



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
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INCLUDING G.S.T.

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

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, North (965575).

Applications Close:—Friday, 7 June 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, North.

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

CORPORATE SERVICES

Information and Technology Services

Senior IT Support Officer (2 Vacancies).

Applications Close:—Friday, 7 June 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Vacancy No. 964769 and 962692.

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

Location:—75 Campbell Street, Hobart.

Description of the Role:—Undertake customer focused information technology support services in one or more of the following areas:—

- technical support of IT infrastructure including desktop PC equipment and associated information technology peripherals, networking equipment and servers.
- technical support of business applications software and development projects.
- client support.
- provision of supervision, training, and leadership for other IT support staff.

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:—Appropriate post-secondary qualification and/or industry experience relevant to the role. At least two years' experience in the delivery of ICT support and infrastructure services. A current driver's licence. Department of Education ITS Accreditation.

Enquiries to David Briggs, Department of Education, phone (03) 6232 7236, email *david.briggs@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)

Kings Meadows High School

Education Facility Attendant, Kings Meadows High School (2 Vacancies).

Applications Close:—Friday, 7 June 2013.

Salary:—\$38,063 – \$43,039 p.a.

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

Vacancy No. 952511.

Permanent full-time 80 hours per fortnight (afternoon shift 1.30pm-10.00pm).

Location:—Kings Meadows High School.

Vacancy No. 952219.

Permanent full-time 80 hours per fortnight (day shift 7.00am – 3.30pm).

Location:—Kings Meadows High School.

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 Wendy Dalton, Department of Education, phone (03) 6343 1000.

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.



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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



EDUCATION

LEARNING SERVICES

Learning Services (North)

Prospect High School

Education Facility Attendant (Cleaning), Prospect High School (2 Vacancies).

Applications Close:—Friday, 7 June 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.

Vacancy No. 952385.

Permanent part-time up to 16 hours per fortnight. Hours of duty will be from 1:00pm to 10:00pm each Monday.

Location:—Prospect High School.

Vacancy No. 960186.

Permanent part-time up to 33 hours per fortnight. Hours of duty will be negotiated between 3:00pm to 10:00pm daily.

Location:—Prospect High 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 Debbie Chancellor, Department of Education, phone (03) 6344 4744, email debbie.chancellor@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)

Burnie High School

Education Facility Attendant, Burnie High School (300103).

Applications Close:—Friday, 7 June 2013.

Salary:—\$38,063 – \$43,039 p.a.

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

Permanent full-time.

Location:—Burnie 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 Christine Philip, Department of Education, phone (03) 6431 2744, email chris.philip@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)

King Island District High School

Advanced Skills Teacher, King Island District High School (299243).

Applications Close:—Friday, 7 June 2013.

Salary:—\$93,009 p.a.

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

Permanent full-time from 22 July 2013.

Location:—King Island District 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 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 Jerome Pape, Department of Education, phone (03) 6462 1366, email jerome.pape@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)

Glenora District High School

Teacher Assistant, Glenora District High School (965209).

Applications Close:—Friday, 7 June 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time up to 20 hours per fortnight, 40 weeks per year.

Location:—Glenora District High School.

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

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 Phillip Wells, Department of Education, phone (03) 6286 1301, email phillip.wells@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)

Rokeby Primary School

Education Facility Attendant, Rokeby Primary School (957141).

Applications Close:—Friday, 7 June 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 7.2 hours per fortnight.

Location:—Rokeby Primary School.

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

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

Enquiries to Vivienne Clark, Department of Education, phone (03) 6247 8398, email vivienne.clark@education.tas.gov.au.

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

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

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

EDUCATION

LINC TASMANIA

Digital Integration and Support

Hobart LINC

Librarian (L700265).

Applications Close:—Friday, 7 June 2013.

Salary:—\$53,926 – \$87,771 pro rata, per annum.

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

Permanent part-time 36.75 hours per fortnight from As soon as possible.

Location:—91 Murray Street, Hobart.

Description of the Role:—Provide general professional customer focused library and/or archival services or assist in the development and delivery of specialist library and information services, to a high standard of customer service.

This position will utilise high level technical skills to support and maintain a variety of systems within LINC Tasmania including the library management system. The successful applicant will be part of a team providing website maintenance as well as help desk training services to a range of clients in Tasmania's library network.

Essential Requirements:—Degree or diploma in librarianship or information studies at a recognised university or college of advanced education or a post-graduate diploma in librarianship or information studies.

Eligibility for admission to Associate membership of the Australian Library and Information Association (ALIA).

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 Brett Patterson, Department of Education, phone (03) 6233 5023, email brett.patterson@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

SKILLS TASMANIA

Training Consultancy and Agreements

Training Consultancy

Training Consultant (421874).

Applications Close:—Friday, 7 June 2013.

Salary:—\$72,571 – \$75,893 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term part-time 44.10 hours per fortnight from as soon as possible until 24 December 2013.

Location:—99 Bathurst Street, Hobart.

Description of the Role:—Provide a training consultancy client service for approved traineeships and apprenticeships administered by Skills Tasmania.

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 Deb Elliott-Vautin, Department of Education, phone (03) 6233 8018 and/or 0408 672, email deb.elliott-vautin@skills.tas.gov.au.

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

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Program Support Unit

Principal Analyst, Out of Home Care (521310).

Applications Close:—Friday, 7 June 2013.

Salary:—\$93,032 – \$99,415 p.a.

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

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

Location:—Children and Youth Services, Program Support Unit, Hobart.

Duties:—This position is for a Principal Analyst in the Out of Home Care Reform Project, which is part of the Planning and Program Development team in the Strategy, Program Development and Evaluation unit in Children and Youth Services.

As the Principal Analyst for the Out of Home Care Reform Project the occupant of this role is a senior member of a team that provides specialist analytic advice to support the development of an effective and efficient Children and Youth Services service system.

Selection criteria includes:—Demonstrated high level expertise in the planning, design and detailed development and evaluation of services and programs aimed at improving client outcomes, along with well developed capacity to evaluate the cost benefit of alternative options and make practical recommendations.

Demonstrated high level expertise in research and quantitative and qualitative information analysis.

Demonstrated high level project and change management skills including the capacity to lead and manage complex activity, solve complex problems, and proactively ensure all project KPI's are achieved.

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

Desirable Requirements:—A suitable tertiary qualification.

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Disability, Housing and Community Services

Administrative Assistant, Bushfire Recovery Unit (521366).

Applications Close:—Friday, 7 June 2013.

Salary:—\$47,265 – \$51,332 p.a.

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

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

Location:—D,H and CS, Bushfire Recovery Unit, South.

Note:—This position is based at Dunalley.

Duties:—The Administrative Assistant supports the efficient and effective delivery of services provided by the Tasmanian Bushfire Recovery Unit's (BRU) Social and Personal Support Team by performing a range of reception, administration, clerical and customer support services duties.

Selection criteria:—Ability to liaise and communicate effectively with clients and respond to enquiries courteously and discreetly on a range of matters relating to Bushfire Recovery Unit services.

Sound interpersonal, written and verbal communication skills including the ability to work individually and as a member of a team in an environment subject to work pressure and change.

Demonstrated ability to complete tasks accurately and established timeframes.

High level of accurate keyboard and computing skills.

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Disability, Housing and Community Services

Community Sector Relations

Systems Project Officer (521029).

Applications Close:—Friday, 7 June 2013.

Salary:—\$71,665 – \$74,932 p.a.

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

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

Location:—D,H and CS, Community Sector Relations Unit, Hobart.

Duties:—As a member of the Community Sector Relations Unit (CSRU) and accountable to the Manager, Grants Management Team, the occupant of this position is required to support, project manage and facilitate the development of an Electronic Grants Management System (EGMS) including the provision of training, conducting workshops, systems testing, system design and development and project communication.

The EGMS, will provide the Agency with an electronic basis for capturing, managing and monitoring grants information. The target outcomes of EGMS include improving and standardising grants processes thus helping to achieve greater efficiencies and effectiveness, and improved control of the Agency's investment in Grants funding to Community Sector Organisations (CSO). Ultimately this may lead to improved outcomes for both service recipients and Tasmanian communities.

Selection criteria includes:—Demonstrated project management skills including a proven ability to plan, co-ordinate and be responsible for several concurrent activities whilst working in an environment subject to tight timeframes both individually and as part of a team.

Well developed conceptual and analytical skills, including the demonstrated ability to conduct in-depth research, analyse data, identify and implement recommendations to meet EGMS service delivery requirements.

Demonstrated ability to support continuous service and business improvement using information technology and enhancing service provision to customers which includes: significant expertise in, and a high-level understanding of, working in an Information Services environment, a proven focus on service delivery, and the ability to quickly acquire significant expertise in, and a high level of understanding of working with the TechnologyOne Platform including the Customer Relationship, Financials and Contract Management modules.

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

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

Enquiries to Jo White, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4917, email jo.white@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Disability, Housing and Community Services

Housing Tasmania

Records Management Officer (500361).

Applications Close:—Friday, 7 June 2013.

Salary:—\$53,203 – \$57,913 p.a.

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

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

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

Duties:—In accordance with established procedures and practices, co-ordinate all activities associated with records management within the Housing Tasmania (HT) branch of the Agency.

Undertake a range of information management activities and tasks while maintaining correct levels of confidentiality and security for information.

Selection criteria includes:—Ability to interact and liaise with staff at all levels effectively and to handle sensitive situations with diplomacy and discretion whilst maintaining confidentiality.

Demonstrated knowledge of and experience in Records Management preferably within the operation of a large and comprehensive records management information system.

Organisational skills and an ability to work under pressure, to set priorities and manage varying work loads in a sensitive and client focused team environment.

Knowledge of the Department of Health and Human Services and the requirements regarding the archiving and disposal of State Records, or the ability to acquire such knowledge.

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

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

Enquiries to Tim Young, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 2589, email tim.young@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

Team Leader Tenancy Services (517023).

Applications Close:—Friday, 7 June 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

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

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

Duties:—Supervise a team of Tenancy Officers in the management of the day to day delivery of services to clients in accordance with Housing Tasmania's service delivery policies, principles and standards.

Selection criteria includes:—Well developed ability to lead and supervise staff in a customer service environment subject to work pressure and change.

Well developed interpersonal skills, including written and verbal communication, the ability to liaise, negotiate and prepare reports and documents.

Well developed ability to exercise problem solving skills, initiative, judgement and discretion in recommending or deciding on appropriate action according to legislation, policy, guidelines, political environment and client circumstances.

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

A copy of the Statement of Duties for this position can be downloaded from the Job Kit Menu (at left).

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

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

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Population Health

Office of the Chief Medical Officer

McGrath Breast Care Clinical Nurse Consultant (518492).

Applications Close:—Friday, 7 June 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 work, commencing as soon as possible for a period of 2 years.

Location:—BreastScreen, Hobart.

Duties:—The focus of the Breast Care Nurse (BCN) position funded by the McGrath Foundation under the Breast Cancer Nurses Initiative is to improve the quality and continuity of care and support provided to clients diagnosed with breast cancer across the care pathway.

The Breast Care Nurse provides a pivotal contact point for continuity of care for people diagnosed with breast cancer. The position supports and co-ordinates the patient's care from diagnosis through surgery, the post-operative period, discharge from hospital back to the community, and as an integral part of the multi-disciplinary team throughout the patient's treatment.

A Breast Care Nurse is defined as a 'registered nurse who applies advanced knowledge of the health needs, preferences and circumstances of women with breast cancer to optimise the individual's health and well-being at various phases across the continuum of care, including diagnosis, treatment, rehabilitation, follow-up and palliative care. This advanced knowledge is based on an in-depth understanding of theory and research relevant to the field of breast cancer nursing. Specifically, BCN practice incorporates advanced knowledge and skills in supportive care, including providing specialized and tailored information and education, psychological support, and clinical care.

Desirable Requirements:— Current Driver's Licence.

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 Gail Ward, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 4301, email gail.ward@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Shared Services

Payroll

HR, Client Services Officer (518062).

Applications Close:—Friday, 7 June 2013.

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

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

Fixed-term full-time daywork, commencing as soon as possible to 7 February 2014.

Location:—Payroll Services, North West.

Duties:—As a member of Human Resource Services, provide efficient and effective administrative support and assistance including the performance of duties relating to routine processing within the Agency's Human Resource Information System, and the maintenance of records, information systems and databases.

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 Kerry Johnson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6440 7002, email kerry.johnson@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

Allied Health Professional (515892a).

Applications Close:—Friday, 7 June 2013.

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

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

Fixed-term full-time day work, commencing as soon as possible to 17 September 2013.

Location:—Adult and Community Mental Health Service, North.

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

Undertake the delivery of quality care to clients of the Child and Adolescent, Adult Community, Inpatient and Extended Treatment and Older Persons Mental Health Service based on best practice principles and within a collaborative and multidisciplinary framework.

Provide a specialist assessment and treatment service to clients of Child and Adolescent, Adult Community, Inpatient and Extended Treatment and Older Persons Mental Health Service and their families or carers.

Promote community awareness in relation to mental health and act as a consultant to other agencies with regard to the support and management of clients with mental health needs.

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

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

Enquiries to 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

Statewide and Mental Health Services

Allied Health Professional (515231).

Applications Close:—Friday, 7 June 2013.

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

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

Fixed-term part-time day work, working 22.8 hours per fortnight. Commencing from 1 July 2013 to 4 April 2014.

Location:—Child and Adolescent Mental Health Service, North.

Duties:—The Allied Health Professional will:—Provide a comprehensive clinical service through assessment, case management and individual therapies, including specialised therapies, with community-based clients and their relatives.

Provide evidence-based assessment and treatment interventions for children and young people for major and complex mental health problems, including the development and implementation of specialised treatment programs.

Prepare specialised reports as required.

Act as a consultant to other mental health professionals and other agencies on the assessment of performance functioning and management of child and adolescent mental health problems.

Undertake approved research including the evaluation of Child and Adolescent Mental Health Service programs.

Desirable Requirements:—Current drivers license.

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

Registered with the Occupational Therapy Board of Australia, or Registered with the Psychology Board of Australia.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion 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 Shani Tattam, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2867, email shani.tattam@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

Post Graduate Nurse Rotation Mental Health (504929d).

Applications Close:—Friday, 7 June 2013.

Salary:—\$56,163 – \$76,859 p.a.

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

Fixed-term full-time day work. Commencing as soon as possible for a period of 2 years.

Location:—Adult and Community Mental Health Service, North.

Please note: This vacancy is also advertised as an Allied Health Professional (504929), there is only one vacancy and one vacancy will be filled based on merit.

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

Duties: In accordance with Primary Health Care Principles, National Standards, Agency Directions, policies, legal requirements and professional competencies the Registered Nurse will:

Utilise a problem solving approach and established nursing procedures in the delivery of direct nursing care.

Collaborate with other members of the health care team to ensure the delivery and evaluation of nursing care.

Complete the Graduate Diploma in Advanced Nursing (Mental Health/Psychiatric Nursing).

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

Enrolment in a post-graduate mental health nursing course.

Acceptance as a student in the relevant diploma or certificate program.

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 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

Statewide and Mental Health Services

Registered Nurse (521125).

Applications Close:—Friday, 7 June 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 full-time shift work (fully rotational). Commencing As soon as possible to 5 January 2014. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston Remand Prison and Ashley Youth Detention Centre.

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

Duties: In accordance with Agency policies and professional standards is responsible to the Director of Nursing for:— Providing and evaluating clinical care to identified client groups.

Collaborating within a multidisciplinary framework.

Providing leadership to registered, enrolled nurses and students in the planning, provision and evaluation of care.

The maintenance of the advanced level of nursing knowledge, care delivery and skills expected in this position.

Desirable Requirements:—Holds or is working towards relevant post graduate/tertiary qualification in primary health care, psychiatric, adolescent, forensic and/or correctional health.

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 Daniel Wright, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2866, mobile 0418 624 664, email daniel.wright@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

Workplace Relations and Safety

Graduate HR Officer (Multiple Vacancies).

Applications Close:—Friday, 28 June 2013.

Salary:—\$53,203 – \$64,065 p.a.

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

Fixed-term full-time daywork, commencing 13 January 2014 for a period of 2 years.

Location:—Hobart.

The Tasmanian Department of Health and Human Services seeks graduates to work in Human Resources.

Could this be your opportunity to excel?.

When you choose a graduate program with the Department of Health and Human Services the opportunities are endless. We are seeking energetic, talented graduates with an excellent academic record and ambition for a rewarding career. We welcome high achievers to apply and take on new challenges.

To join us you will have a positive attitude and a willingness to learn. To be successful you must be resilient with strong communication and analytical skills and be able to establish good working relationships. Our program offers unique exposure to the diverse opportunities in operational and corporate HR environments. On the job training, mentoring and professional development are a part of this attractive graduate program. In addition, exposure to real projects will give you the opportunity to work with members of our executive team, all while earning a very attractive salary.

Graduates will undertake two placements of 1 year each during the program. During the program graduates will be provided the opportunity to undertake further tertiary study, subsidised by the Department. This program is ideal for applicants who have recently graduated, or are scheduled to graduate this calendar year. The program provides opportunities for graduates from a wide range of backgrounds including Law and Business studies – people interested in expanding their skill set into a highly diverse professional area should apply.

An important part of your application will be provision of a statement (maximum of 250 words). This statement should include:—Why you aspire to work in health and human services, and.

What challenges you may need to overcome in order to be successful.

Essential Requirements:—A degree in a relevant discipline.

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

Enquiries to Bel Stevanovich, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4889, email bel.stevanovich@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

System Purchasing and Performance

Service Quality and Improvement

Senior Policy Officer (518682).

Applications Close:—Friday, 7 June 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

Duties:—Design and develop systems, operational solutions and guidance that support health service organisations on a range of matters pertaining to patient/client safety and quality improvement. Investigate, review, research, analyse and integrate varied and diverse policies, rules, systems and processes in order to provide sound advice on matters relating to the purchasing, licensing, delivery of safety and high quality care in Tasmanian health services.

Instructions for Applicants:—Applicants are asked to address the selection criteria succinctly by providing relevant work examples that demonstrate your capacity to meet the requirements of this role. The examples you provide must be able to be supported by your nominated referee/s.

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

Enquiries to Adrienne Prendergast, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4808, email adrienne.prendergast@dhhs.tas.gov.au.

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

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Health and Human Services and Tasmanian Health Organisations

HEALTH AND HUMAN SERVICES

SYSTEM PURCHASING AND PERFORMANCE

Service Quality and Improvement

Specialist Pharmacist (Medicines Formulary) (521411).

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.

Permanent full-time daywork.

Location:—Hobart.

Duties:—Key duties of the position includes: Maintaining and updating the Tasmanian Electronic Medicines Formulary. Identifying and implementing formulary related quality use of medicines activities aimed at supporting the cost effective and sustainable use of medicines. Supporting and educating staff on Formulary access, use and improvements as well as targeted medicine use activities and preferred agents. Developing and maintaining protocols and guidelines to further enhance the effective use of the formulary and support medication safety and quality. Performing a continuous cycle of quality improvement to ensure the formulary content remains standardised, current and relevant.

For enquiries please contact Catherine Spiller or Amber Roberts on (03) 6233 4949 or Catherine.spiller@dhhs.tas.gov.au or amber.roberts@dhhs.tas.gov.au.

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Nurse Unit Manager, Day Procedure Unit (504237).

Applications Close:—Friday, 21 June 2013.

Salary:—\$91,458 – \$95,726 p.a.

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

Permanent full-time daywork. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Day Procedure Unit, Launceston General Hospital, Charles Street, Launceston.

Duties:—The Nurse Unit Manager (NUM) provides leadership to staff within the Day Procedure Unit (DPU). The Day Procedure Unit is under the management of surgical services at the Launceston General Hospital. The services provided by the unit include Endoscopy procedures, pre and post-operative care for elective surgical and other non-surgical procedure patients, infusion and some other non-procedural ambulatory care services.

Desirable Requirements:—Relevant post graduate qualifications.

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 Cassandra Sampson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8707, email cassandra.sampson@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

Pharmacist (519872).

Applications Close:—Friday, 14 June 2013.

Salary:—\$49,785 – \$79,877 p.a.

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

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

Location:—Pharmacy.

Duties:—To work as a part of the Hospital Pharmacy Department and Hospital team to provide a comprehensive, efficient and accountable pharmacy service for hospital inpatients and outpatients.

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

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

Enquiries to Paula Cooper, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7732, email paula.cooper@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

Senior Physiotherapist Outpatients Rehab (503779).

Applications Close:—Friday, 7 June 2013.

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

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

Fixed-term full-time day work (with oncall). Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence 12 July 2013 until 26 January 2014.

Location:—Physiotherapy Unit.

Duties:—To provide and maintain optimal specialist physiotherapy care to Rehabilitation Outpatients at LGH and associated areas.

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 Shawn Lee, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7935, email james.darvas@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

Pharmacist (Multiple).

Applications Close:—Friday, 14 June 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.

Vacancy No. 519878.

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

Location:—Mersey Community Hospital and North West Regional Hospital.

Duties:—Who are we?

The Tasmanian Health Organisation, North West is seeking to recruit experienced and registered pharmacists to join the team based at both the Mersey Community Hospital (MCH) and North West Regional Hospital (NWRH). The Pharmacy Departments at MCH and NWRH form part of the Statewide Hospital Pharmacy Operations Unit and provides clinical pharmacy services to medical and surgical wards as well as outpatient dispensing services. The NWRH also provides a clinical service to ICU and mental health services as well as a manufacturing service of aseptic and non aseptic products and chemotherapy preparation. The Department has strong links with the Pharmacy School at the University of Tasmania, with regular student rotations. The Department also prides itself on providing an excellent intern training program.

Who are we looking for?

The successful applicant will have an understanding of clinical pharmacy guidelines such as, the APAC Guidelines, Pharmaceutical Review and Medication Management Review programs and a working knowledge of the Pharmaceutical Benefits Scheme. Your knowledge and demonstrated ability to assess and evaluate drug regimes and medicines information will assist you to routinely offer verbal and written medicines information and advice to patients and health care professionals including knowledge of medication related issues.

Do you have?

Current registration.

Experience in a range of activities such as dispensing and/or clinical pharmacy, preferably in a hospital setting.

Well-developed communication and interpersonal skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information or to discuss your application please contact Paula Cooper on (03) 6348 7732 or email paula.cooper@dhhs.tas.gov.au.

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

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

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

Enquiries to Paula Cooper, Department of Health and Human Services and Tasmanian Health Organisations, phone 6348 7732, email paula.cooper@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

Rehabilitation Services Dietitian (519356).

Applications Close:—Friday, 7 June 2013.

Salary:—\$49,785 – \$79,877 p.a.

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

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

Location:—North West Regional Hospital and Mersey Community Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Rehabilitation Service Dietitian to provide a clinical dietetic service to referred clients in the Inpatient and Community arms of the Rehabilitation Services at the THO-North West hospitals (primarily the North West Regional Hospital and the Mersey Community Hospital), and provide other services as directed by the Manager, Nutrition and Dietetics.

Reporting to the Manager, Nutrition and Dietetics, this role encompasses a wide range of responsibilities including, but not limited to, providing nutrition and dietetic services, maintaining the Home Nutrition Program, maintaining accurate statistics and documentation and actively assist the Nutrition and Dietetic staff and members of the rehabilitation team in the development and review of quality improvement activities.

Do you have?

Previous experience in the provision of acute care nutrition and dietetic services.

Demonstrated understanding of the principles of rehabilitation and patient centred care.

A high level of verbal and written communication skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information or to discuss your application for this exciting career opportunity today please contact Susan Johns (Nutrition and Dietetics Manager) on (03) 6430 6597 or email susan.johns@dhhs.tas.gov.au.

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

Desirable Requirements:— Current Driver's Licence.

Essential Requirements:—Approved Bachelor of Science degree, or equivalent, from a University or other tertiary institution, majoring in appropriate subjects, and a graduate diploma or post graduate degree course in dietetics of one or two years, or an approved four year undergraduate degree majoring in nutrition and dietetics at a recognised Australian tertiary institution, or a pass in the Dietitians Association of Australia (DAA) examination in dietetics for overseas trained dietitians.

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

Rehabilitation Speech Pathologist (520087).

Applications Close:—Friday, 7 June 2013.

Salary:—\$49,785 – \$79,877 p.a.

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

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

Location:—North West Regional Hospital and Mersey Community Hospital.

Duties:—The Tasmanian Health Organisation, North West (THO-NW) is seeking a Speech Pathologist to join the Speech Pathology Department working in the Rehabilitation Service, including in an inpatient and community setting.

The role will require you to work with individuals across the THO-NW providing appropriate management including assessment, diagnosis and treatment for swallowing and communication disorders. You will have the proven ability to

determine your own work priorities for allocated caseloads with general professional guidance from the operational manager of Speech Pathology.

You will contribute Speech Pathology expertise to the provision of rehabilitation programs and facilitate the development of practice in acute care and community settings in relation to the prevention of functional decline, rehabilitative practice and clinical co-ordination.

If you share our commitment to person-centred rehabilitative practice and integrated cross-disciplinary working, we offer you a welcoming, supportive work environment, negotiable relocation and accommodation assistance, strong networking and inter-professional development opportunities and an unbeatable lifestyle.

For more information please contact Amy Turner on 0400 860 419 or email amy.turner@dhhs.tas.gov.au.

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

Desirable Requirements:—Current Driver's Licence.

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

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

Enquiries to Amy Turner, Department of Health and Human Services and Tasmanian Health Organisations, phone 0400 860 419, email amy.turner@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

Mersey Community Hospital

Registered Nurse Midwife (515023).

Applications Close:—Friday, 7 June 2013.

Salary:—\$56,163 – \$76,859 p.a.

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

Permanent full-time and part-time shiftworkers, various hours available up to 76 hours per fortnight.

Location:—Mersey Community Hospital.

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

Duties:—The Tasmanian Health Organisation-North West is keen to recruit nurses who have midwifery registration, to contribute to the high quality of care provided to patients and join our professional team of health clinicians.

Based at the Mersey Community Hospital, you will be offering women of the North West Region of Tasmania the opportunity to receive dedicated maternity care in a midwifery led unit with comprehensive obstetric support. The care options range from caseload maternity care to midwifery led clinics

and collaborative care models, all offered to women within the comfort of a community based hospital.

The Women and Children's Health Unit aims to provide women and their families with holistic care supported by an enthusiastic multi-disciplinary team. We have approximately 450 births per annum and provide low to medium risk obstetrics and paediatric services.

Your midwifery philosophy, married with critical thinking and expertise will be a valued contribution to our stable maternity team. You will participate in outreach services and regional education and your skills, experience and knowledge will be utilised to assist with improving our services.

Midwives are supported to work across the full scope of their practice in a friendly, supportive environment. We encourage all midwives wishing to work within the philosophy of midwifery to apply. Applicants must demonstrate current registration as a midwife with APHRA.

We can offer you a modern work environment where you will enjoy relative autonomy in individualising care plans to suit the clients and consider primary health care perspectives. Co-ordinating care and initiating consultations and referrals will also be one of your key tasks.

Excellent remuneration, access to salary packaging, strong networking and professional development opportunities will be provided to the successful applicant.

The North West coast of Tasmania provides an enviable lifestyle for work and social activities. Stunning scenery, outstanding forests, mountains, beaches and rivers provide so many pictures of nature at its best. Together with the sporting and social activities which are a vibrant and inherent part of the North West coast, the overall lifestyle is worth experiencing.

Please contact Maureen Pendell today on 6424 5421 or email maureen.pendell@dhhs.tas.gov.au for a confidential discussion about your application and what we can offer you.

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

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as a registered nurse (Division 1) and a midwife.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Executive Assistant (520763).

Applications Close:—Friday, 14 June 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.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Executive Assistant to join our team at the North West Regional Hospital (NWRH). As a member of the team the Executive Assistant is responsible for providing a high level of administrative and executive support to the General Manager, NWRH. This includes managing and co-ordinating a range of specialised administrative and clerical tasks to ensure efficient and effective office management for the NWRH Office.

To be considered for this position you will have a demonstrated knowledge of administrative procedures as well as a high level of skill in the use of electronic information systems and various applications. The successful applicant will have well developed communication and interpersonal skills and will be expected to exercise a high level of initiative, effective problem solving and have the ability to work as part of team with minimal supervision.

Do you have?

Previous senior executive support experience.

Demonstrated ability to exercise initiative, flexibility, sound judgement and discretion.

Demonstrated ability to organise, set priorities and meet deadlines in a complex working environment.

Ability to negotiate and liaise with a wide range of internal and external stakeholders in a sensitive and confidential manner.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Denise Parry on (03) 6430 6501 or email denise.parry@dhhs.tas.gov.au.

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

Enquiries to Denise Parry, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6501, email denise.parry@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

Occupational Therapist (502038).

Applications Close:—Friday, 7 June 2013.

Salary:—\$49,785 – \$79,877 p.a.

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

Permanent 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 and our values are Partnership, Respect, Integration, Development/Support, and Excellence.

Who are we looking for?

Have you just graduated and you are looking for an opportunity? Do you have some Occupational Therapy experience and you want to build on that or diversify? Are you looking to live in a fantastic location?

We are seeking a motivated Occupational Therapist looking to bring their existing skills and knowledge to this exciting position, in which you will participate in rotations across acute clinical caseloads in the area including medical, surgical, rehabilitation and orthopaedic inpatients, orthopaedic outpatients, community clients and paediatrics.

Reporting to the Manager, Occupational Therapy Services, this role encompasses a wide range of responsibilities, from ensuring exceptional clinical care is provided to each patient, providing leadership, and will providing an educative and supportive role to staff, clients, relatives, carers, volunteers and community groups.

Do you have?

Current AHPRA registration.

Relevant clinical experience.

Flexibility to manage a fluctuating caseload.

Effective communication skills and the ability to work collaboratively.

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! For more information or to confidentially discuss this career opportunity today, contact Brad Birlson on (03) 6430 6600 or email brad.birlson@dhhs.tas.gov.au.

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

Desirable Requirements:— Current Driver's Licence.

Essential Requirements:—Registered with the Occupational Therapy 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 Brad Birlson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6600, email brad.birlson@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Senior Dietitian (502055).

Applications Close:—Friday, 7 June 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 worker, working 38 hours per fortnight.

Location:—North West Regional Hospital.

Duties:—Are you looking for new direction in your career? Do you desire a quality and affordable lifestyle on Tasmania's scenic North West coast? This opportunity may be for you.

The Tasmanian Health Organisation ? North West Nutrition and Dietetics department is seeking to recruit a Senior Dietitian who will complement our existing team. You will have a range of experience and varying scopes of practice that will contribute to the skill set within our team.

You will be a good leader, a self starter with a can do attitude, have experience in supervision and plenty of initiative. We will provide you with opportunities in this role to pursue a range of clinical areas.

The position predominantly involves the management of outpatients, and any experience in the areas of paediatrics, food allergies and intolerances, gastrointestinal disorders and renal disease would be an advantage.

We will offer you excellent remuneration and access to salary packaging. Relocation assistance may also be negotiated with the successful candidate. Your work environment at the North West Regional Hospital is modern and well resourced and you will be well supported. You will also be provided with strong networking and inter-professional development opportunities.

Tasmania's North West coast can offer you great access to fresh food from the farm gate at local markets, excellent cafe's and deli's. Your weekends can be spent exploring the Tarkine Wilderness or one of nearby National Parks.

If you are looking for an outdoor lifestyle, access to local quality food produce and you are keen to be part of an enthusiastic team 'explore the possibilities' of joining our Nutrition and Dietetics department. For more information or to discuss your application for this exciting career opportunity today please contact Susan Johns (Nutrition and Dietetics Manager) on (03) 6430 6597 or email susan.johns@dhhs.tas.gov.au.

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

Desirable Requirements:—Current Driver's Licence.

Essential Requirements:—Approved Bachelor of Science degree, or equivalent, from a University or other tertiary institution, majoring in appropriate subjects, and a graduate diploma or post graduate degree course in dietetics of one or two years, or an approved four year undergraduate degree majoring in nutrition and dietetics at a recognised Australian tertiary institution, or a pass in the Dietitians Association of Australia (DAA) examination in dietetics for overseas trained dietitians.

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.

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health Services North West

Personal Care Assistant (511481).

Applications Close:—Friday, 7 June 2013.

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

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

Fixed-term casual working as and when required.

Location:—West Coast District Hospital, Queenstown.

Duties:—The Tasmanian Health Organisation-North West is seeking to recruit a motivated and enthusiastic Personal Care Assistant to work within the West Coast District Hospital. Applicants require a Certificate 3 in Aged Care or be able to demonstrate they are working towards same.

The successful applicant should possess good communication skills to effectively work with residents, their family unit, and the clinical team in a residential unit within an acute hospital environment. They need the ability to work under indirect supervision, to ensure that the care needs of the residents are efficiently met.

If you are passionate about caring for the elderly, then this may be the career opportunity you have been waiting for.

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

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

Desirable Requirements:— Possesses, or is working towards an Extended Carers Assistant Certificate Level 3 or equivalent.

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.

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Assistant in Nursing (520118).

Applications Close:—Friday, 7 June 2013.

Salary:—\$46,171 – \$50,732 pro rata, per annum.

Nurses (TPS) Award, Assistant in Nursing.

Fixed-term part-time shift work, commencing as soon as possible until 31 December 2013.

Location:—Older Persons Unit/1B, North Medical Unit, RHH.

Duties:—Do you want to participate in an exciting new field of nursing?

The Tasmanian Health Organisation, South will be continuing the trial of Assistants in Nursing, working in the Acute Care environment. Participants will work under the supervision and delegation of Royal Hobart Hospital Registered Nurses in the Older Persons Unit and 1B North Medical Unit.

This initiative is part of the Nursing and Midwifery Career Structure negotiated within the Enterprise Bargaining Agreement between the Department of Health and Human Services and the Australian Nursing Federation (Tasmanian Branch ANF) during 2010.

The career structure has been designed to create a professional career pathway from novice to expert.

We are seeking enthusiastic participants who possess the following qualifications or experience in either of the following:—Certificate III in Health Services Assistance (Acute Care).

Currently an Enrolled Nursing student who has completed their first clinical practice placement.

Currently a Bachelor of Nursing Undergraduate Student who has completed a second year clinical practice placement.

Participants will need to commit to a period of 6 months on a fixed term, part-time, shift work basis, (hours to be negotiated), to enable the implementation of a collaborative Model of Care and the evaluation of the trial, including patient satisfaction.

Desirable Requirements:—Current First Aid Certificate.

Essential Requirements:—Certificate III in Health Services Assistance HLT32507 (Acute Care); or is currently an undergraduate Bachelor of Nursing student who has completed a 2nd year clinical practice placement; or an enrolled nursing student who has completed their 1st clinical practice placement.

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 Rachel Boughton, Nurse Unit Manager, 1B North Medical Unit, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8562, email rachel.boughton@dhhs.tas.gov.au or Ian Nethery, Nurse Unit Manager, Older Persons Unit, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7920, email ian.nethery@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink HR, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart, Tasmania 7001. Please do not send hard copy applications to the contact person.

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Customer Service Officer (508188).

Applications Close:—Friday, 7 June 2013.

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

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

Permanent part-time day work, working 43 hours per fortnight.

Location:—Medical Records, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is seeking a part-time Customer Service Officer to work in Medical Records.

Duties:—The Customer Service Officer, Medical Records provides clerical support throughout all facets of health information. The position involves a high standard of customer focused reception, scanning and accurate data entry skills and a wide range of clerical functions in support of client/patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for Patient Information Management Services (PIMS).

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.

This selection process may also be used to fill subsequent full-time, part-time or casual vacancies at this level within a six month time period from date of advertisement.

Enquiries to Rhonda Boulter, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7833, email rhonda.boulter@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Clinical Support Services

Administrative Assistant, Transit Lounge (520113).

Applications Close:—Friday, 7 June 2013.

Salary:—\$53,203 – \$57,913 p.a.

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

Fixed-term full-time day work, working 76 hours per fortnight commencing as soon as possible for 12 months.

Location:—Transit Lounge and Access and Patient Flow Unit.

The Tasmanian Health Organisation, South is seeking an Administrative Officer to provide a high level of administrative and clerical support to staff in the Transit Lounge and Access and Patient Flow Unit.

Duties:—In the role of Administrative Officer you will provide a high standard of customer focused reception and clerical functions in support of patient care relating to clinical, financial and administrative requirements for patients in the Access and Patient Flow Unit.

As part of a team and under general supervision you are responsible for providing clerical support which will ensure effective and efficient administration of the Transit Lounge with a focus on providing prompt efficient and personalised service to clients and hospital staff. Your other duties include telephone enquiries, collecting and recording statistical information and assisting with preparing reports, management of existing systems and maintaining up-to-date accurate 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:—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 Lorraine Larcombe, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8767, email lorraine.larcombe@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Clinical Support Services

Pharmacist (517736).

Applications Close:—Friday, 14 June 2013.

Salary:—\$49,785 – \$79,877 p.a.

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

Permanent full-time day worker (with on-call), working 76 hours per fortnight.

Location:—Pharmacy, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is currently seeking a permanent full-time Pharmacist.

Duties:—In the role of Pharmacist you will work as a part of the Hospital Pharmacy Department and hospital team to provide a comprehensive, efficient and accountable pharmacy service for hospital inpatients and outpatients.

Your duties include dispensing inpatient, outpatient and discharge medication in accordance with legal requirements, provision of medicine information to patients and staff, maintain

an integrated and documented medication management service which meets APAC guidelines, supervise pharmacy technicians, manufacture pharmaceutical products and participate in a broad range of pharmacy services.

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

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

Enquiries to Maurice Curtis, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 6693, email maurice.curtis@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Clinical Support Services

Specialist Radiographer, CT or MRI (510160).

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 work (with on-call), working 76 hours per fortnight.

Location:—Medical Imaging Services, Royal Hobart Hospital.

The Tasmanian Health Organisation, South, Medical Imaging Services is seeking a Specialist Radiographer (C/T or MRI) to provide basic medical imaging examinations, procedures and specialised CT or MRI procedures and associated administrative tasks.

Duties:—The Specialist Radiographer performs basic imaging procedures, as well as novel, complex and critical imaging procedures, exercising professional judgement.

The Specialist Radiographer will take a leading role in the supervision and training of less experienced staff performing duties within CT or MRI and General modalities ensuring that acceptable contemporary professional standards are maintained.

Duties also include assisting with the design and updating of protocols and duty guidelines for work practices performed, ensuring compliance with work practices. The Specialist Radiographer will maintain an up-to-date knowledge of new techniques, and advances within specialised Imaging modalities, participating in Quality Assurance activities and shift Roster.

As required, the Specialist Radiographer will deputise for the Senior Specialists.

Essential Requirements:—Registered with the Medical Radiation Practice Board of Australia.

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

Enquiries to Andrew Saunders, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7065, email andrew.saunders@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Registered Nurse (510453).

Applications Close:—Friday, 7 June 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, commencing as soon as possible for a period of 2 years.

Location:—New Norfolk District Hospital.

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

Duties:—The Tasmanian Health Organisation, South is seeking to employ casual Registered Nurses at the New Norfolk District Hospital. You will be required to interact effectively with patients, clients and their families and other health professionals to ensure optimum patient care.

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 Colleen Smith, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6262 2888, email colleen.smith@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink HR, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart, Tasmania 7001. Please do not send hard copy applications to the contact person.

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Hotel Services and Logistics

Food Services Officer (520518).

Applications Close:—Friday, 7 June 2013.

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

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

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

Location:—Cambridge Food Production Facility.

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

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 Ian Norris, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6274 5204, email ian.norris@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Medicine Services

Clinical Nurse Consultant, Organ and Tissue Donation (518730).

Applications Close:—Friday, 7 June 2013.

Salary:—\$81,689 – \$87,328 pro rata, per annum.

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

Fixed-term part-time day work (with on-call); working 38 hours per fortnight. Commencing as soon as possible until 30 June 2014.

Location:—Launceston General Hospital.

Please note:—The successful applicant will be required to participate in a state wide on-call roster.

Duties:—Facilitate and co-ordinate organ and tissue donation in Tasmania. Provide clinical leadership to support hospital teams to sensitively assess and identify potential donors, support the conversion to actual donation, provide high quality care, and evaluate outcomes. This includes developing programs that ensure empathic and person centred care for partners, families and friends of donors and recipients.

In conjunction with the State Medical Director and Manager of Organ and Tissue Donation, facilitate the development and

implementation of nationally consistent policies and protocols aligned with the direction and goals of the Australian Organ and Tissue Donation and Transplantation Authority.

Desirable Requirements:—Completion of a relevant nationally accredited organ and tissue donation course.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as a registered nurse (Division 1) and a midwife.

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

Enquiries to Susan Towns, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6270 2209, mobile 0417 206942, email susan.towns@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Surgical Services

Hospital Aide (2 Vacancies) (509227).

Applications Close:—Friday, 14 June 2013.

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

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

Permanent part-time shift work, working 26 hours per fortnight and permanent part-time shift work, working 38 hours per fortnight.

Location:—Department of Surgical Services, Royal Hobart Hospital.

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

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 Annette Goulding, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8481, email annette.goulding@dhhs.tas.gov.au.

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

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INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

Information Management

Supervisor, Corporate Information Services (372205).

Applications Close:—Friday, 7 June 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Supervise the day to day activities including setting and managing workloads and performance for staff in CIS, including the timely processing of ministerial correspondence through adopting a high standard of client focused records management service delivery. Under the guidance of the Manager CIS. Develop, maintain and oversee the implementation of the department's Disposal Schedule, based on business unit requirements in accordance with the Archives Act and other relevant legislation and regulations relating to the management of information. Liaise with business units to determine their information needs and develop appropriate processes in CIS to support the agreed directions and promote the CIS teams' operations. Develop and implement actions to support the management of vital records in the department and participate in CIS projects as required. Oversee the introduction of operational record keeping procedures and the library of training material used to underpin staff training in the department. Oversee the administration and maintenance of the department's record keeping system. Undertake regular quality assurance reviews of CIS staff deliverables and where necessary develop and implement strategies to manage deficiencies, ensuring a high standard of accuracy and compliance with relevant legislation and regulations is achieved.

Desirable Requirements:—Experience in using TRIM or similar Electronic Document and Records Management System (EDRMS).

Enquiries to Michael Adams, Manager Corporate Information, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart TAS 7000, phone (03) 6233 5189, email Michael.Adams@dier.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

LTS Policy

Manager Land Transport Safety Policy (373147).

Applications Close:—Friday, 7 June 2013.

Salary:—\$102,976 – \$110,919 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time, part-time 0.8 FTE will be considered.

Location:—Hobart.

Duties:—Provide highest level authoritative specialist policy advice to Government, the Secretary, the General Manager Land Transport Safety and Senior Management on strategic state and national road safety issues, policies and priority options. Provide high level strategy development and research support to the Tasmanian Road Safety Council and other road safety consultative groups to ensure the strategic co-ordination

and integration of road safety programs. Provide high level leadership and management to the Land Transport Safety Policy Branch including the management of human, financial and other resources. Provide high level advice on public relations strategies, establish effective working relationships with all stakeholder groups and end users through proactive leadership, represent the Department in a broad range of public forums. Prepare Cabinet submissions and responses to Ministerial and client enquiries regarding road safety issues. Strategically manage the Traffic Accidents database and other databases providing key research input to transport safety planning and analysis throughout the State and nationally. Represent the State and Department on the national road safety processes including National Road Safety Strategy Panel and other national Road Safety bodies as may be convened from time to time.

Enquiries to Penny Nicholls, Manager Land Transport Safety, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart TAS 7000, phone (03) 6233 5220, email Penny.Nicholls@dier.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

MINERAL RESOURCES TASMANIA

Royalty, Finance and Administration

Manager Tenement Administration (421181).

Applications Close:—Friday, 14 June 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Rosny Park.

Duties:—To ensure the Tenement Administration Section is effectively and appropriately managed, overseeing the administration of leases, licences and other applications made under the Mineral Resources Development Act 1995.

To provide specialised advice, legislative interpretation and recommendations to senior management on matters concerning the administration of mineral tenements, including assisting with the preparation of legislation, regulations and statutory documents relating to mineral tenements.

To make entries in the Mining Register and to maintain quality assurance and process improvements to ensure that such entries are accurate. Mineral Resources Development Act 1995 by ensuring the legal requirements outlined in the legislation are met and to advise senior management accordingly. Mineral Resources Development Act 1995.

To evaluate the eligibility for acceptance of applications made under the.

To keep accurate and up to date records of mineral tenement details, mining statistics, royalties, rentals and security deposits and to ensure that such information is obtained from clients as required.

To prepare a diverse range of correspondence including Minutes for the Minister and other documentation as required by senior management.

To assist the Director resolve claims lodged under the.

Desirable Requirements:—Drivers Licence.

Enquiries to Matthew Fitzgerald, Manager Royalty, Finance and Administration, Department of Infrastructure, Energy and Resources, 30 Gordons Hill Road, Rosny, phone (03) 6233 8370, email Matthew.Fitzgerald@dier.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

PASSENGER TRANSPORT

Passenger Transport Policy

Project Officer Sustainable Transport (2 Vacancies).

Applications Close:—Friday, 7 June 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Vacancy No. 372536.

Fixed-term full-time 12 months.

Location:—Hobart.

Vacancy No. 372537.

Fixed-term full-time 12 months.

Location:—Hobart.

Duties:—Manage complex projects relating to the development and delivery of passenger transport initiatives, including managing communication and consultation with relevant stakeholders.

Working independently, or as part of a larger team, to develop business cases, submissions, and formal bids for funding to progress passenger transport initiatives.

Undertake research and analysis, including quantitative analysis, in relation to complex public transport issues, and develop quality advice, policy options and recommendations.

Prepare Ministerial briefing material, submissions, project reports, written correspondence in relation to complex passenger transport issues, responses to enquiries, media releases and public consultation documents.

Desirable Requirements:—A relevant tertiary qualification in public policy, urban planning, economics or a related field.

Enquiries to Janine Pearson, Assistant Director, Passenger Transport Policy, Department of Infrastructure, Energy and Resources, 10 Murray St Hobart, phone (03) 6233 5170, email janine.pearson@dier.tas.gov.au or David Hope, Director, Passenger Transport Policy, Department of Infrastructure, Energy and Resources, 10 Murray St Hobart, phone (03) 6233 3785, email david.hope@dier.tas.gov.au.

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart Tas 7001, phone (03) 6233 6396, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

TRANSPORT INFRASTRUCTURE SERVICES

Design Officer (372170).

Applications Close:—Friday, 7 June 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake transport infrastructure (primarily road) design activities and associated drafting in accordance with the

relevant specifications, guidelines and standards. The primary focus is at the project identification, options evaluation and final scoping stages, but could include preliminary and detailed design of selected projects. This includes the use of specialised civil design software, particularly Bentley MX and AutoCAD.

Procure, collate and analyse a wide range of relevant information in the identification and evaluation of options during the identification and scoping design phase of projects.

Preparation of relevant documentation, including drawings, the extraction of quantities, reports and cost estimates. Provide advice on project risks, constraints and departures from standards.

Assist in undertaking review and checking of designs, drawings and documentation produced by the design team and consultants at the various stages of project development. Provide advice on compliance with relevant road design/drawing presentation standards and guidelines.

Undertake site investigations and attend various intrastate meetings, which may include discussions with consultants and other relevant stakeholders such as council officers and land owners.

Contribute to the development, implementation and maintenance of procedures within the Planning and Design Branch, and contribute to the review of relevant guidelines and specifications managed by the Transport Infrastructure Services Division.

Essential Requirements:—An Advanced Diploma in Drafting and Civil Design from a recognised TAFE/Polytechnic institution, or an equivalent qualification.

Enquiries to Ricky Smith, Senior Design Officer, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, phone (03) 6233 5307, email Ricky.Smith@dier.tas.gov.au.

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

JUSTICE

OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

Crown Counsel (355466).

Applications Close:—Friday, 7 June 2013.

Salary:—\$49,453 – \$62,308 p.a.

Legal Practitioners Agreement 2010, Level 1.

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

Location:—Hobart.

Duties:—To prosecute allocated matters as solicitor and counsel in: preliminary, interlocutory and ancillary matters relating to criminal proceedings; summary prosecutions on behalf of the State of Tasmania, its instrumentalities and agencies before the Magistrates Court and Tribunals; and Criminal matters on behalf of the State of Tasmania, its instrumentalities and Agencies before the Supreme Court, Magistrates Court and Tribunals.

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

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and

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

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

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

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

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

JUSTICE

OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

Law Clerk (356049).

Applications Close:—Friday, 7 June 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time working 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Attend the Supreme Courts and courts of summary jurisdiction as Law Clerk at all locations in the state and assist in the effective presentation of criminal prosecutions. Co-ordinate the briefing of witnesses, their attendance at court and organise the availability of exhibits in court in support of criminal prosecutions.

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

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

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

For further information, please download a copy of Statement of Duties from the www.jobs.tas.gov.au website. If a Statement

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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.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

Land Titles Office

Section Manager (Administrative Services) (706842).

Applications Close:—Friday, 7 June 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

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

Duties:—Manage the Section's work including examination and preparation for registration of all Powers of Attorney instruments lodged under the Powers of Attorney Act 2000, General Law Title Deeds lodged for conversion, strata dispute resolution, dispatch and scanning.

Desirable Requirements:—Completion of a mediation course would be an advantage.

Enquiries to Michael Varney, phone (03) 6233 6635, email michael.varney@dpiwwe.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@dpiwwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

ROYAL TASMANIAN BOTANICAL GARDENS

Assistant Supervisor (707020).

Applications Close:—Friday, 7 June 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time (minimum 1300 hours per annum) from as soon as possible for 6 months.

Location:—Hobart.

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

Duties:—To deliver high quality food and beverage services to all RTBG clients in a commercial hospitality environment. To assist the RTBG in achieving improved financial outcomes through the provision of catering functions both internal and external.

Desirable Requirements:—Supervisory experience within a restaurant environment. Workplace Assessor Accreditation. Excellent numeracy and literacy skills. Level 3 Food and Beverage Certificate. Workplace Level 2 First Aid Certificate. Responsible Service of Alcohol Certificate.

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

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

Enquiries to Shane Pearl, phone (03) 6236 3088, email Shane.Pearl@rtbg.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@dpiwwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

ROYAL TASMANIAN BOTANICAL GARDENS

Food and Beverage Assistant (706538).

Applications Close:—Friday, 7 June 2013.

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

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time (minimum 1300 hours per annum) from as soon as possible for 12 months.

Location:—Hobart.

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

Duties:—To deliver high quality food and beverage services to all RTBG clients in a commercial hospitality environment. To assist the RTBG in achieving improved financial outcomes through the provision of catering functions both internal and external.

Desirable Requirements:—Commercial Coffee Machine Experience. Excellent numeracy and literacy skills. Level 3 Food and Beverage Certificate. Workplace Level 2 First Aid Certificate. Responsible Service of Alcohol Certificate.

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

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

Enquiries to Shane Pearl, phone (03) 6236 3088, email Shane.Pearl@rtbg.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@dpiwwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

ROYAL TASMANIAN BOTANICAL GARDENS

Sous Chef (707021).

Applications Close:—Friday, 7 June 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time (minimum 1300 hours per annum) from as soon as possible for 6 months.

Location:—Hobart.

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

Duties:—To deliver high quality food and beverage services to all RTBG clients in a commercial hospitality environment. To assist the RTBG in achieving improved financial outcomes through the provision of catering functions both internal and external.

Desirable Requirements:—A Certificate III in Commercial Cookery or an equivalent level. Supervisory experience within a restaurant environment. Responsible Service of Alcohol Certificate. Competent numeracy and literacy skills. Food safety accreditation (HACCP). Workplace Level 2 First Aid Certificate. Workplace assessor accreditation.

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

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

Enquiries to Shane Pearl, phone (03) 6236 3088, email Shane.Pearl@rtbg.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@dpiwpe.tas.gov.au.

Promotion without Advertising

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT.

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 —

Kim Griggs.

to perform the duties of Project Manager (Fisheries System Redevelopment) 702406, General Stream, Band 6.

Duties:—Manage and facilitate the Fisheries System Redevelopment (FSR) project including co-ordination and management of allocated resources, supervision of project staff, negotiation with stakeholders, the provision of stakeholder reports and co-ordination of system testing.

Desirable Requirements:—A tertiary qualification in a relevant discipline. A current motor vehicle driver's licence.

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.

Kim Evans.

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Executive Assistant	L. Voumard	6 months	27.05.13
Education	IT Consultant	M. Knott	Nil	20.05.13
Education	Education Facility Attendant	O. Chapman	6 months	20.05.13
Education	Senior Internal Auditor	J. Purves	6 months	03.06.13
Education	Hub Services Coordinator	N. Murphy	Nil	20.05.13
Education	Accounts Officer	J. Nielsen	6 months	03.05.13
Education	IT Consultant	L. Curran	Nil	20.05.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse NPICU	M. Brookfield	6 months	12.05.13
Health & Human Services & Tasmanian Health Organisations	Physiotherapist	A. Tyson	6 months	20.05.13
Health & Human Services & Tasmanian Health Organisations	Pharmacist	G. Holloway	Nil	29.05.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	P. Hawksley	6 months	12.05.13
Health & Human Services & Tasmanian Health Organisations	Quality Assurance Officer	D. Smith	3 months	20.05.13
Health & Human Services & Tasmanian Health Organisations	Pharmacist	K. Pryor	Nil	21.05.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	S. Firth	6 months	12.05.13
Health & Human Services & Tasmanian Health Organisations	Pay/Personnel Officer	M. Taylor	3 months	27.05.13
Health & Human Services & Tasmanian Health Organisations	Pharmacist	P. Dishington	Nil	18.05.13
Health & Human Services & Tasmanian Health Organisations	Grants Management Senior Consultant	K. Taylor	3 months	27.05.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	T. Hoen	6 months	13.05.13
Justice	Clerk	J. Swanwick	Nil	23.05.13
Justice	Legal Secretary	J. Davenport	Nil	23.05.13
Justice	Community Service Order Supervisor	J. Sowiak	6 months	22.05.13
Primary Industries, Parks, Water & Environment	Visitor Services Officer	A. Wade	Nil	30.05.13
Primary Industries, Parks, Water & Environment	Visitor Services Officer	G. Buckingham	Nil	30.05.13
Primary Industries, Parks, Water & Environment	Technical Officer (TASAG ELISA)	S. Hossel	Nil	20.05.13

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	L. Blake	Administration Officer	13.05.13
Health & Human Services & Tasmanian Health Organisations	J. Jennings	Tenancy Officer	21.05.13
Health & Human Services & Tasmanian Health Organisations	B. Sims	Manager Child Protection - NW	27.05.13
Primary Industries, Parks, Water & Environment	B. Jones	Technical Officer (Fish Pathology)	21.05.13

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Marketing Officer	L. Postma	24.05.13
Economic Development, Tourism & the Arts	Director Events Tasmania	P. Sproule	24.05.13
Health & Human Services & Tasmanian Health Organisations	Senior Dietitian	J. Boich	21.05.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	S. Peck	21.05.13
Health & Human Services & Tasmanian Health Organisations	Supervisor	C. Popowski	19.05.13
Health & Human Services & Tasmanian Health Organisations	registered nurse	K. Cuthbert	18.05.13

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Police & Emergency Management	Telephonist	B. Crowden	24.05.13



Our conscience is crystal clear.

Together we can make a difference.

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

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

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

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

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

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

For further information please contact Print Applied Technology or visit www.fscaustralia.org



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