



TASMANIAN STATE SERVICE NOTICES

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

Tasmanian Government Gazettes are available for sale from Mercury Walch Pty Ltd, 5 Bowen Road, Moonah, Tasmania 7009.

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Tasmanian Government Gazette

Email text copy to

govt.gazette@mercurywalch.com.au

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

State Service Notices

Vacancy, Direct Selection and Staff Movement Notices

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

Order Information

When using this facility please ensure your order and a copy of the material or vacancy reference are faxed to Mercury Walch Pty Ltd on (03) 6232 2138

Deadlines

Government Gazette :—

Copy must be received by Mercury Walch Pty Ltd by **last mail or 4pm Friday** prior to publication.

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

Deadlines will be strictly adhered to

Subscription or account enquiries phone (03) 6232 2137.

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

EDUCATION

EARLY YEARS AND SCHOOLS

Professional Learning Institute

Professional Learning Leader (2 Vacancies).

Applications Close:—Friday, 24 October 2014.

Salary:—\$121,090 p.a.

Teaching Service (Tasmanian Public Sector) Award, Principal (Non Teaching) Band 3, Level 5.

Vacancy No. 965248.

Fixed-term full-time 73.50 hours per fortnight, From 1 January 2015 for 12 months.

Location:—To be negotiated.

Vacancy No. 965247.

Fixed-term full-time 73.50 hours per fortnight, From 1 January 2015 for 12 months.

Location:—To be negotiated.

Duties:—Develop, manage and deliver high quality professional learning to DoE employees in accordance with Departmental policies and priorities and employee needs. Respond to the requirements of Department employees, manager and feedback from participants, to develop, deliver and refine professional learning.

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

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

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

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

Enquiries to Shane Frost, A/Principal Leader, Department of Education, phone (03) 6165 5488, email *shane.frost@education.tas.gov.au*.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, email *recruitment@education.tas.gov.au*.

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

EARLY YEARS AND SCHOOLS

Child and Family Centre

Child and Family Centre Co-ordinator (968888).

Applications Close:—Friday, 24 October 2014.

Salary:—\$80,669 – \$92,670 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.50 hours per fortnight.

Location:—George Town.

Duties:—The Hub combines the services of a Child and Family Centre (CFC), a Learning and Information Network Centre (LINC) and Service Tasmania, to offer an integrated range of services to the local community. This role will provide leadership and co-ordinate the operations of the Child and Family Centre as a place where the well-being of children and families come first.

In consultation with the Hub Manager, work collaboratively with parents/caregivers, families, volunteers, service providers, local community, government and non-government agencies to provide the best possible quality and range of accessible integrated programs and services for children, families and communities.

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 academic/professional qualifications.

Enquiries to Heather Fahey, School Support Manager, Department of Education, phone 0407 311 469, email *heather.fahey@education.tas.gov.au*.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, email recruitment@education.tas.gov.au.

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)

Hellyer College

Teacher (VET Information Technology and Digital Media), Hellyer College (968248).

Applications Close:—Friday, 24 October 2014.

Salary:—\$54,732 – \$88,242 pro rata, per annum.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Permanent part-time 35 hours per fortnight.

Location:—Hellyer College.

Description of the role :—To implement and manage appropriate learning programs for students and to assess individual student progress.

In order to deliver VET Information Technology and Digital Media and TCE subjects of this role, applicants are to demonstrate appropriate VET and Vocational Competence.

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

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

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

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

Enquiries to Mike Shaw, Department of Education, phone (03) 6435 5200, email michael.shaw@education.tas.gov.au.

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

Applications to Human Resources (Vacancy and Staffing Services), Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, or email recruitment@education.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Latrobe High School

Advanced Skills Teacher, Latrobe High School (201193).

Applications Close:—Friday, 24 October 2014.

Salary:—\$94,869 p.a.

Teaching Service (Tasmanian Public Sector) Award, Advanced Skills Teacher Band 2.

Permanent full-time.

Location:—Latrobe 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 Brent Armitstead, Department of Education, phone 0438 063 408, email brent.armitstead@education.tas.gov.au.

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

Applications to Human Resources (Vacancy and Staffing Services), Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, or email recruitment@education.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Nixon Street Primary School

Assistant Principal, Nixon Street Primary School (200856).

Applications Close:—Friday, 24 October 2014.

Salary:—\$106,175 p.a.

Teaching Service (Tasmanian Public Sector) Award, Assistant Principal, Band 3, Level 3.

Permanent full-time.

Location:—Nixon Street Primary School.

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

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

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

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

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

Enquiries to Meredith Cashion, Department of Education, phone (03) 6424 7733, email meredith.cashion@education.tas.gov.au.

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

Applications to Human Resources (Vacancy and Staffing Services), Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, or email recruitment@education.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Reece High School

Advanced Skills Teacher, Reece High School (950251).

Applications Close:—Friday, 24 October 2014.

Salary:—\$94,869 p.a.

Teaching Service (Tasmanian Public Sector) Award, Advanced Skills Teacher, Band 2.

Permanent full-time.

Location:—Reece 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 Anne Stewart, Department of Education, phone (03) 6420 8100, email anne.m.stewart@education.tas.gov.au.

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

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

Blackmans Bay Primary School

Education Facility Attendant, Blackmans Bay Primary School (953953).

Applications Close:—Friday, 24 October 2014.

Salary:—\$39,063 – \$44,039 pro rata, per annum.

Facility Attendants (Tasmanian State Service) Award, Education Facility Attendant, Level 1-3.

Permanent full-time 80 hours per fortnight.

Location:—Blackmans Bay 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 Ros Bain, Department of Education, phone (03) 6229 6637, email ros.bain@education.tas.gov.au.

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

Home School Liaison Officer, Moonah Primary School (968970).

Applications Close:—Friday, 24 October 2014.
Salary:—\$55,005 – \$59,871 pro rata, per annum.
Tasmanian State Service Award, General Stream, Band 3.
Fixed-term part-time 36.75 hours per fortnight, from as soon as possible to 19 December 2014.
Location:—Moonah Primary School.
Description of the role:—Facilitate effective communication between the school and the community and contribute to the development of community involvement strategies. Assist with the improvement of retention rates of students.

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 Ange Mieзитis, Department of Education, phone (03) 6272 9868, email ange.mieзитis@education.tas.gov.au.

Applications to Human Resources (Vacancy and Staffing Services), Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, or email recruitment@education.tas.gov.au.

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

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

Strategic Control, Workforce and Regulation

Manager, Internal Audit, (500714).

Applications Close:—Friday, 24 October 2014.
Salary:—\$104,109 – \$112,116
Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3.
Permanent full-time
Location:—Internal Audit, Hobart.
Duties:—Internal Audit is responsible for providing independent objective assurance activity that is guided by a philosophy of adding value to improve the operations of Department of Health and Human Services (DHHS) and Tasmanian Health Organisations (THOs).

Internal Audit assists the DHHS and THOs in accomplishing its objectives by bringing a systematic and disciplined approach to the evaluation of the respective organisation's governance, risk management, control environment and recommended improvements as to their efficiency and effectiveness.

The Manager, Internal Audit is responsible for managing the internal auditing program for the DHHS and THOs. The Manager is responsible to the DHHS and THO Audit and Risk Management Committees for completing its approved program of work.

The Manager, Internal Audit has direct access to the Secretary and the Chairperson of the DHHS and THO Audit and Risk Committees. The Manager, Internal Audit reports to the Deputy Secretary Strategic Control, Workforce and Regulation for administrative and operational purposes but remains independent of any senior officer throughout the DHHS and THOs.

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

Desirable Requirements:—Membership of a relevant professional organisation and/or relevant academic qualifications.

Extensive knowledge and experience managing auditing, business and accounting functions in a complex organisation.

Applications to Amy Hills, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 3764.

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Tasmanian Health Organisation, North, Statewide Mental Health Services

Non Tradesperson Cook (503405).

Applications Close:—Friday, 24 October 2014.
Salary:—\$45,602 – \$47,672 p.a.
Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 4.
Permanent full-time day work, not working weekends but working public holidays, working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Food Services Department, Launceston General Hospital.

Duties:—Prepare and produce all food and nutritional requirements for patients and staff at the Launceston General Hospital, delivered meal recipients and satellite sites.

Note: Please refer to the Statement of Duties for the selection criteria relating to this vacancy. This criteria must be addressed 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 Jennifer Hills, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7526, email jenny.hills@dhhs.tas.gov.au.

Please do not send applications to the Contact Person.

You are encouraged to apply online 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.

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, NORTH

Launceston General Hospital

Administrative Assistant (503511).

Applications Close:—Friday, 24 October 2014.

Salary:—\$48,265 – \$52,359 pro rata, per annum.

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

Fixed-term full-time day work, working 76 hours per fortnight. Commencing as soon as possible until 6 March 2015. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Nutrition Department, Launceston General Hospital.

Duties:—As part of the health care team, the occupant of this position will provide reception and administrative support for the Nutrition Department. This includes:—Utilising the hospital patient administration system to maintain clinic waiting lists and schedule clinic appointments.

Providing administrative support to the Manager Nutrition Department by co-ordinating the flow of information to and from the Department.

Preparing routine correspondence.

Undertaking a liaison role in support of the day to day operations of the Nutrition Department.

Note: Please refer to the Statement of Duties for the selection criteria relating to this vacancy. This criteria must be addressed in your application.

Essential Requirements:—Nil.

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

Enquiries to Tracey Denmen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7493, email tracey.denmen@dhhs.tas.gov.au.

Please do not send applications to the Contact Person.

You are encouraged to apply online 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

Dietitian (520052).

Applications Close:—Friday, 24 October 2014.

Salary:—\$50,781 – \$81,475 pro rata, per annum.

Allied Health Professionals (Tasmanian State Service) Agreement 2014, DHHS and THO Allied Health Professional Level 1-2.

Permanent part-time day work, working 38 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Nutrition Department, Launceston General Hospital.

Please note : There is some degree of flexibility with number of hours to fit in with other part-time positions.

Duties:—Provide optimal nutritional care and education for inpatients, outpatients, community groups or individuals associated with the Launceston General Hospital.

Act as a nutrition resource for staff and the Northern Tasmanian community.

The position will provide dietetic services as part of the multidisciplinary Outpatient Rehabilitation Service team.

Note: Please refer to the Statement of Duties for the selection criteria relating to this vacancy. This criteria must be addressed in your application.

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.

Enquiries to Tracey Denmen, Manager, Nutrition Department, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7493, email tracey.denmen@dhhs.tas.gov.au or Jo Moerkerk, Team Leader, Outpatient Rehabilitation Service, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7865, email johanna.moerkerk@dhhs.tas.gov.au.

Please do not send applications to the Contact Person.

You are encouraged to apply online 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

Dietitian (521606).

Applications Close:—Friday, 24 October 2014.

Salary:—\$50,781 – \$81,475 pro rata, per annum.

Allied Health Professionals (Tasmanian State Service) Agreement 2014, DHHS and THO Allied Health Professional, Level 1-2.

Permanent part-time day worker, working 45 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—John L Grove Rehabilitation and Sub-Acute Services, Launceston General Hospital, Charles Street, Launceston.

Duties:—Provide optimal nutritional care and education for inpatients, outpatients, community groups or individuals associated with the Launceston General Hospital. Act as a nutrition resource for staff and the Northern Tasmanian community.

Please refer to the Statement of Duties for the selection criteria relating to this vacancy. This criteria must be addressed in your application.

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.

Enquiries to Annette Keen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5190, email annette.keen@dhhs.tas.gov.au.

You are encouraged to apply online 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. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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, NORTH

Primary Health Services North

Campbell Town Health and Community Service

Administrative Officer (512508).

Applications Close:—Friday, 24 October 2014.

Salary:—\$48,265 – \$52,359 pro rata, per annum.

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

Fixed-term part-time day work, working 36 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 6 June 2015.

Location:—Campbell Town Health and Community Centre.

Duties:—Undertake a reception and co-ordination role for Campbell Town Multi-Purpose Services (CTMPS), including the day to day delivery of all aspects of administrative and clerical duties.

Provide logistical and project support to other activities within CTMPS including health promotion, special events and community activities.

Participate in review of systems and processes for the efficient and effective management of administrative tasks within CTMPS.

Desirable Requirements:—Current Driver's Licence.

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

Enquiries to Robyn Brown, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6381 3300, email robyn.brown@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Organisation, North, P.O. Box 11963, Launceston 7250. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Primary Health Services North

Community Palliative Care

Registered Nurse (504991).

Applications Close:—Friday, 31 October 2014.

Salary:—\$57,286 – \$78,396 pro rata, per annum.

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

Fixed-term part-time day work (with oncall), working 60 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence for a 6 month period.

Location:—Allambi Building.

Please note that access to the Grade 4 salary range \$74,129 – \$78,396 is subject to successful application for progression to Grade 4.

Who are we:

Palliative care is care provided for people of all ages who have a life limiting illness, with little or no prospect of cure, and for whom the primary treatment goal is quality of life.

The Community Palliative Care Service, THO-North, Primary Health, is based in Launceston, and covers the (03) area of Tasmania.

We use a team approach to address the needs of patients and their carers, and work with health professionals across all health settings bringing knowledge, skills and expertise to enhance the care they provide. The palliative care team include palliative care medical specialists, specialist nurses, specialist social workers, occupational therapist and volunteers.

Who are we looking for:

We are seeking a motivated and experienced candidate to take up the role of a registered nurse Grade 3-4 to work within the Community Palliative Care Team. The successful candidate will be engaged in working with the client, carer and other members of the health care team to focus on enhancing the quality of life for the client and supporting their 'unit of care'.

Do you have:

Comprehensive knowledge of Primary Health Care principles, contemporary nursing theory and practice related to palliative care, and the demonstrated advanced clinical expertise to apply this knowledge.

Demonstrated post graduate experience preferably within a palliative care setting and a knowledge of palliative care philosophy, principles and practice of palliative care.

Demonstrated ability to function effectively and constructively as a member of a multidisciplinary team within an inter-disciplinary framework.

What can we offer:

Day work (with an on-call component).

Multidisciplinary team.

Interdisciplinary approach to primary health care.

Commitment to ongoing professional development.

Supportive learning environment.

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

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion 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 Linda Johnstone, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5587, email linda.johnstone@dhhs.tas.gov.au.

You are encouraged to apply online 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. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Mersey Community Hospital

Emergency Department Clerk (Casual) (519460).

Applications Close:—Friday, 24 October 2014.

Salary:—\$54,267 – \$59,071 pro rata, per annum.

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

Fixed-term casual shift worker, working as and when required.

Location:—Emergency Department, Mersey Community 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 Person Centred Care, Respect, Integrity, Dedication, and Excellence.

Who are we looking for?

We are seeking a motivated and experienced person to provide clerical, communication and administration services to the Emergency Department at Mersey Community Hospital on a casual basis.

Reporting to the Nurse Unit Manager Emergency Department, this role is dedicated to the provision of high standard customer focused clerical, administrative, communication and reception services to staff, patients and their families throughout the Mersey Community Hospital. Additionally you will be responsible for the delivery and dispatch of patient related correspondence including administrative arrangements for intra and inter hospital transfers.

Do you have?

Highly developed communication and interpersonal skills.

Ability to be flexible, and work as part of a team.

Be available to come to work at short notice, be available to work mornings, afternoons, nights, weekends and public holidays.

Ability to acquire a working knowledge and understanding of medical Terminology.

Accurate keyboarding skills and attention to detail is essential.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

Essential Requirements:—Nil.

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

Enquiries to Lynn Sims, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6426 5303, email lynn.sims@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Organisation, North West, P.O. Box 274, Ulverstone 7315. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health North West

Rural Social Worker (HealthWest) (2 Vacancies) (514917).

Applications Close:—Friday, 31 October 2014.

Salary:—\$78,035 – \$89,509 pro rata, per annum.

Allied Health Professionals (Tasmanian State Service) Agreement 2014, DHHS and THO Allied Health Professional, Level 3.

Fixed-term part-time day worker, working 60.88 hours per fortnight (2 Positions available).

Location:—West Coast, Tasmania.

Are you interested in a change of scenery for a fixed term contract with the Rural Primary Health Services team on the West Coast? Then look no further. We have the right opportunity for you.

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 Person Centred Care, Respect, Integrity, Dedication, and Excellence.

Who are we looking for?

We are seeking motivated and experienced Social Workers to take up positions in our rural sites on the West Coast. You will be responsible for individual client social support, group social support and will also contribute to health promotion and community development projects to improve people's health and wellbeing. You will be required to assess and analyse the social and health requirements of clients, develop and implement appropriate programs and evaluate their success or otherwise.

You will be expected to utilise your Social Work expertise to work with clients with complex and critical needs, liaising with specialist community services that outreach to the West Coast, and you will provide referrals for clients as necessary to relevant support agencies and services.

Do you have?

Demonstrated experience in the provision of professional social work service in a rural setting.

Current Driver's Licence.

Proven high-level counselling and interpersonal skills.

The ability to work collaboratively as part of a multidisciplinary team.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

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

Current Driver's Licence.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment

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

Enquiries to Linda Neale, Director of Nursing, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6472 2300, email linda.neale@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Organisation, North West, P.O. Box 274, Ulverstone 7315. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Clinical Support Services

Registered Nurse (Jack Jumper Allergy Program), (508960).

Applications Close:—Friday, 24 October 2014.

Salary:—\$57,286 – \$78,396 pro rata, per annum.

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

Permanent part-time day worker, working 12 hours per fortnight (Mondays 0730 – 1400 hours).

Location:—Jack Jumper Program, North West Regional Hospital.

Please note: Access to the Grade 3 salary range \$74,129 – \$78,396 is subject to successful application for progression to Grade 4.

The Tasmanian Health Organisation South is seeking an experience Registered Nurse to work in the Jack Jumper Allergy Program located at North West Regional Hospital.

Duties:—The Registered Nurse's (Jack Jumper Allergy Program) role is to undertake clinical activities within the Jack Jumper Allergy Program associated with providing venom immunotherapy to patients who have anaphylaxis to the sting of the Jack Jumper ant. The nurse will utilise a problem solving approach to complete delegated activities associated with venom immunotherapy and collaborating with other members of the team to achieve the program aims.

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

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

Enquiries to Jenny Gudden, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8767, email jenny.gudden@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, G.P.O. Box 1061, Hobart, Tasmania 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH
Complex Chronic and Community Services

Staff Specialist, Medical Oncologist (2 Vacancies) (522007).

Applications Close:—Friday, 24 October 2014.

Salary:—\$132,011 – \$184,815 pro rata, per annum.

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

Permanent part-time day work (with on-call); working 12 hours per fortnight and permanent full-time day work (with oncall) working 38 hours per fortnight.

Location:—Medical Oncology Unit; Royal Hobart Hospital.

Duties:—The Oncology Unit of the Tasmanian Health Organisation, South is looking for two suitably experienced Staff Specialists to join our team. The successful applicants will undertake senior roles in Medical Oncology and related services at the Royal Hobart Hospital (RHH). They will provide inpatient and outpatient care to public and private patients of RHH in all aspects of Medical Oncology, including the RHH Medical Oncology outpatient clinic. They will increase the RHH clinical services in Medical Oncology as required by the Head of Department and be involved in undergraduate and postgraduate teaching, and to be actively involved in research.

Desirable Requirements:—Relevant postgraduate qualifications to practice in Medical Oncology.

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

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

Enquiries to Dr Rosemary Harrup, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8157, email rosemary.harrup@dhhs.tas.gov.au.

You are encouraged to apply online 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. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INLAND FISHERIES SERVICE

Fisheries Officer (700933).

Applications Close:—Friday, 24 October 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Liawenee.

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

A percentage salary loading payable in addition to the annual award salary is applicable to this position under the Inland Fisheries Service Compensatory Allowance.

Duties:—As an individual or as part of a team, enforce Inland Fisheries and other legislation for which authority is delegated. Conduct and assist with the implementation and management of the State's recreational fisheries, commercial fisheries, native fauna and pest fish. Liaise with and communicate with members of community groups, recreational anglers, angling clubs, commercial fishers and government agencies on inland fisheries and compliance matters.

Essential Requirements:—Australian Maritime Safety Authority Certificate of Competency Coxswain Grade 2. A current motor vehicle driver's licence. A workplace Level 2 First Aid Certificate, or equivalent, or the ability to acquire prior to appointment. 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 check is to be conducted: crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty, serious traffic offences.

Desirable Requirements:—Certificate IV in Government (Investigation) and Certificate IV in Government (Statutory Compliance) or equivalent. Tertiary qualifications in a related discipline would be an advantage.

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

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

Enquiries to Stephen Hepworth, phone 0438 338 530, email stephen.hepworth@ifs.tas.gov.au.

Applications to Manager, Human Resources, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6165 3198, fax (03) 6233 3682, email job.applications@dpiuwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations

Cave Guide (705155).

Applications Close:—Friday, 24 October 2014.

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

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time (22 hrs per fortnight) from 01/12/14 to 30/11/16 or until the return of the substantive occupant, whichever is the sooner.

Location:—Mole Creek, Karst National Park.

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

Duties:—To conduct cave tours at both Marakoopa and King Solomons Caves within the Mole Creek Karst National Park. Provide advice and information on recreational opportunities, facilities and use of local reserves managed by the Parks and Wildlife Service. Carry out routine servicing, cleaning and site maintenance in and around the caves.

Desirable Requirements:—A current motor vehicle driver's licence. Workplace level 2 first aid certificate.

Enquiries to Paul Flood, phone 0429 635 182, email Paul.Flood@parks.tas.gov.au.

Applications to Manager, Human Resources Branch, Department of Primary Industries, Parks, Water and Environment, 44 G.P.O. Box, Hobart, TAS 7001, phone (03) 6165 3198, fax (03) 6233 3682, email job.applications@dpiwpe.tas.gov.au.

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.

STATE GROWTH

CORPORATE SERVICES

Librarian (372577).

Applications Close:—Friday, 24 October 2014.

Salary:—\$55,005 – \$89,526 pro rata, per annum.

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

Permanent part-time 0.5 FTE.

Location:—Hobart.

Duties:—Assist in the management, development and administration of a customer-focused library and information service in the Department of State Growth Library.

Provide specialist, timely and accurate reference and research services to clients.

Provide senior management with professional advice regarding library services.

Assist and advise staff and clients in accessing the resources and services of the Library, including electronic resources in global networks as well as promoting and marketing the library and information service.

In conjunction with the Library Manager, provide analytical and credit data on Australian and international corporations.

Liaise with other libraries both locally and nationally to maximise services, and represent the Department on external library groups.

Assist in developing and maintaining the library intranet and internet web pages.

Essential Requirement:—Evidence of the following must be provided prior to appointment to this role:—Satisfactory completion of an appropriate graduate qualification at a recognised University.

The person must continue to satisfy the above essential requirements/qualifications throughout their employment in this role.

Desirable Requirements:—An understanding of the INMAGIC DB/Textworks library management system.

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

Enquiries to Sarah Bromfield, Library Manager, Department of State Growth, phone (03) 6165 5054, email sarah.bromfield@stategrowth.tas.gov.au.

Applications to HR Operations, Department of State Growth, G.P.O. Box 536, Hobart 7001, email recruitment@stategrowth.tas.gov.au.

STATE GROWTH

CULTURAL AND CREATIVE INDUSTRY DEVELOPMENT

Tasmanian Museum and Art Gallery

Project Officer (Zoology) (425295).

Applications Close:—Friday, 24 October 2014.

Salary:—\$55,005 – \$89,526 pro rata, per annum.

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

Fixed-term part-time 12 months, 0.6 FTE.

Location:—Rosny.

Duties:—Curation and databasing of specimens collected in Bush Blitz surveys. Liaison with curators and interrogation of the Australian Faunal Directory on current nomenclature and systematic classification of species.

Specialised preparation of vertebrate and invertebrate faunal specimens for accession into the TMAG research collection.

Conduct maintenance work on the collections as required including the wet collection and ensuring compliance with Workplace Health and Safety (WHS) legislation.

Provision of information and advice to the public on the identification and biology of specimens and use of the collection.

Undertake general technical and administrative duties as required.

Desirable Requirements:—A current motor vehicle licence.

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

Enquiries to Dr Catherine Byrne, Senior Curator Zoology, Department of State Growth, phone (03) 6165 6925, email catherine.byrne@tmag.tas.gov.au.

Applications to HR Operations, Department of State Growth, G.P.O. Box 536, Hobart 7001, email recruitment@stategrowth.tas.gov.au.

STATE GROWTH

CULTURAL AND CREATIVE INDUSTRY DEVELOPMENT

Tasmanian Museum and Art Gallery

Registration Officer (Cultural Heritage) (706133).

Applications Close:—Friday, 24 October 2014.

Salary:—\$55,005 – \$89,526 p.a.

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

Permanent full-time.

Location:—Rosny.

Duties:-

As part of the Cultural Heritage team contribute to the development of efficient collection and information management procedures within TMAG.

Oversee the development of the Cultural Heritage collection directly and enhance the scope and accessibility of the collection.

Maintain the TMAG collection management databases, provide access to collections, contribute research on the collections, participate in identified projects and contribute to public programs and exhibitions as required.

Undertake day-to-day supervision of technical staff and volunteers.

In consultation with conservation and curatorial staff assist with the care, storage and maintenance of collections.

Set priorities for the development and enhancement of Cultural Heritage's information systems.

Assist the Senior Curator or History with day-to-day care and maintenance of the Cultural Heritage collections.

Manage public enquiries and the provision of specialist information associated with Cultural Heritage collection.

Undertake general technical and administrative duties within Cultural Heritage and broader TMAG teams.

Essential Requirement:—Bachelor's degree majoring in one of the following disciplines, History, Archaeology, or Cultural Heritage Management.

The person must continue to satisfy the above essential requirements/qualifications throughout their employment in this role.

Desirable Requirements:—A current motor vehicle licence.

A Graduate Diploma in Museum Studies.

Pre-employment:—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 Elspeth Wishart, Senior Curator, Cultural Heritage, Department of State Growth, phone (03) 6165 7001, email elspeth.wishart@tmag.tas.gov.au or Ian Terry, Senior Curator, Cultural Heritage, Department of State Growth, phone (03) 6165 7001, email ian.terry@tmag.tas.gov.au.

Applications to HR Operations, Department of State Growth, G.P.O. Box 536, Hobart 7001, email recruitment@stategrowth.tas.gov.au.

TASTAFE

PEOPLE CULTURE AND SAFETY

Senior Consultant Work Health and Safety (965993).

Applications Close:—Friday, 24 October 2014.

Salary:—\$80,669 – \$92,670 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight, start date to be negotiated.

Location:—Launceston.

Develop and implement the Work Health and Safety (WHS) Management System including managing the Injury Management Program, preparation of appropriate policies, practices and procedures to ensure that employees, students and visitors are operating in an environment where safety is the number one priority. The provision of high level consultancy and advisory service to managers and employees in the area of WHS is also a key component.

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 relevant tertiary qualification. Experience in a vocational and education training environment.

Enquiries to James Synnott, Manager, People Culture and Safety, TasTAFE, phone 6477 7486, email james.synnott@tastafe.tas.edu.au.

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Teacher Assistant	T. Nichols	6 months	15.09.14
Education	Centre Leader	A. Jones	6 months	08.09.14
Education	Teacher Assistant	S. Hughes	6 months	18.09.14
Education	Teacher Assistant	K. McCarthy	6 months	15.09.14
Health & Human Services & Tasmanian Health Organisations	Radiation Therapist	C. Huston	6 months	08.10.14
Health & Human Services & Tasmanian Health Organisations	Home Help	T. Wallace	6 months	13.10.14
Health & Human Services & Tasmanian Health Organisations	Radiation Therapist	S. Lummis	6 months	08.10.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	M. Perraton	6 months	12.10.14
Health & Human Services & Tasmanian Health Organisations	Home Help	T. Street	6 months	13.10.14
Health & Human Services & Tasmanian Health Organisations	Home Help	J. Hall	6 months	13.10.14
Health & Human Services & Tasmanian Health Organisations	Allied Health Assistant	B. Coulson	6 months	06.10.14
Health & Human Services & Tasmanian Health Organisations	Home Help	N. Rawlinson	6 months	13.10.14
Health & Human Services & Tasmanian Health Organisations	Home Help	T. Sherriff	6 months	13.10.14
Justice	Psychologist	B. Hocking	6 months	09.10.14
Justice	Psychologist	C. Hall	6 months	09.10.14
Port Arthur Historic Site Management Authority	Food & Beverage 2IC	L. Foster	6 months	01.10.14

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Justice	K. Ibbott	Team Leader Case Coordination	09.10.14
Tourism Tasmania	K. Saunders	Content Hub Coordinator	15.10.14

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	V. Hancl	01.10.14
Health & Human Services & Tasmanian Health Organisations	Community Dietitian	S. Waddingham	26.09.14
Health & Human Services & Tasmanian Health Organisations	Executive Assistant	K. Devine	07.10.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Palandri	27.09.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	B. Malone	27.09.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	W. Thomas	01.10.14
Primary Industries, Parks, Water & Environment	Archaeologist	K. McFadden	17.10.14
State Growth	Records Officer	V. Atkinson	24.09.14

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Patient Services Officer	D. Ball	10.10.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	M. Neilson	04.10.14
Justice	Clerk	M. Meredith	08.10.14



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