

### SUPREME COURT

#### **Chief Justices Associate (355357).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time 73.50 hours per fortnight. For the period 12 August 2013 until 22 August 2014.

Location:—Hobart/Launceston (To be confirmed).

Applicants are to ensure that a copy of their Resume/CV and a certified copy of their graduate results are attached to their application. Applicants should also note that compulsory leave applies.

Duties:—Co-ordinate proceedings in court and in chambers including conducting pre-trial documentation checks, obtaining authorities, monitoring and recording proceedings, and performing formal procedural roles including empanelling juries, taking pleas, and swearing witnesses. Make proper and accurate records of court proceedings including keeping electronic minutes of proceedings; recording orders, recognisances and bail orders; and criminal calendars.

Essential Requirements:—Graduate in 2013 of the Tasmanian Legal Practice Course at the Centre for Legal Studies, Hobart, or other Practical Legal Training Course approved by the Board of Legal Education, and who expect to be admitted in Tasmania by the end of August 2013.

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 full current driver's licence.

Enquiries to Ann-Marie Nuttall, Executive Support Officer, Judges Chambers, Supreme Court, Department of Justice, phone (03) 6233 2902, email [anmarie.nuttall@justice.tas.gov.au](mailto:anmarie.nuttall@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the

Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Ann-Marie Nuttall on (03) 6233 2902.

The Department prefers electronic submission of applicants, 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

### SUPREME COURT

*Hobart*

#### **Judges Associates (350387, 350404, 354792, 355549).**

Applications Close:—Friday, 15 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 for the period 12 August 2013 until 22 August 2014.

Location:—Hobart.

Vacancies are located in the following Chambers.

350387 - Chambers of Justice Blow.

350404 - Chambers of Justice Tennent.

354972 - Chambers of Justice Porter.

355549 - Chambers of Justice Wood.

Applicants are required to lodge a separate application for each position they wish to be considered for and ensure that a copy of their Resume/CV and a certified copy of their graduate results are attached to their application. Applicants should also note that compulsory leave applies.

Duties:—Co-ordinate proceedings in court and in chambers including conducting pre-trial documentation checks, obtaining authorities, monitoring and recording proceedings, and performing formal procedural roles including empanelling juries, taking pleas, and swearing witnesses. Make proper and accurate records of court proceedings including keeping electronic minutes of proceedings; recording orders, recognisances and bail orders; and criminal calendars.

Essential Requirements:—Graduate in 2013 of the Tasmanian Legal Practice Course at the Centre for Legal Studies, Hobart, or other Practical Legal Training Course approved by the Board of Legal Education, and who expect to be admitted in Tasmania by the end of August 2013.

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 full current driver's licence.

Enquiries to Ann-Marie Nuttall, Executive Support Officer, Judges Chambers, Supreme Court, Department of Justice, phone (03) 6233 2902, email [annmarie.nuttall@justice.tas.gov.au](mailto:annmarie.nuttall@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Ann-Marie Nuttall on (03) 6233 2902.

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

#### **Executive Officer (355597).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.50 hours per fortnight.

Location:—Risdon Prison Complex.

Duties:—Under the direction of the Head of Directors Office, contribute to the research, preparation, implementation and review of Tasmania Prison Service policies, procedures and associated corporate documents. Prepare accurate and concise documents including briefings, conference papers, issues papers and correspondence.

Essential Requirements:—The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—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 Jackie Campbell, Team Leader Policy, Tasmania Prison Service, Department of Justice, phone (03) 6216 8125, email [jackie.campbell@justice.tas.gov.au](mailto:jackie.campbell@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Jackie Campbell on (03) 6216 8125.

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  
*Directorate*

**Project Manager, Finance (356438).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time 73.5 hours per fortnight. Commencing as soon as possible for a period of 12 months.

Location:—Risdon Prison Complex.

Duties:—Develop, implement and monitor the TPS budget to meet organisational goals in accordance with Agency policy and strategic direction. Develop and implement guidelines and policies to ensure compliance with governance in particular taxation legislation, Australian Accounting Standards, relevant Acts and Treasurers Instructions to monitor compliance.

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.

Desirable Requirements:—Certified Practising Accountant.

Enquiries to Brian Edwards, Acting Director of Prisons, Department of Justice, phone (03) 6216 8043, email [brian.edwards@justice.tas.gov.au](mailto:brian.edwards@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Brian Edwards on (03) 6216 8043.

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 attachment 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*

**Project Manager, Organisational Development (355931b).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$102,976 – \$110,919 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Fixed-term full-time 73.50 hours per fortnight commencing as soon as possible for a period of 12 months.

Location:—Risdon Prison.

Duties:—Manage the Organisational Development and Staff Engagement Branch which includes the human, physical and

financial resources and provide leadership and development opportunities to the team. Provide advice and direction to the Tasmanian Prison Service Senior Management Team on aspects of human resources including key workforce planning elements, cultural change issues, workplace health and safety, staff engagement and resourcing for the Tasmania Prison Service.

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.

Desirable Requirements:—A degree or tertiary qualifications in a relevant discipline.

Enquiries to Brian Edwards, Acting Director of Prisons, Department of Justice, phone (03) 6216 8043, email [brian.edwards@justice.tas.gov.au](mailto:brian.edwards@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Brian Edwards on (03) 6216 8043.

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

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

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

*Human Resources Management Branch*

**Human Resources Officer (001952).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—As a member of a team, undertake a diverse range of tasks associated with the efficient delivery of human resource services with a particular focus on the provision of payroll related activities for the Department and client organisations.

Enquiries to Lynette Klug, A/HR Payroll Co-ordinator, Department of Premier and Cabinet, phone (03) 6232 7058, email [Lynette.Klug@dpac.tas.gov.au](mailto:Lynette.Klug@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](mailto:job.application@dpac.tas.gov.au).

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

BIOSECURITY AND PRODUCT INTEGRITY

*Animal Health Laboratory*

**Technical Officer (Fish Pathology) (706974).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Mt Pleasant, Launceston.

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

Duties:—To provide specialised technical support in the delivery of an effective and efficient aquatic diagnostic and investigatory service.

Essential Requirements:—A Diploma in Applied Science, or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

Desirable Requirements:—At least five years experience in the provision of technical support for laboratory or field-based scientific research involving aquatic animals. A current motor vehicle driver's licence. Workplace Level 2 First Aid Certificate.

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 Robyn Campain, phone (03) 6336 5406, email [robyn.campain@dpipwe.tas.gov.au](mailto:robyn.campain@dpipwe.tas.gov.au).

Applications to Robyn Campain, Administrative Assistant, Department of Primary Industries, Parks, Water and Environment, P.O. Box 46, Kings Meadows, Tas, 7249, phone (03) 6336 5406, fax (03) 6336 5374, email [robyn.campain@dpipwe.tas.gov.au](mailto:robyn.campain@dpipwe.tas.gov.au).

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

RESOURCE MANAGEMENT AND CONSERVATION

*Wildlife Management*

**Veterinary Biologist (Save The Tasmanian Devil Program) (706983).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$53,926 – \$87,771 p.a.

Tasmanian State Service Award, Professional Stream, Band 1-2.

Permanent full-time (36.75 hours per week).

Location:—Hobart.

Duties:—To provide the Save the Tasmanian Devil Program with veterinary and biological support for the management and monitoring of Tasmanian devils in the wild, and to the maintenance of the Department's Insurance Population of Tasmanian devils in intensive captive facilities, free range enclosures, landscape isolation projects and island translocations.

Essential Requirements:—A Degree in Veterinary Science relevant to the professional duties to be undertaken as provided by a university or an equivalent qualification enabling eligibility for registration under the Veterinary Surgeons Act 1987.

A current motor vehicle driver's licence.

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

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

Enquiries to Dr Phil Bell, Department of Primary Industries, Parks, Water and Environment, phone (03) 6233 6291, email [Phil.Bell@dpipwe.tas.gov.au](mailto:Phil.Bell@dpipwe.tas.gov.au).

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

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

*Operations and Performance*

Northern Region

**Regional Administration Officer (701292).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time (36.75 hours per week) from as soon as possible until 15 December 2013, or until the return of the substantive occupant, whichever is sooner.

Location:—Prospect.

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

Duties:—Co-ordinate and manage regional administrative support to ensure timely and effective co-ordination of budget, staffing, purchasing, records, information, reporting and related administrative activities in support of regional operational requirements.

Desirable Requirements:—A current motor vehicle drivers licence.

A Diploma or Certificate IV in Office or Business Administration or equivalent or satisfactory progress towards qualification.

An ability to pass the PWS fire fighter fitness assessment at the 'Moderate' or 'Arduous' level.

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 Anne-Maree Smith, phone (03) 6336 5308, email [anne-maree.smith@parks.tas.gov.au](mailto:anne-maree.smith@parks.tas.gov.au).

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

PORT ARTHUR HISTORIC SITE MANAGEMENT  
AUTHORITY

CONSERVATION AND INFRASTRUCTURE

**Resource Centre Officer (0213).**

Applications Close:—Monday, 18 March 2013.

Salary:—\$47,823 – \$51,998 p.a.

Port Arthur Historic Site Management Authority Award, General Stream, Band 2.

Permanent full-time but part-time hours may be negotiated.

Location:—Port Arthur.

Duties:—To assist with the effective and efficient operation of the Port Arthur Historic Site Management Authority's Resource Centre by undertaking general library, administrative and research duties and related tasks.

Enquiries to Susan Hood, Resource Centre Manager, Port Arthur Historic Site Management Authority, phone (03) 6251 2324, email [susan.hood@portarthur.org.au](mailto:susan.hood@portarthur.org.au).

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, Port Arthur 7182, phone (03) 6251 2357, fax (03) 62512322, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

PUBLIC TRUSTEE

**Client Account Manager (790223).**

Applications Close:—Friday, 15 March 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Launceston.

Duties:—The Client Account Manager will provide effective management of a basic estate and trust administration caseload in accordance with relevant legislation, procedural guidelines

and client instructions while exercising a formal discretion in relation to the management of these estates and trusts.

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

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

Desirable Requirements:—Candidates should have an understanding of, or experience in the trustee industry or an associated industry, or the ability to acquire such knowledge quickly. The successful applicant will have the ability to work effectively either individually and as part of a team, well developed communication and interpersonal skills including the ability to deal with a wide range of people in a sensitive and confidential manner, and the ability to promote excellent client service through identifying and understanding client needs, and building effective relationships.

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

Enquiries to Patsy Marshall, Northern Branch Manager, Public Trustee, G.P.O. BOX 414, Launceston, Tas, 7250, phone 6335 3410, email [pmarshall@publictrustee.tas.gov.au](mailto:pmarshall@publictrustee.tas.gov.au).

Applications to Karyne Johns, Human Resources Officer, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone 6235 5241, email [kjohns@publictrustee.tas.gov.au](mailto:kjohns@publictrustee.tas.gov.au).

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



## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Finance Support Officer	J. White	1 month	15.02.13
Health & Human Services & Tasmanian Health Organisations	Medical Typist	J. Preshaw	6 months	22.02.13
Health & Human Services & Tasmanian Health Organisations	Operations Coordinator	G. Kleehammer-Bent	6 months	28.02.13
Health & Human Services & Tasmanian Health Organisations	Medical Typist	R. Briggs	6 months	22.02.13
Health & Human Services & Tasmanian Health Organisations	Ward Clerk	R. Harris	6 months	21.08.13
Health & Human Services & Tasmanian Health Organisations	Allied Health Assitant	T. Monaghan	6 months	04.03.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse Grade 3	L. Meffre	6 months	21.02.13
Health & Human Services & Tasmanian Health Organisations	Medical Typist	C. Tremayne	6 months	22.02.13
Health & Human Services & Tasmanian Health Organisations	Clozapine Clinic Nurse	W. Milsom	Nil	01.03.13
Health & Human Services & Tasmanian Health Organisations	Medical Typist	G. Geeves	6 months	22.02.13
Premier & Cabinet	Policy Analyst	M. Mastalerz	6 months	25.02.13
Primary Industries, Parks, Water & Environment	Hydrologist, 000204	K. Adams	6 months	04.03.13
Treasury & Finance	IT Infrastructure Project Manager	M. Holding	6 months	25.02.13
Treasury & Finance	Compliance Inspector	S. Smith	6 months	06.03.13

### *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>
Port Arthur Historic Site Management Authority	Visitor Services Assistant - CFFHS	T. Wouters	24 months	18.02.13
Port Arthur Historic Site Management Authority	Front of House and Functions Supervisor	C. Reid	24 months	18.02.13

### *Appointment of Officers*

<i>Agency</i>	<i>Officers Name</i>	<i>Duties Assigned</i>	<i>Date of Appointment</i>	<i>Duration</i>
Health & Human Services & Tasmanian Health Organisations	N. Caswell	Chief Radiation Oncology Physicist	04.03.13	5 Years

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Premier & Cabinet	K. Bevis	Team Leader Integrated Communications	22.02.13

*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	Senior Pharmacist	J. Taylor	22.02.13
Health & Human Services & Tasmanian Health Organisations	Physiotherapist	B. Smith	01.03.13
Health & Human Services & Tasmanian Health Organisations	Senior Dietitian	R. Milad	04.02.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	L. Barrett	01.03.13
Health & Human Services & Tasmanian Health Organisations	Cleaner	P. Blizzard	01.03.13
Health & Human Services & Tasmanian Health Organisations	Utility Officer	K. Wilton	01.03.13
Health & Human Services & Tasmanian Health Organisations	Cook	A. Sattler	18.01.13
Health & Human Services & Tasmanian Health Organisations	Child and Family Health Nurse	H. James	03.09.12
Treasury & Finance	Financial Analyst	H. Lyon	08.03.13
Public Trustee	Client Account Manager	J. Nielsen	28.02.13

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Senior Ranger	M. Garner	13.03.13
Primary Industries, Parks, Water & Environment	Quality Manager	R. Pyrke	13.03.13
Primary Industries, Parks, Water & Environment	Property Officer	K. Phillips	27.02.13



# Our conscience is crystal clear.

## Together we can make a difference.

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

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

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

FSC certification is the "Gold Standard" for eco forestry worldwide, and as a 'Chain of Custody' certificate holder we can now assure our valued customers that selected papers sourced for our operations are from responsibly managed forests.

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

You too can help to protect our environment, by promoting and using FSC products.

For further information please contact Print Applied Technology or visit [www.fscaustralia.org](http://www.fscaustralia.org)



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