



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, 5th 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
 CORPORATE SERVICES
Human Resources Management

Regional HR Co-ordinator South (950396)

Applications Close:—Monday, 12 January 2015.
 Salary:—\$84,539 – \$94,996 p.a.
 Tasmanian State Service Award, General Stream Band 6.
 Permanent full-time 73.50 hours per fortnight.
 Location:—South.

Provide high level support to the Regional HR Manager, schools, colleges, TAFE, and the Learning Service on human resource issues and resolve complex problems.

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

Enquiries to Debby Crespan, Department of Education, (03) 6165 6580, email Debby.Crespan@education.tas.gov.au.

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

HEALTH AND HUMAN SERVICES AND TASMANIAN
 HEALTH ORGANISATIONS
 TASMANIAN HEALTH ORGANISATION - NORTH
Launceston General Hospital

House Services Assistant (520263).

Applications Close:—Monday, 12 January 2015.
 Salary:—\$42,777 – \$44,247 p.a.
 Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 2.

Permanent full-time shift worker, working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital.

Duties:—To clean allocated areas in compliance with established procedures and protocols.

Note: Please refer to the State Essential Requirements:-.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: 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 Horton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7459, email colleen.horton@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

Ward Clerk (504882).

Applications Close:—Monday, 12 January 2015.
 Salary:—\$50,183 – \$53,673 p.a.
 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 1 January 2016. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital.

Duties:—As part of the health care team provide reception and administrative support services for Northside.

Provide administrative support to the Nurse Unit Manager (NUM) by co-ordinating the flow of information to and from the Unit, preparing routine correspondence and service related activity reports and undertaking a liaison role in support of the day to day operations of the Unit.

Note: Please refer to the Statement of Duties for the selection criteria relating to this vacancy. These 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 Jan Dorman, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7473, email jan.dorman@dhhs.tas.gov.au or Peter Jacobson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7473.

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 WEST

Mersey Community Hospital

Registered Nurse (Multiple) (514604).

Applications Close:—Monday, 12 January 2015.

Salary:—\$57,286 – \$78,396 p.a.

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

Permanent full-time and part-time shift workers, working up to 76 hours to be negotiated.

Location:—Operating Theatre, 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.

These position is based in the Operating Theatre at the Mersey Community Hospital.

Who are we looking for?

We are seeking motivated and experienced Registered Nurses who are passionate about the greatest quality of care, ensuring that they collaborate with members of the multidisciplinary

healthcare team. Within the dynamic multidisciplinary team, they will contribute to a strong professional team approach through open communication and a positive supportive environment.

Reporting to the Nurse Unit Manager, they will contribute to the health outcomes of patients through excellence in practice, fostering a learning culture, excellent communication skills and working effectively within a multidisciplinary team.

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

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.

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

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 Grace Kamphuis, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6426 5206, email grace.kamphuis@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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Like us on Facebook.

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION - SOUTH

Oral Health Services (Statewide)

Oral Health North West

Dental Officer (500858).

Applications Close:—Monday, 12 January 2015.

Salary:—\$100,221 – \$156,828 p.a.

Health and Human Services (Tasmanian State Service) Award, Dental Officer, Level 1 to Level 3.

Permanent full-time day work, working 76 hours per fortnight, commencing 20th April 2015.

Location:—Oral Health Services, North West.

The role of the Dental Officer is to provide clinical dental services and associated administrative functions consistent with OHST policies. This involves the provision of dental services (at general dental practitioner level) to children and concession card beneficiaries in accordance with current treatment guidelines and management policies.

Duties:—Provide dental services as consistent with the policies and guidelines of the OHST for eligible adults and children and manage and/or provide the referral support to dental therapists for the provision of dental treatment for children up to age 18.

Provide dental care for children who lie beyond the scope of dental therapists. Supervise all aspects of dental care provided by dental therapists in the officer's area of responsibility including; quality control of their clinical procedures, adequacy of their treatment planning and competence in assessing clients who should be referred.

Assist in the development and advancement of the knowledge and professional skills of other staff within the team including therapists, prosthetists, dental assistants and technicians.

Manage a significant professional caseload in addition to the above duties which will ensure the equitable and timely delivery of services to eligible clients.

Essential Requirements:—Registered with the Dental 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 Dr Paul Greham, Department of Health and Human Services and Tasmanian Health Organisations, mobile 0429 383 703, email paul.greham@dhhs.tas.gov.au.

You are encouraged to apply online 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

Surgical Services

Registered Nurse (518390).

Applications Close:—Monday, 5 January 2015.

Salary:—\$57,286 – \$78,396 p.a.

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

Fixed-term full-time shift work (fully rotational) working 76 hours per fortnight. Commencing as soon as possible until 26 January 2016.

Location:—Main Theatre Royal Hobart Hospital.

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

Duties:—The Tasmanian Health Organisation - South is seeking applications from Registered Nurses interested in joining our team in the Main Theatre of the Royal Hobart Hospital. The ideal applicant will be finishing their graduate year and have experience within the perioperative setting especially in a scrub/scout role.

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 Keven Cronk, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8280, email keven.cronk@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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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION - SOUTH

Women and Children Services

Staff Specialist (NPICU) (515896).

Applications Close:—Monday, 12 January 2015.

Salary:—\$132,011 – \$184,815 p.a.

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

Fixed-term full-time day work, commencing March 2015 until March 2016. Notwithstanding, hours may be negotiated with the successful applicant.

Location:—Neonatal Paediatric Intensive Care Unit, RHH.

The RHH has an 11 bed Neonatal and Paediatric Intensive Care Unit and a 15 bed Special Care Nursery, and is the tertiary level referral centre for critically ill babies, infants and children in the state of Tasmania. The RHH NPICU manages a wide range of medical and surgical disorders in newborn infants and children, excluding cardiac surgical patients, and provides high-level intensive care, including high frequency oscillatory ventilation and inhaled nitric oxide therapy. The Tasmanian Neonatal and Paediatric Emergency Transport Service operates from within the Unit, and there is a dedicated Follow-Up program for NPICU graduates. There is a collaborative approach to the management of high-risk pregnancy, with close communication with the adjacent Obstetric Unit.

Duties:—The Staff Specialist will—provide services in Neonatal Medicine and Paediatric Intensive Care including diagnosis, treatment and care for patients in the NPICU at RHH, and, as appropriate, the NPICU Follow-Up Clinic.

Consultant-level participation in the Neonatal and Paediatric Emergency Transport Service.

Assist with management of high-risk obstetric services.

Provide supervision and advice relating to the provision of Neonatal services and Paediatric Intensive Care throughout Tasmania.

Participate in undergraduate and postgraduate teaching programs.

Undertake research in Neonatology and/or Paediatric Intensive Care.

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 Associate Professor Peter Dargaville, Department of Health and Human Services and Tasmanian Health Organisations, phone 0400 546 738, email peter.dargaville@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Stafflink Recruitment Services, 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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INTEGRITY COMMISSION

Manager Operations (356194).

Applications Close:—Monday, 12 January 2015.

Salary:—\$109,279 – \$115,977 p.a.

Tasmanian State Service Award, General Stream Band 8.

Fixed-term full-time for a period of six months.

Location:—Hobart.

Duties:—Assist the Chief Executive Officer and the Integrity Commission in the fulfilment of their responsibilities under the Integrity Commission Act 2009 and other statutes and policies as may be required. Lead and manage a team conducting assessments and investigations in respect of misconduct in accordance with the Integrity Commission Act 2009 to ensure that these are performed efficiently and effectively in accordance with the highest ethical and professional standards.

The Head of the State Service has determined that the person nominated for this position must satisfy a pre-employment check in the following areas: 1) Criminal Activity: Arson and fire setting, violent crimes and crimes against the person, sex related offences, drug and alcohol related offences, crimes involving dishonesty, crimes involving deception, making false declarations, malicious damage and destruction to property, serious traffic offences, crimes against public order or relating to the Administration of Law and Justice, crimes against Executive or the Legislative Power and crimes involving conspiracy. 2) Disciplinary/managerial action in previous employment. 3) Identification check. 4) Satisfy a stringent security vetting process in accordance with national standards.

Desirable Requirements:—Tertiary qualifications in a relevant discipline. Recent operational experience at a senior level in an Australasian integrity or law enforcement agency.

Enquiries to Diane Merryfull, Chief Executive Officer, Integrity Commission, phone 1300 720 289, email diane.merryfull@integrity.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Integrity Commission, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, 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 Diane Merryfull on 1300 720 289.

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

COMMUNITY CORRECTIONS

Northern Region

Probation Officer (350824).

Applications Close:—Monday, 12 January 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.50 hours per fortnight.

Location:—Launceston.

Applicants are required to undergo psychological and aptitude testing as part of the selection process.

Duties:—Conduct interviews and undertake assessments of offenders in order to provide accurate and timely advice to the Courts and the Parole Board in accordance with statutory requirements. Identify and explore offending behaviours with the aim of assisting offenders to reduce the risk of re-offending.

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 Annette Carr, Team Leader, Community Corrections, Department of Justice, phone (03) 6777 2895, email annette.carr@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, 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 Annette Carr on (03) 6777 2895.

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

GUARDIANSHIP AND ADMINISTRATION BOARD

Registry Clerk (355099).

Applications Close:—Monday, 12 January 2015.

Salary:—\$57,249 – \$61,373 pro rata, per annum.

Tasmanian State Service Award, General Stream Band 3.

Fixed-term part-time 29.40 hours per fortnight until 3 November 2015.

Location:—Hobart.

Duties:—Provide a wide range of administrative duties for the efficient and effective delivery of services relating to the Guardianship and Administration Board including preparation for hearings, settling orders after a hearing, de-identification of statements of reasons and management of confidential client files, processing mail and maintenance of office equipment and supplies. Maintain registers including registering new applications, orders and statements of reasons, preparing correspondence to interest parties and inputting data to the case tracking system.

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 Donna Spong, Registrar, Guardianship and Administration Board, Department of Justice, phone (03) 6165 7500, email donna.spong@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, 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 Donna Spong on (03) 6165 7500.

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 PUBLIC GUARDIAN

Guardian (354775a).

Applications Close:—Monday, 12 January 2015.

Salary:—\$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 73.50 hours per fortnight until 12 July 2015.

Location:—Hobart.

Duties:—Assist the Public Guardian by acting as Guardian, Alternative Guardian or Administrator for persons with disabilities and advocate on their behalf when the Public Guardian is appointed by the Guardianship and Administration Board. Make applications to the Board as appropriate, primarily for the appointment of a guardian or an administrator or for the review of a guardianship or administration order.

Essential Requirements:—A current Tasmanian Drivers Licence.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction 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 Lisa Warner, Public Guardian, Department of Justice, phone (03) 6165 3444, mobile 0418 332 031, email lisa.warner@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, 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 Lisa Warner on (03) 6165 3444.

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

Office of the Valuer-General

Valuer (707205).

Applications Close:—Monday, 12 January 2015.

Salary:—\$58,394 – \$94,996 p.a.

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

Permanent full-time.

Location:—Devonport.

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

Duties:—Provide property valuation and consultative advice to the Valuer-General and stakeholders on a State wide basis.

Essential Requirements:—Band 1: A Degree in Business Studies (or similar), majoring in property valuations. A current motor vehicle driver's licence.

Band 2: Meet the necessary qualifications to practice as a Land Valuer in accordance with the Land Valuers Act 2001. A current motor vehicle driver's licence.

Desirable Requirements:—Band 1: Working experience in statutory rating valuations and compulsory property acquisition valuations.

Band 2: A Degree in Business Studies (or similar), majoring in property valuations. Working experience in statutory rating valuations and compulsory property acquisition valuations.

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

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

Enquiries to Tim Grant, phone 0418 556 953, email tim.grant@dpipwe.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 3180, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

STATE GROWTH

CULTURAL AND CREATIVE INDUSTRY DEVELOPMENT

Tasmanian Museum and Art Gallery

Retail Assistant (Visitor Services Officer) (425302).

Applications Close:—Monday, 12 January 2015.

Salary:—\$39,511 – \$48,474 pro rata, per annum.

Tasmanian State Service Award, General Stream Band 1.

Fixed-term part-time 0.5 fte for 12 months.

Location:—Hobart.

Duties:—Prepare the shop for daily opening and closing in an efficient manner including the labelling and replenishing of stock on the shop floor.

Respond to visitors and customers in a courteous and attentive manner. Provide consistently high quality customer service (in-store, on the phone and online).

Assist customers with purchase selection. Respond to enquiries and follow-up on orders in a professional and friendly manner.

Accurately operate the POS system, perform cash reconciliations and ensure that takings are secure at all times.

Perform daily tasks to assist in the administration and maintenance of the retail operations, including processing and dispatch of orders; shop and storage stacking and cleaning; ordering and processing of shop merchandise and online store maintenance.

Participate in the conduct of regular stock takes to ensure inventory records are complete and accurate.

Participate in stock display arrangements, promotional events and shop sales. Assist in identifying potential stock which may be discounted and/or put on sale.

Remain knowledgeable about shop sales goals and actively participate in achieving those targets.

Perform any other assigned duties at the classification level that are within the employee's competence and training as directed by the line manager.

Desirable Requirements:—Current driver licence with the ability to operate manual vehicles.

Pre-employment:—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. The following checks are to be conducted:—Conviction Check, Crimes of violence, Sex related offences, Serious drug offences, Crimes involving dishonesty, Identification Check. Disciplinary action in previous employment check.

Enquiries to Matthew Spencer, PR and Social Media Co-ordinator, Department of State Growth, phone 6165 7062, email matthew.spencer@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.

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Budget Management Branch

Assistant Director (724292).

Applications Close:—Monday, 12 January 2015.

Salary:—\$109,279 – \$115,977 p.a.

Tasmanian State Service Award, General Stream Band 8.

Fixed-term full-time or part-time (minimum 0.8 FTE) commencing as soon as possible up until 31 August 2015.

Location:—Hobart.

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

In the context of the selection criteria, to be successful in the position applicants will have:

high level financial skills including knowledge of contemporary budget management and the effective analysis of financial information:—strong strategic capacity and whole-of-government focus, demonstrated ability to understand complex issues and identify possible solutions and high-level verbal and written communications skills.

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

Enquiries to Monique Poxon, Assistant Director, Budget Management Branch, Department of Treasury and Finance, phone (03) 6166 4127, email monique.poxon@treasury.tas.gov.au.

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, HOBART TAS 7001, phone (03) 6166 4450, email recruitment@treasury.tas.gov.au.

Applications MUST address the selection criteria outlined in the Statement of Duties. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6166 4450.

Promotion without Advertising

STATE GROWTH

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 —

J O'Shannassy.

to perform the duties of Manager Commercial Strategy 372598, General Stream, Band 8.

Duties:—The position is responsible for leading and managing complex reform projects to bring a commercial focus to identified business activities and the development of commercial strategy options relevant to the future operations of the Asset Management Branch.

Desirable Requirements:—Appropriate tertiary qualifications.

State Service employees aggrieved by this intention may make application to the Tasmanian Industrial Commission for a review under section 50(1)(b) 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>
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	C. Hickford	6 months	15.12.14

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	T. Milbourne	Advanced Skills Teacher	02.02.15
Education	T. Whitney	Advanced Skills Teacher	02.02.15
Education	B. Philip	Principal	01.01.15

Resignation of Officers

<i>Agency</i>	<i>Officer's Name</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Premier & Cabinet	P. Langford	Contract and Relationship Manager	24.12.14

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	Registered Nurse	F. Green	13.12.14
Premier & Cabinet	Manager, State Service Industrial Relations	P. Baker	24.12.14
Primary Industries, Parks, Water & Environment	Examiner	L. McLeod	31.12.14
Primary Industries, Parks, Water & Environment	Dog Handler (Fox Scat Detection)	D. Cunningham	17.12.14
Primary Industries, Parks, Water & Environment	Senior Crown Land Officer	K. Pelham	24.12.14
Primary Industries, Parks, Water & Environment	Principal Agricultural Research Service Leader	L. Sparrow	31.12.14
Primary Industries, Parks, Water & Environment	Client Services Officer	D. Korn	31.12.14
Primary Industries, Parks, Water & Environment	Cadastral Service Officer	C. Ludford	31.12.14
Primary Industries, Parks, Water & Environment	Manager Aboriginal Heritage Research and Development	D. Ranson	24.12.14
State Growth	Driver Assessor	G. Blight	31.12.14
Treasury & Finance	Senior Executive Officer	P. Low	18.12.14

Retirement of Officers

<i>Agency</i>	<i>Officer's Name</i>	<i>Duties Assigned</i>	<i>Date Effective</i>
Primary Industries, Parks, Water & Environment	S. Lennox	Director (Visitor Services)	15.12.14

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	Enrolled Nurse	J. Rickards	15.12.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	H. Rottier	13.12.14
Health & Human Services & Tasmanian Health Organisations	Senior Social Worker	E. Floyd	15.12.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	E. Hodge	10.12.14
Health & Human Services & Tasmanian Health Organisations	Clinical Nurse Educator - Alcohol & Drug Services	S. Styles	15.12.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	G. Norton	15.12.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	K. Menzies	12.12.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	T. Calhoun	15.12.14
Health & Human Services & Tasmanian Health Organisations	Alcohol and Other Drugs Worker	M. Kent	15.12.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	R. Robson	06.12.14
Health & Human Services & Tasmanian Health Organisations	Clinical Nurse Specialist	G. Clarke	15.12.14
Health & Human Services & Tasmanian Health Organisations	Phlebotomist	J. Edwards	13.12.14
Health & Human Services & Tasmanian Health Organisations	IT Consultant	P. Venning	12.12.14
Justice	IT Asset Coordinator	M. Proctor	24.12.14
Police & Emergency Management	Maintenance Officer	M. Childs	01.01.15
Premier & Cabinet	Manager Planning Facilities and Environments	L. Chiu	02.01.15
Premier & Cabinet	Director Policy	J. McCormick	31.12.14
Premier & Cabinet	Assistant Director	B. Cruise	31.12.14
Premier & Cabinet	Regional Manager Programs and Services	E. Dixon	19.12.14
Premier & Cabinet	Executive Assistant	K. Baylis	18.12.14
Premier & Cabinet	Principal Consultant	C. Mulcahy	24.12.14
Primary Industries, Parks, Water & Environment	Technical Resource Officer	D. Butler	24.12.14
Primary Industries, Parks, Water & Environment	Senior Bird Conservation Officer	M. Holdsworth	31.12.14
State Growth	Contract Supervisor	D. Wyllie	19.12.14
State Growth	Executive Assistant	F. Huskinson	31.12.14
State Growth	Contract Supervisor	T. Watkins	19.12.14
State Growth	Disability and Arts Officer	M. Taylor	17.12.14
State Growth	Coordinator Transport Access Scheme	E. Heazlewood	31.12.14
State Growth	Utility Officer	G. Stafford	31.12.14
State Growth	Manager Strategy	A. Jones	17.12.14
State Growth	Transport Access Scheme Support Officer	D. Harvey	31.12.14
State Growth	Road Safety Consultant	R. Sharp	31.12.14
State Growth	Project Manager	J. Newman	05.12.14
State Growth	Senior Accreditation Officer	P. Harvey	31.12.14
State Growth	Program Support Officer	L. Harper	24.12.14
State Growth	Project Manager	J. Ralph	31.12.14
State Growth	Senior Project Officer	R. Dobson	12.12.14
State Growth	Executive Officer	W. Bowman	31.12.14
State Growth	Analyst Asset Information	E. Gall	19.12.14
State Growth	Asset Manager	M. Oakford	31.12.14
State Growth	Property Officer	P. Davidson	24.12.14
State Growth	Manager Road Safety Operations	G. Douglas	24.12.14
State Growth	Project Manager	K. McShane	19.12.14
Treasury & Finance	Administrative Assistant	A. Harwood	31.12.14



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