



TASMANIAN STATE SERVICE NOTICES

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Tasmanian Government Gazette

Email text copy to

govt.gazette@thepat.com.au

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

State Service Notices

Vacancy, Direct Selection and Staff Movement Notices

The only way to place a State Service vacancy, direct selection and staff movement notices is through the **www.jobs.tas.gov.au** system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a *www.jobs.tas.gov.au* system log on, please contact your Human Resource Manager or the State Service Management Office on telephone (03) 6232 7462 or email: *jobs@dpac.tas.gov.au*

Order Information

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

Deadlines

Government Gazette :—

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

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

Deadlines will be strictly adhered to

Subscription or account enquiries phone (03) 6233 3148.

Gazette and State Service Online

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

EDUCATION

CORPORATE SERVICES

Finance, Facilities and Business Support

Corporate Service Centre

Senior Regional Consultant, South—(2 Vacancies) (965577, 965578).

Applications Close:—Friday, 31 May 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

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

Location:—Business Support Service, South.

Description of the Role:—Support schools and colleges in all aspects of administration and financial management with a focus on those aspects most needing attention at the local level as determined by Learning Services and Corporate business units. This includes the development and implementation of strategies, policies, plans, systems and advice to Principals to assist in effective business support services in the schools.

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 driver's licence.

Enquiries to Phil Dilger, Department of Education, phone (03) 6233 6989, email *phil.dilger@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

FURTHER EDUCATION AND TRAINING

Tasmanian Polytechnic

Workforce Sector Leader South

Teacher (Horticulture), Tasmanian Polytechnic (968305).

Applications Close:—Friday, 31 May 2013.

Salary:—\$55,380 – \$85,867 pro rata, per annum.

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

Fixed-term full-time from as soon as possible to 13 December 2013.

Location:—South.

Description of the Role:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

Essential Requirements:—Relevant post-secondary educational qualification.

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.

Enquiries to Mark Geeves, Department of Education, phone (03) 6232 7366, email *mark.geeves@education.tas.gov.au*.

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Brooks High School

Education Facility Attendant (Kitchen Assistant), Brooks High School (305070).

Applications Close:—Friday, 31 May 2013.

Salary:—\$37,063 – \$56,002 pro rata, per annum.

Education Facility Attendants Salaries and Conditions of Employment, Industrial Agreement 2011.

Permanent part-time up to 70 hours per fortnight. Employment Conditions are 52 weeks per year.

Location:—Brooks High School.

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.

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

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EDUCATION

LEARNING SERVICES

Learning Services (North)

Campbell Town District High School

Advanced Skills Teacher, Campbell Town District High School—RE-ADVERTISED (955064).

Applications Close:—Friday, 31 May 2013.

Salary:—\$93,009 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Campbell Town District High School.



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To find out more, visit us at one of our on-campus Information Evenings:

Hobart – Wednesday 5 June

Burnie – Wednesday 12 June

Launceston – Thursday 13 June

SEMESTER 2
APPLICATION DAY JUNE 19th ✓

utas.edu.au/business | 1300 363 864



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

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

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

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

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

Enquiries to Charlotte Marshall, Department of Education, phone (03) 6343 1000, email charlotte.marshall@education.tas.gov.au.

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Perth Primary School

Education Facility Attendant, Perth Primary School (952253).

Applications Close:—Friday, 31 May 2013.

Salary:—\$37,063 – \$56,002 pro rata, per annum.

Education Facility Attendants Salaries and Conditions of Employment, Industrial Agreement 2011.

Permanent part-time up to 45 hours per fortnight. Employment Conditions are 52 weeks per year.

Location:—Perth Primary School.

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

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

Enquiries to Leanne Dunn, Department of Education, (03) 6398 2302, email leanne.dunn@education.tas.gov.au.

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Riverside High School

Assistant Principal, Riverside High School (950293).

Applications Close:—Friday, 31 May 2013.

Salary:—\$104,093 p.a.

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

Permanent full-time 70 hours per fortnight, 52 weeks per year.

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

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

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

Enquiries to Christine Males, Department of Education, phone (03) 6327 3969, email christine.males@education.tas.gov.au.

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Summerdale Primary School

School Administration Clerk, Summerdale Primary School (963709).

Applications Close:—Friday, 31 May 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time up to 17 hours per fortnight.
Employment Conditions are 52 weeks per year.

Location:—Summerdale Primary 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 Craig Newman, Department of Education, phone (03) 6344 5333, email craig.newman@education.tas.gov.au.

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

East Devonport Primary School

Teacher Assistant, East Devonport Primary School (2 Vacancies).

Applications Close:—Friday, 31 May 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 965522.

Permanent part-time, 10 hours per fortnight, up to 42 weeks per year.

Location:—East Devonport Primary School.

Vacancy No. 965518.

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

Location:—East Devonport 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 Wendy Brown, Department of Education, phone (03) 6427 8932, email wendy.brown@education.tas.gov.au.

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Parklands High School

Advanced Skills Teacher, Parklands High School (200326).

Applications Close:—Friday, 31 May 2013.

Salary:—\$93,009 p.a.

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

Permanent full-time.

Location:—Parklands 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:—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.

Enquiries to Fiona Heazlewood, Department of Education, phone (03) 6433 0206, email fiona.heazlewood@education.tas.gov.au.

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

School of Special Education, Devonport

Teacher Assistant, School of Special Education Devonport (2 Vacancies).

Applications Close:—Friday, 31 May 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 952033, 952525.

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

Location:—School of Special Education Devonport.

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 Grace Brown, Department of Education, phone (03) 6424 5554, email grace.brown@education.tas.gov.au.

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Yolla District High School

Education Facility Attendant, Yolla District High School (301136).

Applications Close:—Friday, 31 May 2013.

Salary:—\$38,063 – \$43,039 pro rata, per annum.

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

Permanent part-time 16 hours per fortnight.

Location:—Yolla District High 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 Heather Jones, Department of Education, phone (03) 6438 1188, email heather.jones@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)

Clarendon Vale Primary School

Principal, Clarendon Vale Primary School (201585).

Applications Close:—Friday, 31 May 2013.

Salary:—\$117,628 p.a.

Teaching Service (TPS) Award, Principal, Level 2.

Permanent full-time from 8 July 2013.

Location:—Clarendon Vale Primary School.

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

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

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

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

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

Enquiries to Judy Travers, Department of Education, phone (03) 6212 3120, email judy.travers@education.tas.gov.au.

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Howrah Primary School

Principal, Howrah Primary School (201760).

Applications Close:—Friday, 31 May 2013.

Salary:—\$132,215 p.a.

Teaching Service (TPS) Award, Principal, Level 4.

Permanent full-time from 8 July 2013.

Location:—Howrah Primary School.

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

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

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

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

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

Enquiries to Judy Travers, Department of Education, phone (03) 6212 3120, email judy.travers@education.tas.gov.au.

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

Applications to Vacancy and Staffing Services, Department of Education, 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.

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EDUCATION

LEARNING SERVICES

Learning Services (South)

Tasman District School

Principal, Tasman District School (954586).

Applications Close:—Friday, 31 May 2013.

Salary:—\$117,628 p.a.

Teaching Service (TPS) Award, Principal, Level 2.

Permanent full-time from 8 July 2013.

Location:—Tasman District School.

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

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

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

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

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

Enquiries to Judy Travers, Department of Education, phone (03) 6212 3120, email judy.travers@education.tas.gov.au.

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

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

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EDUCATION

LEARNING SERVICES

Learning Services (South)

Westerway Primary School

Principal, Westerway Primary School (203217).

Applications Close:—Friday, 31 May 2013.

Salary:—\$110,335 p.a.

Teaching Service (TPS) Award, Principal, Level 1.

Permanent full-time from 8 July 2013.

Location:—Westerway Primary School.

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

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

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

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

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

Enquiries to Judy Travers, Department of Education, phone (03) 6212 3120, email judy.travers@education.tas.gov.au.

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

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 630, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Collinsvale Primary School

Principal, Collinsvale Primary School (202705).

Applications Close:—Friday, 31 May 2013.

Salary:—\$110,335 p.a.

Teaching Service (TPS) Award, Principal, Level 1.

Permanent full-time from 8 July 2013.

Location:—Collinsvale Primary School.

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

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

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

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

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

Enquiries to Judy Travers, Department of Education, phone (03) 6212 3120, email judy.travers@education.tas.gov.au.

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Lenah Valley Primary School

Principal, Lenah Valley Primary School (204290).

Applications Close:—Friday, 31 May 2013.

Salary:—\$132,215 p.a.

Teaching Service (TPS) Award, Principal, Level 4.

Permanent full-time from 30 September 2013.

Location:—Lenah Valley Primary School.

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

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

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

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

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

Enquiries to Judy Travers, Department of Education, phone (03) 6212 3120, email judy.travers@education.tas.gov.au.

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

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

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

**Doctors in Training (Registrars) Recruitment Campaign
2014 (Various).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$78,220 – \$110,682 p.a.

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

Fixed-term full-time 12 month program.

Location:—Royal Hobart Hospital, Launceston General Hospital, Tasmanian Health Organisation, North West (North West Regional Hospital and Mersey Community Hospital), Mental Health Services (RHH).

Please Note alternative application closing dates apply for the following positions under this campaign:

Anaesthetics:—Applications close Friday, 28 June 2013.

Pelvic Surgery:—Applications close Friday, 21 June 2013.

We provide greater opportunities for you to work in your preferred speciality. Most registrar posts are accredited for training with the appropriate colleges. Our registrars operate in general streams.

Find out more at www.dhhs.tas.gov.au/drs_in_training.

Royal Hobart Hospital (RHH) StaffLink (03) 6222 6784 or stafflink@dhhs.tas.gov.au.

Launceston General Hospital (LGH).

Medicine, Karen Jackson (03) 6348 7578 or karen.jackson@dhhs.tas.gov.au.

WACS, Anne Brierley (03) 6348 8977 or anne.brierley@dhhs.tas.gov.au.

Surgery, Brenda Lohrey (03) 6348 7599 or brenda.lohrey@dhhs.tas.gov.au.

Anaesthetics, Dan Huon (03) 6348 7576 or dan.huon@dhhs.tas.gov.au.

Tasmanian Health Organisation -North West (NWRH-North West Regional Hospital and MCH-Mersey Community Hospital) Donna Harris (03) 6490 8954 or donna.harris@dhhs.tas.gov.au or Shauna Cole (03) 6490 8966 or shauna.cole@dhhs.tas.gov.au.

Mental Health Service (MHS) Trizia Cangelosi (03) 6230 7811 or trizia.cangelosi@dhhs.tas.gov.au.

Addiction Medicine: Trizia Cangelosi (03) 6230 7811 or trizia.cangelosi@dhhs.tas.gov.au.

For enquiries please contact the relevant hospital contact above.

Essential Requirements:—General or limited registration with the Medical Board of Australia.

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

Royal Hobart Hospital (RHH), StaffLink G.P.O. Box 106IL, Hobart TAS 7001.

Launceston General Hospital (LGH), Recruitment, G.P.O. Box 1963, Launceston TAS 7250.

Tasmanian Health Organisation- North West, Medical Services Unit, P.O. Box 274, Ulverstone TAS 7315.

Mental Health Service (MHS), Recruitment, G.P.O. Box 125, Hobart TAS 7001.

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

**Doctors in Training (RMOs) Recruitment Campaign 2014
(Various).**

Applications Close:—Friday, 19 July 2013.

Salary:—\$64,447 – \$72,652 p.a.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Medical Practitioner in Training, Level 2 (Salary commensurate with qualifications and experience).

Fixed-term full-time 12 month program.

Location:—Royal Hobart Hospital, Launceston General Hospital, Tasmanian Health Organisation- North West (North West Regional Hospital and Mersey Community Hospital).

With each of our hospitals offering unique experiences we provide the ideal settings to build and grow your medical career. Our Resident Medical Officers are streamed into Medicine, Surgery, or General Training. Focus on your areas of interest or keep your options open.

Find out more at www.dhhs.tas.gov.au/drs_in_training.

Royal Hobart Hospital (RHH): StaffLink (03) 6222 6784 or stafflink@dhhs.tas.gov.au.

Launceston General Hospital (LGH): Debbie West (03) 6348 7008 or debbie.west@dhhs.tas.gov.au.

Tasmanian Health Organisation, North West (NWRH-North West Regional Hospital and MCH-Mersey Community Hospital) Donna Harris (03) 6490 8954 or donna.harris@dhhs.tas.gov.au or Shauna Cole (03) 6490 8966 or shauna.cole@dhhs.tas.gov.au.

For enquiries please contact the relevant hospital contact above.

Essential Requirements:—General or limited registration with the Medical Board of Australia and has had a minimum of one years post graduate experience.

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 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 Doctors in Training to:—Royal Hobart Hospital (RHH), StaffLink G.P.O. Box 106IL, Hobart TAS 7001.

Launceston General Hospital (LGH), Recruitment, G.P.O. Box 1963, Launceston TAS 7250.

Tasmanian Health Organisation -North West, Medical Services Unit, P.O. Box 274, Ulverstone TAS 7315.

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

**Administrative Support Officer (513594)(517907)
(2 Vacancies).**

Applications Close:—Friday, 31 May 2013.

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

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

Vacancy No. 513594.

Fixed-term full-time day work (part-time hours may be
considered by negotiation) commencing as soon as
possible for a period of 9 months.

Location:—CYS, Ashley Youth Detention Centre,
Deloraine.

Vacancy No. 517907.

Fixed-term casual day work (as and when required)
commencing As soon as possible for a period of 12
months.

Location:—CYS, Ashley Youth Detention Centre,
Deloraine.

Duties:—Provide a wide range of administrative and clerical
support services in a multi skilled environment to clients,
staff and management to ensure efficient and effective service
delivery.

Selection criteria includes:—Demonstrated ability to work
either individually but predominantly as a member of a team
in a multi skilled environment subject to work pressures and
change.

Demonstrated ability to operate in a technological
environment.

Demonstrated ability to provide an efficient and effective
reception service together with good interpersonal
communication skills, which include 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.

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 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 Julie Hawes, Department of Health and
Human Services and Tasmanian Health Organisations, phone
(03) 6362 2311, email julie.hawes@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

Co-ordinator Business Operations (513589).

Applications Close:—Friday, 31 May 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

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

Location:—CYS, Ashley Youth Detention Centre, Deloraine.

Duties:—Manage and co-ordinate day to day administrative
and business support services in Ashley Youth Detention
Centre, through effective and efficient use of financial, human
and physical resources with particular responsibility for budget/
financial management and related advice to the Centre Manager
to ensure the cost effective provision and utilisation of services.

Work as part of the AYDC Executive Management Team
to achieve the goals and desired outcomes in accordance with
policy, budgetary and human resource goals.

Provide support and assistance for Business Unit wide
activities identified by the Manager of Finance and Business
Support Unit.

Oversee the day-to-day management of the Ashley Youth
Detention Centre administration, catering and stores support
staff.

Selection criteria includes:—High level of management
skills, including a demonstrated ability to manage financial,
human and physical resources and to monitor effectiveness and
efficiency of service delivery.

High level of communication, negotiation and conflict
resolution skills and the judgement and assertiveness necessary
for the appropriate use of consultation and authority with
clients and service providers.

A high level of strategic, conceptual, analytical and creative
skills including an ability to understand the political and social
and organisational environment, to identify relevant issues and
make sound judgement about agency strategies and directions.

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 checks
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 Bill Smith, Department of Health and Human
Services and Tasmanian Health Organisations, phone
(03) 6362 2311, email bill.smith@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

Family Violence Worker-Adult Program, FVCSS, (501713).

Applications Close:—Friday, 31 May 2013.

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

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

Fixed-term part-time day work (53.2 hours per fortnight)
commencing as soon as possible until 16 December 2013.

Location:—Children and Youth Services, Family Violence
Service, North West.

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

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

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

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

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

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

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

Desirable Requirements:—A current drivers licence.

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

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction checks 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 Denise Grieve, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 5477, email denise.grieve@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

Professional Officer, Psychologist (515593).

Applications Close:—Friday, 31 May 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 (45.6 hours per fortnight).

Location:—D,H & CS, Disability and Community Services, North West.

Duties:—Provide specialist habilitation psychological services to people with disabilities in a range of settings within a trans-disciplinary model.

Provide and co-ordinate supportive and specialist educational and consultancy services to Gateway Services, carers, service providers and the wider community.

Initiate and facilitate the establishment and development of services and resources for consumers.

Initiate and develop professional and policy advice on specialist psychological services and related issues for senior and corporate management.

Selection criteria includes:—Relevant post-graduate experience working with people with disabilities and a well developed ability to effectively design and manage specialist programs.

Demonstrated specialist skills in the disability field and contemporary knowledge of the specialist area.

Ability to demonstrate by example, actions and behaviours valued by the community, which enhances the image of people with disabilities.

Ability to design, implement and provide training programs and educational services to carers, service providers and the wider community.

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

Desirable Requirements:—Current Driver's Licence.

Essential Requirements:—Registered with the Psychology Board of Australia and endorsed to practice in the approved area of practice of clinical psychologist.

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 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 Charley Hodgson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 4103, email charley.hodgson@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 (515654).

Applications Close:—Friday, 31 May 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

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

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

Duties:—In cooperation with Statewide, Area and Service Managers develop disability policies and strategies which support the agreed Unit, Group and Agency goals and priorities.

Provide high level policy advice to support the effective and efficient development of disability related programs.

Provide high level consultancy advice, including complex project management, to support on-going policy and program development and implementation for disability programs.

Co-ordinate, support and monitor the implementation of policies, strategies and initiatives. Establish and facilitate linkages at a policy and program level with other Groups, agencies and sectors.

Selection criteria includes:—A good knowledge of the functions of the Unit and Group together with a good knowledge of the operations of the Agency and of other departments relevant to disability policy, programs and services for which the Unit is responsible, or the ability to acquire such knowledge.

A good knowledge of the community sector, issues and governance arrangements, including the service development process in the disability area.

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

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 checks 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 Maggie Aird, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4062, email maggie.aird@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Disability, Housing and Community Services

Housing Tasmania

Quality Assurance Officer, Housing Tasmania (511190).

Applications Close:—Friday, 31 May 2013.

Salary:—\$71,665 – \$74,932 p.a.

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

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

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

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

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

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

Selection criteria includes:—High levels of adaptability and flexibility including an ability to work within an environment subject to pressure, ambiguity and change.

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

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

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

Desirable Requirements:—Relevant tertiary qualifications/industry experience.

Current Driver's Licence.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction checks 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 Note:—All potential applicants are invited to a job information session at Housing Tasmania, 1st floor Reece House, 46 Mount Street, Burnie at 5.30 pm on Tuesday 28 May 2013. This is an ideal opportunity to gain a greater insight into the role and learn more about Housing Tasmania.

Enquiries to Sally Pugsley, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 5089, email sally.pugsley@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) ~~WITHDRAWN.~~

Applications Close:—Friday, 31 May 2013.

Salary:—\$63,591 – \$76,859 p.a.

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

Permanent full-time day work.

Location:—Older persons Community Mental Health Services, Launceston.

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

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

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

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

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

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia and possesses specialist tertiary graduate or postgraduate mental health/psychiatric nursing qualification; or completed a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nursing 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 checks in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Strategic Control, Workforce and Regulation

Education and Training

Project Officer (521357).

Applications Close:—Friday, 31 May 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Under the broad direction of the Manager Strategic Workforce and Education, the Project Officer will: Undertake significant project research, analysis, co-ordination, development and implementation in relation to issues affecting the health and human services workforce in Tasmania including a focus on the allied health workforce. Provide advice and apply expertise with regard to programs and initiatives arising from a variety of sources including the Health Workforce Australia (HWA) Program, National Health Reform Agenda. Consult, research, analyse and prepare complex reports and other associated documentation to support the Education and Training unit.

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, disciplinary action in previous employment check.

Enquiries to Laurell Grubb, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8763, email laurell.grubb@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Strategic Control, Workforce and Regulation

Office of the Chief Information Officer

Principal Project Consultant (2 Vacancies).

Applications Close:—Friday, 31 May 2013.

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

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

Vacancy No. 520813.

Fixed-term full-time day work, commencing as soon as possible to 31 October 2013.

Location:—eCare Services, Hobart.

Vacancy No. 520562.

Permanent full-time day work.

Location:—eCare Services, Hobart.

Duties:—Work in close partnership with Tasmanian Health Organisations (THOs) and Department of Health and Human Services (DHHS) stakeholders to; Provide leadership, mentoring and support in the provision of best practice project management services including change management and business analysis; Manage a range of information technology related projects; Identify and understand business issues and challenges and specify solutions that will deliver measurable benefits in line with the eCare strategy; Manage and drive the delivery of solutions to complex issues/requirements into the live environment working through vendors and commissioning with the impacted departments, IT Services and other potential service providers; Ensure the effective transition and management of initiatives, changes and/or solutions into 'live' operations.

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 Warren Lewis, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 5978, email warren.lewis@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

**Clinical Co-ordinator, John L Grove Rehabilitation Unit
(521355).**

Applications Close:—Friday, 31 May 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 day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—John L Grove Rehabilitation Unit.

Duties:—In conjunction with the Inter-professional Team co-ordinates the day to day patient care activities of the John L Grove Rehabilitation Unit, including identifying and implementing the processes for admission, transfers and discharge of John L Grove Rehabilitation Unit patients.

Desirable Requirements:—Relevant post graduate qualification.

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 Lee Wallace, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7671, email lee.wallace@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Clinical Co-ordinator (4 Vacancies)

Applications Close:—Friday, 31 May 2013.

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

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

Vacancy No. 521277.

Permanent part-time shift work (fully rotational) working 72 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Acute Medical Unit, Launceston General Hospital, Charles Street, Launceston.

Vacancy No. 521278.

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

Location:—Acute Medical Unit, Launceston General Hospital, Charles Street, Launceston.

Vacancy No. 521279.

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

Location:—Acute Medical Unit, Launceston General Hospital, Charles Street, Launceston.

Vacancy No. 521280.

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

Location:—Acute Medical Unit, Launceston General Hospital, Charles Street, Launceston.

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

Desirable Requirements:—Relevant post graduate qualification.

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 Lorinda Upton-Greer, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7875, email lorinda.upton@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Primary Health Services North

Registered Nurse (506650).

Applications Close:—Friday, 31 May 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 (set rotational) working 44 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Beaconsfield District Health Services.

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

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

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 Julie Kingston, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6383 6200, email julie.kingston@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Primary Health Services North

Registered Nurse (Relief), Casual (504180).

Applications Close:—Friday, 31 May 2013.

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

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

Fixed-term casual shift work (fully rotational), as and when required, commencing 16 June 2013 to 15 June 2015.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

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

Duties:—The Registered Nurse position 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 Elizabeth Gibb, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6352 5522, email elizabeth.gibb@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

General Manager THO NW (Mental Health Services) (519140).

Applications Close:—Friday, 7 June 2013.

Salary:—\$121,319 – \$139,517 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 9.

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

Location:—Parkside.

Duties:—Three Tasmanian Health Organisations (THOs) have been established under the national health reforms to provide hospital, primary and community health services to Tasmanians. They are governed by the Tasmanian Health Organisations Act 2011, each responsible for delivering integrated services that maintain and improve the health and wellbeing of Tasmanians. The THOs have a clear responsibility and accountability for governing and delivering high quality, efficient and integrated healthcare services in their area, through the public hospital system and primary and community health services (including mental health and oral health services).

This new and critically important position is responsible for leading a large team of committed professionals to deliver integrated Mental Health Services within the THO-North West by linking services to improve access to the population. The General Manager will drive the connectivity of patient pathways for the new Tasmanian Health Organisation, North West.

Reporting to the Chief Executive Officer and as part of the Executive Team, the General Manager will manage the daily operations of the Mental Health Service and be accountable for the performance of the programs against a range of key result areas, including service delivery, financial, human resources, information and asset management. As part of this, the General Manager will be expected to build and maintain excellent working relationships with a range of clinical and non-clinical professionals as well as a range of stakeholder groups.

To be considered for this complex but exciting vacancy, you will have proven skills and experience working in a health or government sector organisation and a sound understanding and appreciation of program management, ideally in Mental Health. Whilst there is a strategic component to the role, the initial focus will be to drive transformation change and as such you will enjoy engaging with people and being hands-on where required. You will relish the challenge of improving patient outcomes through operational efficiency and by driving and inspiring teams to higher performance.

To be successful in this challenging position you will be a self-starter, with drive and energy that inspires others into action. You will be collaborative and consultative yet decisive, and value transparency and accountability. Naturally, you will be a skilled communicator, adept at managing change and negotiating with often competing stakeholder agendas. In return you will be rewarded with the opportunity to showcase your skills in a sector under the spotlight, work with a highly supportive CEO and range of skilled professionals and position yourself for a successful career path.

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

For further information please contact Michael Holdway from Searchlight Group on (03) 9600 1137, or email a covering letter and resume to Michael@searchlightgroup.com.au.

HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Manager, Medical Services Unit (519090).

Applications Close:—Friday, 31 May 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

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

Location:—Ulverstone Executive Offices.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Manager to take up the position of Manager, Medical Services Unit, to provided high-level medical staffing and recruitment advice and takes responsibility for effectively facilitating and implementing a range of initiatives within the operational units. This management position provides strong leadership, innovative strategic direction, and clear operational management for the Medical Services Unit.

The position builds and maintains relationships with the Chief Executive Officer, the Director Medical Services, General Managers, Clinical Directors and medical staff to support consistent delivery of medical services across THO, North West.

Do you have?

Extensive understanding of the Medical Career Structures.

Ability to create and maintain relationships with key stakeholders.

Recent Management experience.

A consultative leadership style that compliments an efficient management style.

Ability to manage budgets, rosters, KPI's and commitment to quality management.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Rachel Hoyt on 6490 8960 or email Rachel.hoyt@dhhs.tas.gov.au.

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

Essential Requirements:—Nil.

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

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

Administrative Support Officer (521178).

Applications Close:—Friday, 31 May 2013.

Salary:—\$53,203 – \$57,913 p.a.

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

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

Location:—North West Regional Hospital.

Duties:—Do you have fantastic organisation skills? Are you ready for a challenge that will keep you on your toes?

The Tasmanian Health Organisation, North West (THO-NW) is seeking to appoint a highly motivated Administrative Support Officer to join our Medical Administration Team.

As a member of the operational team, the Administrative Assistant is responsible for the provision of administrative and clerical support to Clinical Directors and Clinical Leaders.

Working under minimal supervision but overall direction and guidance is established through a close working relationship via a dual reporting line. The successful candidate will be responsible for providing extensive administration support to Clinical Directors and Clinical Leaders. Their ability to handle on a day to day basis, the provision of an effective service ensuring prompt, sensitive and confidential handling of all enquiries will be essential for a successful application.

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 in liaising with internal and external clients, achieving a high level of stakeholder satisfaction.

The position will be predominately based at the North West Regional Hospital, however subject to change. Travel between sites may be required.

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 Donna Harris, on (03) 6490 8954 or email: donna.harris@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

**Clinical Nurse Consultant, McGrath Breast Care Nurse
(521386).**

Applications Close:—Friday, 31 May 2013.

Salary:—\$81,689 – \$87,328 p.a.

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

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

Location:—North West Regional Hospital.

Who are we?

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

Who are we looking for?

The focus of the Breast Care Nurse position funded by the McGrath Foundation is to improve the quality and continuity of care and support provided to clients diagnosed with breast cancer across the continuum of care.

We are seeking a motivated and experienced Registered Nurse looking to bring their existing skills and knowledge to this exciting new position, in which you will provide a pivotal contact point for continuity of care for people diagnosed with breast cancer.

Reporting to the Co-Director of Nursing, this role encompasses a wide range of responsibilities, from ensuring exceptional clinical care is provided to each patient, providing information and support while acting as a breast cancer resource, and promoting multidisciplinary care as key aspects of this exciting opportunity.

Do you have?

Current Nursing and Midwifery Board Australia (AHPRA) registration.

Extensive post registration experience in either surgical or medical oncology with experience and breast care nursing highly desirable.

Demonstrated ability to work in and with a multidisciplinary team.

High level verbal, written, interpersonal, planning and organisational skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Great team environment.

Commitment to professional development.

This is a fantastic opportunity to progress your career, please don't miss out! Call the Co-Director of Nursing Hayley Elmer on 6430 6503 or email hayley.elmer@dhhs.tas.gov.au for a confidential discussion about your application.

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

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

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, 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 Hayley Elmer, Department of Health and Human Services and Tasmanian Health Organisations, phone 6430 6503, email hayley.elmer@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Communication Support Officer (501857).

Applications Close:—Friday, 31 May 2013.

Salary:—\$53,203 – \$57,913 p.a.

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

Fixed-term casual working as and when required.

Location:—North West Regional Hospital.

Duties:—The Tasmanian Health Organisation, North West is seeking enthusiastic and professional individuals for the role of Communications Support Officer located at North West Regional Hospital in Burnie to work in a casual capacity.

We are seeking applicants with highly developed communication, interpersonal and organisational skills. You will work within a multi-skilled environment to provide an efficient, effective, confidential and courteous service through the Switchboard, Main Reception and Department of Emergency Medicine Reception.

In this role you will be required to work shift work including nights and weekend.

The primary duties of this role are to control and direct all telephone calls, provide a front line reception services, answer all patient, staff and public enquiries and refer enquiries to the correct departmental personnel. You will assist with general administration duties such as co-ordination of meeting room and government vehicle bookings, receiving and receipting of petty cash. In addition, you may be required to interview patients and complete relevant administrative procedures related to admission to the Department of Emergency Medicine.

The successful applicant will have demonstrated skills in the use of programs within Microsoft Office and thorough knowledge of and skills relevant to communication network information and support services. You will exhibit the knowledge of or capacity to acquire knowledge of hospital procedures relating to emergencies and various codes of practice.

Demonstrated capacity to use initiative and problems solving skills to communicate effectively at all levels and handle sensitive situations with diplomacy and confidentiality are key attributes required to successfully fulfil this role.

For more information or to discuss your career in hospital administration opportunity today, please contact Andrew Groves on 6430 6615/0419 973 006 or email andrew.groves@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

Customer Service Officer (501827).

Applications Close:—Friday, 31 May 2013.

Salary:—\$47,265 – \$51,332 p.a.

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

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

Location:—North West Regional Hospital.

Duties:—The Tasmanian Health Organisation, North West (THO-North West) is seeking to recruit enthusiastic and motivated individuals with excellent communication and interpersonal skills to join the Medical Records Department.

As THO-North West transitions to the use of the new and exciting Digital Medical Record (DMR) your primary responsibility will be the day to day entry of information into the scanned medical records. You will also be responsible for the provision of a customer focused telephone and general reception service to the Medical Records Department.

An important aspect of this role is the ability to be flexible and work autonomously to maintain an effective and timely service. Attention to detail will be an indispensable attribute to successfully fulfil this role, as a key component of your duties will be retrieving data from the patient information management system, entering data accurately into the patient information system, maintaining patients' medical records and retrieving and filing documentation. Your ability to maintain a high level of confidentiality in your day to day dealings with patient details and personal medical records is invaluable.

The successful applicants will have demonstrated knowledge of administration procedures within the healthcare and hospital system as well as application of skills in the use of electronic information systems and the Microsoft suite.

Rotation through a number of varied roles within the Medical Records Departments at the North West Regional Hospital and Mersey Community Hospital will be required to fulfil this role.

For more information or to discuss your application today please contact James Emmerton on 6430 6527 or email james.emmerton@dhhs.tas.gov.au.

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

Enquiries to James Emmerton, Department of Health and Human Services and Tasmanian Health Organisations, phone 6430 6527, email james.emmerton@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Rehabilitation Services Senior Physiotherapist (520092).

Applications Close:—Friday, 7 June 2013.

Salary:—\$76,505 – \$87,754 p.a.

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

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

Location:—North West Regional Hospital.

Duties:—Tasmanian Health Organisation-North West is seeking to recruit a Senior Physiotherapist who is passionate, motivated and enjoys working collaboratively with a team of health professionals in what can be a demanding and fast paced environment.

The role will co-ordinate and provide experience and leadership to the Physiotherapy Rehabilitation team at North West Regional Hospital and across the region as well as providing a consultancy service to other physiotherapy staff in the area of rehabilitation. Within the dynamic multidisciplinary Rehabilitation Services team, the role will help direct clinical delivery, provide leadership and direction, set standards, evaluate performance and interpret policy applicable to Physiotherapy within the Rehabilitation Service.

Your excellent communication and interpersonal skills will ensure that patients, their families and other health clinicians, are kept informed and respond appropriately for the benefit of the patient.

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

We offer a welcoming work environment, excellent remuneration and superannuation and access to salary packaging. This excellent career opportunity is located on Tasmania's North West coast, the clean air, mild climate, beautiful beaches and casual lifestyle make it a fantastic and unique place to live and work. To discuss your application and learn more about this career opportunity, please contact Noel McRoberts on (03) 6430 6608 or email noel.mcroberts@dhhs.tas.gov.au.

In order to be considered for this position it is a requirement that you have current AHPRA Registration and you have addressed the selection criteria.

Desirable Requirements:—Achievement of, working towards and/or a commitment to, obtaining a post graduate qualification in rehabilitation or a related area will be highly regarded.

Current Driver's Licence.

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

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion 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 Noel McRoberts, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6608, mobile 0418638301, email 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

TASMANIAN HEALTH ORGANISATION, SOUTH

Group Manager, Corporate Services (521030).

Applications Close:—Friday, 7 June 2013.

Salary:—\$121,319 – \$139,517 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 9.

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

Location:—Office of the Chief Executive Officer, Tasmanian Health Organisation, South.

Please note: The salary quoted above does not include superannuation or leave loading, which will bring the total package to approximately \$150K.

In the role of Group Manager Corporate Services you will apply high-level specialist expertise across the Corporate Services Group within the Tasmanian Health Organisation, South. You will provide the Chief Executive Officer with high quality and authoritative support and advice at the highest level.

As a member of the Executive you are expected to provide a high-level of strategic leadership and direction, ensuring resources are effectively utilised, and the highest standards of service delivery are achieved in accordance with policy directions, services standards and financial performance targets.

Your duties also include provision of professional leadership and monitoring for departmental heads within the Corporate Services Group, as well as leading and providing high level support for a range of change management activities throughout the THO, South that assist with the RHH Redevelopment and improve existing services.

The successful candidate will develop highly effective and productive relationships and manage networks with a broad range of stakeholders across program areas including departmental heads, specialists and other staff, and undertake a lead role in effective and productive liaison and negotiation with health services unions.

Essential Requirements:—Appropriate professional and/or tertiary qualifications for example in business and/or hospital administration. Extensive experience and/or qualifications in health management.

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

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

Desirable Requirements:—Preferably would have experience working in a tertiary or large secondary hospital or health service.

Enquiries to Trish Spence, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7106, email trish.spence@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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INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

Information Management

ICT Support Officer (370985).

Applications Close:—Friday, 31 May 2013.

Salary:—\$47,823 – \$70,007 p.a.

Tasmanian State Service Award, ICT, Level 1, Technician.

Permanent full-time.

Location:—Hobart.

Duties:—Provide a full range of customer support services covering all aspects of ICT as required to support the departments PC desktop environment and peripherals. Services are to cover the managed operating environment and specialised equipment where installed.

Formulate and document operational procedures to support an ICT support service environment.

Provide assistance to server administrators in administering and maintaining servers and networked infrastructure.

Assist with the research and delivery of new technologies for the department's ICT infrastructure and provide technical support to projects that have an ICT component.

Undertake various project tasks including the development and maintenance of project documentation in addition to ensuring the timely delivery of project outputs.

Desirable Requirements:—A degree in Information Technology or related qualifications from a tertiary institution.

Accreditation in support and administration of Sun Unix and Microsoft Windows servers and at least two years experience in support of that environment.

A current drivers licence.

Enquiries to Chaz Redman, Team Leader, ICT Desktop Services, Department of Infrastructure, Energy and Resources, 10 Murray St Hobart, phone (03)6233 5696, email chaz.redman@dier.tas.gov.au.

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

JUSTICE

OFFICE OF THE ANTI-DISCRIMINATION COMMISSIONER

Executive Officer (WITHDRAWN) (355021).

Applications Close:—Friday, 31 May 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 2
Fixed-term full-time 73.5 hours per fortnight up to 30 June 2014.

Location:—Hobart.

Duties:—Manage the Office of the Anti-Discrimination Commissioner, including the supervision of administrative staff and the management of resources. Prepare and contribute to annual reports, budgets, business plans and strategic plans, and oversee their compilation and production. Develop and maintain the Office's website.

Enquiries to Katrina Warburton, Executive Officer, OADC, Department of Justice, phone (03) 6216 4431, email katrina.warburton@justice.tas.gov.au.

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

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

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

Stores Officer (355460).

Applications Close:—Friday, 31 May 2013.

Salary:—\$47,823 – \$51,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

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

Location:—Risdon.

Duties:—Perform tasks associated with the purchase of goods and services for the Tasmania Prison Service, including communication and liaison with clients and suppliers. Assist with the receipt, checking and storage of goods.

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 Gaylene Mander, Acting Senior Stores Officer, TPS, Department of Justice, phone (03) 6216 8063, email gaylene.mander@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Gaylene Mander on (03) 6216 8063.

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

TPS Corporate Services

Prison Administration Clerk (355026).

Applications Close:—Friday, 31 May 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time Working 73.50 hours per fortnight, for a 6 month period.

Location:—Risdon.

Duties:—Operate electronic and manual filing systems for inmate, administration and parole records. Maintain electronic and manual records management systems. Perform records functions including document collation and distribution of inmate statistics, notification of new and released inmates to relevant parties and filing of prison records.

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 Sally O'Neal, Senior Records Management Officer, TPS, Department of Justice, phone (03) 6216 8096, email sally.oneal@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Sally O'Neal on (03) 6216 8096.

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

TASMANIAN PLANNING COMMISSION

Executive Assistant (355835).

Applications Close:—Friday, 31 May 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time Working 73.5 hours per fortnight for a period of 12 months.

Location:—Hobart.

Duties:—Provide clerical and administrative support to the Senior Planning Consultants, Executive Commissioner, other TPC staff and the Commission including the preparation of reports and correspondence of a confidential nature. Provide a first point of contact and advisory service to planning authorities and the general public as required, ensuring sensitive and confidential handling of enquiries.

Enquiries to Pam Scott, Director Assessments, TPC, Department of Justice, phone (03) 6233 2506, email pam.scott@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Julie Cullen on (03) 6233 2998.

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.

MACQUARIE POINT DEVELOPMENT CORPORATION

Manager, Strategic Communications (251006).

Applications Close:—Friday, 31 May 2013.

Salary:—\$102,976 – \$110,919 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—Provide strategic advice to the Chief Executive Officer (CEO) and Board in the areas of communication, incident management, marketing and stakeholder relations. Lead and manage the Corporation's multi-faceted information, marketing and communications programs to promote awareness of the Corporation and its activities, and deliver an accurate, proactive and timely response to media issues that relate to the Corporation.

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

Enquiries to Elizabeth Jack, CEO, Macquarie Point Development Corporation, phone (03) 6233 9026, email liz@macquariepoint.com.

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

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

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

North West Region

Clerical Officer North West Region (521176).

Applications Close:—Monday, 3 June 2013.

Salary:—\$50,692 – \$55,118 p.a.

Tasmanian State Service Award, TFS General Stream, Band 2.

Permanent full-time.

Location:—Burnie.

Duties:—To provide clerical and reception services that contribute to the delivery of an efficient and effective service to Tasmania Fire Service (TFS) business units within the North West Region and the general public.

Desirable Requirements:—Certificate III in Business or equivalent qualification or progress towards attaining this qualification.

Knowledge of Microsoft Office applications a distinct advantage.

A current Driver's Licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Jeff Harper on (03) 6434 6720 or from www.jobs.tas.gov.au.

Enquiries to Jeff Harper on (03) 6434 6720 or 0407 099 689.

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

PREMIER AND CABINET CORPORATE SERVICES FUNCTION

Graduate Research Officer (W17 AWN) (001965).

Applications Close:—Friday, 31 May 2013.

Salary:—\$53,926 – \$64,000 p.a.

Tasmanian State Service Award, Graduate.

Fixed-term full-time (up to 2 years).

Location:—Hobart.

Duties:—Participate in the Graduate Development Program, which will include undertaking rotations in up to four business units.

Assist in the research, analysis and development of policy issues across government. This work will involve problem solving, analysis of complex issues, investigation and research into policy issues and liaison with agencies and other stakeholders on the broad range of issues.

Essential Requirements:—A diploma or tertiary qualification in a relevant discipline.

Enquiries to Louise Mills, Deputy Director, Corporate Services, Department of Premier and Cabinet, phone (03) 6270 5479, email louise.mills@dpac.tas.gov.au.

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

PREMIER AND CABINET

TMD

Program Management

Technology Connect Services Team Leader (RE-ADVERTISED) (001040).

Applications Close:—Friday, 31 May 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—1. Lead the team by developing a client-focused service delivery culture, co-ordinating team activities with team members and other team leaders and day-to-day monitoring team workload to ensure agreed business service levels are met.

2. Ensuring appropriate skills and resources are available including: determining skills needs, determining resource requirements, ensuring appropriate service coverage, ensuring appropriate work distribution, developing individual work plans and, production of a weekly whole-of-team on-call roster.

3. Performance management direct reports including the setting of individual and team objectives with regular measurement, review and feedback.

4. Incident and Problem Management: ensure the incident and escalation policy and procedures are followed with particular attention to meeting agreed (with the client) service levels. Ensure the problem management policy and procedures are followed, ie formal investigation, escalation and resolution of recurring incidents.

5. Change and Release Management: ensure changes to the production infrastructure and systems follow the release and change process and appoint a change co-ordinator for all changes and releases.

Desirable Requirements:—Tertiary qualifications in Computer Science, Information Technology or a related field.

- ITIL Foundation or equivalent qualification.
- Experience in service delivery team management supporting enterprise infrastructure and systems.
- Experience in a team leadership role within an Information, Communications and Technology (ICT) organisation.

Enquiries to Craig Pitt, Technology Team Leader, TMD, Department of Premier and Cabinet, phone (03) 6270 5533, email craig.pitt@dpac.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

North-West Region

Field Officer (707016).

Applications Close:—Friday, 31 May 2013.

Salary:—\$47,823 – \$51,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time working a roster of 5 days on, 2 days off, 8 hours per day.

Location:—Within the North West Region, initially located at Queenstown.

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

Duties:—Implement the Field Centre operational plans, carry out works to maintain field centre infrastructure and facilities for the conservation and sustainable use of natural and cultural resources.

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

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

Enquiries to Jamie Cooper, phone 0419 355 916, email Jamie.Cooper@parks.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

North-West Region

Information/Education Officer (705895).

Applications Close:—Friday, 31 May 2013.

Salary:—\$37,511 – \$46,233 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time (40 hours per fortnight) for 24 months.

Location:—within the North West Region, initially located at Highfield Historic Site, Stanley.

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

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

Duties:—Provide site specific information to visitors, basic administrative duties associated with the enterprise, general cleaning and presentation of site amenities and infrastructure.

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

Desirable Requirements:—A current motor vehicle drivers licence. A current First Aid certificate or capacity to obtain.

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 Lesa Scott, phone (03) 6458 1100, email Lesa.Scott@parks.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

North-West Region

Ranger (707017).

Applications Close:—Friday, 31 May 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time working a roster of 10 days on, 4 days off, 8 hours per day.

Location:—Within the North West Region, initially located at Strahan.

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

A percentage salary loading may be payable in addition to the annual award salary for those employees who are authorised to undertake work on weekends, public holidays, outside normal working hours and for performing first aid duties.

Duties:—Implement the Field Centre operation plans, carry out works programs and projects to achieve the conservation and sustainable use of natural and cultural resources.

Essential Requirements:—A Workplace Level 2 First Aid Certificate.

Desirable Requirements:—Certificate III in Conservation and Land Management or equivalent qualifications.

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 Jamie Cooper, phone 0419 355 916, email Jamie.Cooper@parks.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

North-West Region

Ranger (Overland Track) (706831).

Applications Close:—Friday, 31 May 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time working a roster of 10 days on, 4 days off, 8 hours per day.

Location:—within the North-West Region, initially located at Cradle Mt/Lake St Clair.

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

A percentage salary loading may be payable in addition to the annual award salary for those employees who are authorised to undertake work on weekends, public holidays, outside normal working hours and for performing first aid duties.

Applicants should note that while this vacancy has been advertised as full-time, DPIPWE may be prepared to negotiate a part-time arrangement with the successful applicant.

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

Relocation expenses may be considered for an employee appointed to this position, however this is subject to approval.

Duties:—In accordance with the Overland Track Business Plan, implement the Overland Track operational plans and carry out work programs and projects to achieve the conservation and sustainable use of the Overland Track, natural and cultural resources.

Essential Requirements:—A Workplace Level 2 First Aid Certificate.

Desirable Requirements:—Certificate III in Conservation and Land Management or equivalent qualifications. Building Trade Qualifications. 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 Eddie Firth, phone (03) 6492 1133, email Eddie.Firth@parks.tas.gov.au.

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

PUBLIC TRUSTEE

TRUSTEE SERVICES

Client Account Manager (791214).

Applications Close:—Friday, 31 May 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

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 or 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 website.

Enquiries to Philip Heaton, Manager, Personal Services Team, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6235 5210, email pheaton@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.

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.

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Budget Management Branch

Assistant Director (724292).

Applications Close:—Friday, 7 June 2013.

Salary:—\$102,976 – \$110,919 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—The Assistant Director will support the Director Budget Management Branch by providing high-level advice to Government on:—the development, monitoring and management of the State Budget; the provision of agency services and the financial performance of government agencies and budgetary and financial issues and reforms as they arise.

In the context of the selection criteria, to be successful in the position applicants will have:—high level financial skills including knowledge of contemporary budget management and the effective analysis of financial information; strong strategic capacity and whole-of-government focus; demonstrated ability to understand complex issues and identify possible solutions and high-level verbal and written communications skills.

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

Enquiries to David Bailey, Director, Budget Management Branch, Department of Treasury and Finance, phone (03) 6233 3484, email david.bailey@treasury.tas.gov.au.

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

Promotion without Advertising

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS.

IT is my intention to request the Head of the State Service to exercise discretion to not advertise the following duties in accordance with section 40 (2) of the State Service Act 2000 and to promote the following permanent employee —.

E. Kelly

to perform the duties of Administrative Assistant 507835, General Stream, Band 2.

Duties:—Provide efficient and effective administrative and clerical support relating to the provision of Environmental Services which includes cleaning, waste management and linen services. Co-ordinate staff time sheets and leave applications, ensuring accuracy prior to submitting to the Manager Environmental Services for approval. Undertake data entry and maintain the integrity of data bases and spreadsheets as required for administrative or quality improvement purposes; including staff work sheets, applications for leave and uniform and linen data. Prepare requisitions for staff uniforms. Prepare routine correspondence using computer based applications. Provide a telephone reception service and deal with routine matters and enquiries.

Pre-employment Checks: The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted: Conviction checks in the following areas: Crimes of Violence, Sex Related Offences, Serious Drug Offences, Crimes involving dishonesty. Identification check and Disciplinary action in previous employment check.

State Service employees aggrieved by this intention may make application to the Tasmanian Industrial Commission for a review under section 50(1)(a) of the State Service Act 2000. Applications for review are to be lodged with the Tasmanian Industrial Commission within 14 days of the publication date of this Gazette.

Jane Holden A/CEO, Tasmanian Health Organisation, South.

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	Home Help Personal Carer	A. Boulton	6 months	28.05.13
Health & Human Services & Tasmanian Health Organisations	Finance Support Officer	A. Willis	6 months	22.05.13
Health & Human Services & Tasmanian Health Organisations	Dental Therapist	J. Smialek	6 months	06.05.13
Health & Human Services & Tasmanian Health Organisations	Dental Officer	D. Basser	6 months	06.05.13
Health & Human Services & Tasmanian Health Organisations	Occupational Therapist	G. Brotheridge	6 months	03.08.13
Health & Human Services & Tasmanian Health Organisations	Dental Assistant	L. Johnson	6 months	30.04.13
Health & Human Services & Tasmanian Health Organisations	Sonographer	J. Rathorne	6 months	21.05.13
Health & Human Services & Tasmanian Health Organisations	Dental Assistant	M. Gerke	6 months	06.05.13
Health & Human Services & Tasmanian Health Organisations	Social Worker	R. Mueller	6 months	17.06.13
Infrastructure, Energy & Resources	Graduate Policy/Planning Officer	V. Harvey	6 months	06.05.13
Primary Industries, Parks, Water & Environment	Team Leader (Administration & Systems)	J. Mays	6 months	23.05.13
Public Trustee	Client Account Manager	M. Knowles	6 months	13.05.13

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	R. McCulloch	Quality Assurance Officer	13.05.13

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	Radiographer	R. Gillane	16.05.13
Health & Human Services & Tasmanian Health Organisations	Population Health Planning & Evaluation Consultant	D. McCartney	15.05.13
Health & Human Services & Tasmanian Health Organisations	Team Leader	N. Osborne	13.04.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	L. Butterworth	08.05.13
Health & Human Services & Tasmanian Health Organisations	HR Advisor - Human Services	E. Jago	28.03.13
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	B. Nunn	06.05.13
Health & Human Services & Tasmanian Health Organisations	Pharmacist	S. Wirasinha	10.05.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	H. Mafungate	05.05.13
Justice	Senior Investigation and Review Officer	R. Castles	17.05.13
Justice	Building Disputes Resolution Officer	G. Anderson	17.05.13

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Speech Pathologist	B. Ibbott	17.05.13

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	M. Elliott	Education	HR Payroll Officer	02.05.13
Health & Human Services & Tasmanian Health Organisations	S. Galloway	Primary Industries, Parks, Water & Environment	Management Officer, Marine Farms	04.05.13
Education	A. Hoyle	Port Arthur Historic Site Management Authority	Resource Centre Officer	13.05.13



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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



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'When your image counts'



The mark of responsible forestry

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