



# TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY  
AUTHORITY  
ISSN 0039-9795

WEDNESDAY 23 APRIL 2014

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

## CONTENTS.

### VACANCIES—

Education.....	656
Health and Human Services .....	658
Justice .....	660
Police and Emergency Management.....	663
Primary Industries, Parks, Water and Environment .....	663
TasTAFE .....	664

### STAFF MOVEMENTS—

Appointments .....	665
Promotions.....	665
Resignations .....	665
Retirements.....	665

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

## Vacancies—General Information

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

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

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

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

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

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

### Submission of Applications

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

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

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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

## 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**

### TASMANIAN GOVERNMENT GAZETTE AND TASMANIAN STATE SERVICE NOTICES PUBLICATION AND COPY CLOSURE DATES

## ANZAC Day 2014

ANZAC Day falls on Friday 25 April 2014 and deadlines for copy for the *Tasmanian Government Gazette* and *Tasmanian State Service Notices* close at:—

**4 p.m. on Thursday 24 April 2014.**

NOTE: Applications for positions advertised in the State Service Notices of 30 April 2014 will close at 5 p.m. on 9 May 2014.

## EDUCATION

### CORPORATE SERVICES

#### *Human Resources Management*

#### Human Resource Services

### **Conduct and Investigations Administrative Officer (960264).**

Applications Close:—Friday, 2 May 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 73.50 hours per fortnight.

Location:—Hobart.

Description of the role:—To provide high level administrative and investigations support to the Conduct and Investigations Section.

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 Linda Eaton, Senior Conduct and Investigations Officer, Department of Education, phone (03) 6165 6255, email *linda.eaton@education.tas.gov.au*.

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

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, fax (03) 6233 0566, email *recruitment@education.tas.gov.au*.

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

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

## EDUCATION

### LINC TASMANIA

#### *LINC's Access and Collections*

### **Manager Information Services and Access (700343).**

Applications Close:—Friday, 9 May 2014.

Salary:—\$123,745 – \$142,307 p.a.

Tasmanian State Service Award, General Stream, Band 9.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Description of the role:—Lead, manage and co-ordinate the strategic planning and development of LINC Tasmania's statewide information services, library collections, and public access.

Provide significant policy and strategic advice, including performance reports, to senior and executive management of the Department and other stakeholders as required.

Provide leadership and support to specified business units as required.



# RBF **Aspire** Program

## MEMBER SCHOLARSHIPS

---

**How would \$5,000 help you  
to advance your career?**

---

**RBF is introducing the RBF Aspire Program  
to help RBF members undertake training and  
development to advance their career prospects.**

More information about the RBF Aspire Program will be  
available on the RBF website on Monday 28 April 2014.



Member scholarships are only open to RBF members who have been with RBF for 12 months. The RBF Board (ABN 97 724 593 931) is the trustee of the Retirement Benefits Fund (ABN 51 737 334 954). When considering an RBF product, please refer to the product disclosure documents available at [www.rbf.com.au](http://www.rbf.com.au).

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 Jenny Rayner, Director, LINC Tasmania, Department of Education, phone (03) 6165 5556, email [jenny.rayner@education.tas.gov.au](mailto:jenny.rayner@education.tas.gov.au).

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

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Population Health*

Office of the Chief Medical Officer

**Recruitment and Community Education Officer (501123).**

Applications Close:—Friday, 2 May 2014.

Salary:—\$60,914 – \$70,436 p.a.

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

Permanent full-time day work.

Location:—Cancer Screening and Control Services, Policy and Education Unit.

Duties:—We are seeking a Recruitment and Community Education Officer to join our team at Cancer Screening and Control Services, Policy and Education Unit. The focus of duties is informed by a primary health care framework, to plan, develop, implement and evaluate community-based recruitment and public education programs for Cancer Screening and Control Services within the parameters of current national screening programs.

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 Nicole Willis, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 4331, email [nicole.willis@dhhs.tas.gov.au](mailto:nicole.willis@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

Flinders Island Multi-Purpose Centre

**Registered Nurse (2 vacancies) (514016).**

Applications Close:—Friday, 2 May 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 shift work (fully rotational). Hours to be negotiated with the successful applicants.

Location:—Flinders Island Multi Purpose Centre.

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

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

Note :, Please refer to the Statement of Duties when addressing the selection criteria in your application.

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 Angela Smith, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6359 2122, email [angela.g.smith@dhhs.tas.gov.au](mailto:angela.g.smith@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application, quoting the vacancy number, to: Recruitment Services, Human Resources, 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](http://www.dhhs.tas.gov.au).

HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mental Health North West*

**Administrative Assistant (519804).**

Applications Close:—Friday, 2 May 2014.

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

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

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

Location:—Various Mental Health Sites.

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 Administrative Assistant to join Mental Health Casual Administration Pool.

As a member of the team, the Administrative Assistant is responsible for the provision of administrative and clerical support.

Communication skills are instrumental for this role as you will be liaising with multiple stakeholders such as clients, staff and consultants. Your ability to maintain a high level of confidentiality in your day-to-day dealings with patient details and personal medical records is invaluable.

Do you have?

Ability to work either individually or as a member of a team.

Knowledge and experience of sound office management practices.

Ability to communicate effectively with the public, clients, clinical personnel and other staff.

Flexibility in regards to work location.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information, please contact Cindy Petersen on 6434 6434 or email [cindy.petersen@dhhs.tas.gov.au](mailto:cindy.petersen@dhhs.tas.gov.au).

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.

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

Like us on Facebook.

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### ***Clinical Nurse Specialist, Forensic Medicine (518609).***

Applications Close:—Friday, 2 May 2014.

Salary:—\$79,622 – \$83,323 pro rata, per annum.

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

Permanent part-time day work, working 45.6 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—The role of the Clinical Nurse Specialist, Forensic Medicine is to: apply highly-developed medical and nursing knowledge, skills and experience in the specialised field of Forensic Medicine to co-ordinate the delivery of a review and investigative service to the Director, Statewide Forensic Medical Services and the Coroner in relation to deaths which have occurred in health care facilities; research and evaluate the provision and management of clinical care in hospital cases referred to Statewide Forensic Medical Services for post mortem examination; co-ordinate efficient communication between Statewide Forensic Medical Services, the Coroner's Office and health care professionals and assist the State Forensic Pathologist and the Coroner by preparing questions in relation to hospital death for appropriately qualified experts.

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 Sue Gilbert, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8611, email [sue.gilbert@dhhs.tas.gov.au](mailto:sue.gilbert@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### ***Customer Service Officer, Relief (Multiple vacancies) (509339).***

Applications Close:—Friday, 9 May 2014.

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

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

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

Location:—Ward Clerks, Outpatients/various other departments.

The Tasmanian Health Organisation – South is seeking a number of casual Customer Services Officers (PIMS) to provide coverage in the absence of regular staff.

Duties:—In the role of Customer Services Officer (PIMS) you will provide clerical support to clinical sites throughout the Royal Hobart Hospital and its outlying areas. As the successful candidate you are expected to provide high-level customer-focused reception skills and have the capacity to efficiently co-ordinate clerical functions in support of patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for patient services.

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 Burgess, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8448, email [jenny.burgess@dhhs.tas.gov.au](mailto:jenny.burgess@dhhs.tas.gov.au).

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

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Clinical Support Services*

#### ***Clinical Nurse Consultant (501272).***

Applications Close:—Friday, 2 May 2014.

Salary:—\$83,323 – \$89,075 pro rata, per annum.

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

Fixed-term part-time day work, working 60.8 hours per fortnight, commencing 20 May 2014 until 26 June 2014.

Location:—Steele Street Community Health Centre, Devonport.

The Tasmanian Health Organisation, South is seeking a fixed term part-time Clinical Nurse Consultant to work in Sexual Health Service, Devonport.

Duties:—As the Clinical Nurse Consultant you will co-ordinate and provide a clinical consultancy service, including education to individuals and groups in matters related to sexual health in the North West of Tasmania.

This role requires clinical expertise and experience in sexual health nursing, with strong communication, research, team work, and leadership skills. You will identify, plan, implement and evaluate health education which reflects community needs.

The CNC is expected to work in accordance with the strategic directions of the DHHS, THO-South and Sexual Health Service.

Desirable Requirements:—Family Planning Australia, Certificate of Completion – Sexual and reproductive health theory/practice courses.

Current Driver's Licence.

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 Elizabeth Lamond, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8332, email [elizabeth.lamond@dhhs.tas.gov.au](mailto:elizabeth.lamond@dhhs.tas.gov.au).

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

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

#### JUSTICE

##### COMMUNITY CORRECTIONS

##### *Southern Region*

#### ***Community Service Order, Support Officer (356055).***

Applications Close:—Friday, 2 May 2014.

Salary:—\$55,005 – \$59,871 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time 73.50 hours per fortnight for 12 months.

Location:—Hobart.

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

Duties:—Perform a range of administrative and reception tasks, including the preparation of correspondence and maintenance of electronic records and data. Assist Probation Officers with the co-ordination and delivery of the induction program to offenders undertaking Community Service Orders, including the facilitation of the workplace health and safety sessions.

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

Desirable Requirements:—Demonstrated sound administrative ability with proficiency in the use of office management procedures and practices, and aptitude to provide a high standard of accurate and timely support.

Ability to interpret and apply legislative Departmental policies, and a demonstrated understanding of Community Corrections, in particular the Community Service Order scheme, or an ability to quickly acquire this knowledge.

Enquiries to Pam Honan, Director, Community Corrections, Department of Justice, phone (03) 6165 6714, email [pamela.honan@justice.tas.gov.au](mailto:pamela.honan@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, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Pam Honan on (03) 6165 6714.

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

#### *Southern Region*

#### **Community Service Order Co-ordinator (356213).**

Applications Close:—Friday, 2 May 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:—Hobart.

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

Duties:—Contribute to the design, development and implementation of standards and guidelines for the State-wide Community Service Order Scheme, and actively contribute to the Community Corrections Strategic Leadership Team.

Undertake recruitment, induction and professional development for staff in accordance with Community Corrections' learning and development framework.

Oversee and monitor the work of the Southern CSO Unit, including caseload allocation, quality assurance and monitoring project performance.

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

Desirable Requirements:—Knowledge and understanding of Criminal Justice issues and Community Corrections policy and practice, or the ability to obtain that knowledge within a reasonable time frame.

Well-developed management skills, including the ability to lead, motivate, support and manage staff, undertake performance management, and manage financial and physical resources.

Ability to affectively apply standards, legislation and policies while applying sound professional judgement.

Enquiries to Pam Honan, Director, Community Corrections, Department of Justice, phone (03) 6165 6714, email [pamela.honan@justice.tas.gov.au](mailto:pamela.honan@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, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Pam Honan on (03) 6165 6714.

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

#### *Southern Region*

#### **Team Leader (2 Vacancies).**

Applications Close:—Friday, 2 May 2014.

Salary:—\$80,669 – \$92,670 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Vacancy No. 356228.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Vacancy No. 356544.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

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

Duties:-

Lead and manage the day-to-day human, physical and financial resources, and delivery of services for a team to meet the needs of the client group, and to ensure the safety of staff.

Prioritise and allocate tasks associated with managing offenders on a daily basis and assist operational staff to maintain an appropriate case load.

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

Desirable Requirements:—Extensive knowledge and experience of the Criminal Justice environment, including a comprehensive understanding of the role of Community Corrections, the legislative environment, stakeholder roles and requirements, and effective models of intervention with offenders.

Highly-developed communication and interpersonal skills, including the ability to prepare and review complex written material, build relationships based on trust, honesty and respect, and manage and resolve conflict.

Enquiries to Pam Honan, Director, Community Corrections, Department of Justice, phone (03) 6165 6714, email [pamela.honan@justice.tas.gov.au](mailto:pamela.honan@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, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Pam Honan on 6165 6714.

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

##### CROWN LAW

*Office of the Crown Solicitor*

#### **Legal Secretary, Conveyancing and Commercial (350049).**

Applications Close:—Friday, 2 May 2014.

Salary:—\$48,823 – \$53,038 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Undertake a wide range of clerical and administrative duties, including the collation of a wide range of legal documentation, especially conveyancing and commercial law documents, and undertaking file maintenance of practitioner files, mail processing and assist in file archiving processes. Undertake transcribing of audio recordings, preparation of correspondence and document production duties of a highly confidential nature.

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

Desirable Requirements:—Clerical experience relevant to the nature of the duties, including a sound proficiency in the delivery of face-to-face and telephone reception services, mail handling, document production and document collation, especially conveyancing and commercial law documents.

Demonstrated Dictaphone typing skills, with a minimum

typing speed of 60 WPM, as well as the ability to use Microsoft computer software programs and standard office equipment to quickly and accurately record information and produce documents.

Enquiries to Karen Dillon, Co-ordinator Financial Operations, Crown Law, Department of Justice, phone (03) 6165 3637, email [karen.dillon@justice.tas.gov.au](mailto:karen.dillon@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, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Karen Dillon on (03) 6165 3637.

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

##### SUPREME COURT

*Hobart*

#### **Transcription Typist (350110).**

Applications Close:—Friday, 2 May 2014.

Salary:—\$48,823 – \$53,038 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term casual until end of July 2014.

Location:—Hobart.

Duties:—Produce accurate and timely transcription services, including transcribing records of criminal and civil court proceedings. Maintain accurate records in relation to transcript production and time allocation.

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

Desirable Requirements:-

Experience in using current office technology to deliver services including high-level audio typing and document production skills, and an ability to adapt to new technology and procedures.

A general understanding of legal, medical and other technical terminology, or the ability to acquire that understanding quickly.



Enquiries to Stuart Baker, Acting Transcription Supervisor, Supreme Court of Tasmania, Department of Justice, phone (03) 6165 7472, email [stuart.baker@supremecourt.tas.gov.au](mailto:stuart.baker@supremecourt.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, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Stuart Baker on (03) 6165 7472.

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.

## POLICE AND EMERGENCY MANAGEMENT

### NORTHERN DISTRICT

#### *Launceston Division*

#### ***Police Public Enquiry Officer (002594).***

Applications Close:—Friday, 2 May 2014.

Salary:—\$55,005 – \$59,871 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time 12 Months.

Location:—Launceston.

Duties:—Attend to enquiries from members of the public on a personal basis or by telephone.

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 for: Crimes of violence, Sex related offences, Serious drug offences, Crimes involving dishonesty, Serious traffic offences.

Qualifications and Experience:—Knowledge and expertise consistent with qualifications recognised at Certificate 3 and 4 or equivalent level.

Enquiries to Mr Kevin Osborne, Executive Officer, Department of Police and Emergency Management, phone (03) 63363749, email [kevin.osborne@police.tas.gov.au](mailto:kevin.osborne@police.tas.gov.au).

Applications to Co-ordinator, Employee Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 61732071, email [applications@police.tas.gov.au](mailto:applications@police.tas.gov.au).

Applicants should address the knowledge and skills (selection criteria) as outlined in the Statement of Duties. Applications forwarded by email receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within DPEM. If no acknowledgement or system generated response is received please contact Employee Services on (03) 6173 2071. Please ensure that your application is in either Microsoft Word format, PDF or RTF (rich text format).

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### BIOSECURITY AND PRODUCT INTEGRITY

#### *Product Integrity*

#### ***Registrar of Animal Brands (24233).***

Applications Close:—Friday, 2 May 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Launceston or Hobart (subject to negotiation).

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

Duties:—Administer property, livestock identification, movement and traceability systems and ensure that legal requirements are understood by key stakeholders. Provide information and assistance to the livestock sector about industry compliance requirements.

Desirable Requirements:—A current motor vehicle driver's licence.

Enquiries to Stuart Chilcott, phone (03) 6165 3239, email [stuart.chilcott@dpipwe.tas.gov.au](mailto:stuart.chilcott@dpipwe.tas.gov.au).

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6165 3185, fax (03) 6233 3682, email [job.applications@dpipwe.tas.gov.au](mailto:job.applications@dpipwe.tas.gov.au).

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### EPA DIVISION

#### *Environmental Operations*

#### ***Data Management and Administrative Support Officer (707209).***

Applications Close:—Friday, 2 May 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

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

Duties:—Maintain Tasmania's waste classification system including liaising with the waste industry, compilation of waste and recycling data, and ensuring that Tasmania's waste data reporting obligations are complied with. Maintain and deliver high level administrative support for the Waste Management section of the EPA Division.

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 Jaimie Clarke, Department of Primary Industries, Parks, Water and Environment, phone (03) 6165 4630, email [jaimie.clarke@environment.tas.gov.au](mailto:jaimie.clarke@environment.tas.gov.au).

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6165 3185, fax (03) 6233 3682, email [job.applications@dpipwe.tas.gov.au](mailto:job.applications@dpipwe.tas.gov.au).

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

RESOURCE MANAGEMENT AND CONSERVATION

*Business Services, RMC*

**Administration Officer (Business Services) (702624).**

Applications Close:—Friday, 2 May 2014.

Salary:—\$74,022 – \$77,411 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

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

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

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

Duties:—To support the management and administration of the Resource Management and Conservation Division's corporate activities including the Division's human, physical and financial resources.

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 Jim McMaster, phone (03) 6165 4389, email [James.McMaster@dpiuwe.tas.gov.au](mailto:James.McMaster@dpiuwe.tas.gov.au).

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6165 3185, fax (03) 6233 3682, email [job.applications@dpiuwe.tas.gov.au](mailto:job.applications@dpiuwe.tas.gov.au).

TASTAFE

OFFICE OF THE CEO

**Executive Assistant (967161).**

Applications Close:—Friday, 2 May 2014.

Salary:—\$55,005 – \$59,871 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Office of the CEO TasTAFE.

Description of role:—Provide effective administrative, secretarial and organisational support to the CEO of TasTAFE.

Manage the flow of information and correspondence to and from the Office of the CEO including confidential correspondence, reports and working with the Senior Executive Officer in relation to the business activities of the unit.

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 Stephen Conway, Chief Executive Officer, TasTAFE, phone (03) 6165 5672, email [stephen.conway@tastafe.tas.edu.au](mailto:stephen.conway@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, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

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

## 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	J. Danziger	6 months	05.05.14
Health & Human Services & Tasmanian Health Organisations	Allied Health Assistant Physiotherapy	H. Jack	6 months	31.03.14
Health & Human Services & Tasmanian Health Organisations	Specialist Radiographer	R. Lethbridge	6 months	21.05.14
Health & Human Services & Tasmanian Health Organisations	Customer Service Officer	J. Andrews	6 months	30.03.14
Infrastructure, Energy & Resources	Driver Assessor	R. Miller	6 months	10.04.14
Justice	Case Coordinator and Assessment Officer	C. Gibson	6 months	04.04.14
Police & Emergency Management	Forensic Scientist	J. Devenish-Meares	6 months	07.04.14
Police & Emergency Management	Senior Project Officer	G. Winter	6 months	24.03.14
Police & Emergency Management	Senior Administration Assistant	P. Miller	Nil	24.03.14
Police & Emergency Management	Human Resources Advisor	K. Fisher	6 months	14.04.14
Police & Emergency Management	Chef	S. Norris	Nil	11.04.14
Premier & Cabinet	Senior Policy Consultant	P. Shirley	Nil	14.04.14
Treasury & Finance	Systems Analyst	S. Thiessen	6 months	28.04.14
Treasury & Finance	Senior Budget Analyst	M. Bowditch	6 months	12.05.14
Port Arthur Historic Site Management Authority	Food and Beverage Assistant	F. Ganz	6 months	08.04.14
Port Arthur Historic Site Management Authority	Food and Beverage Assistant	E. Kingston	6 months	08.04.14

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	M. van der Molen	Clinical Coordinator	28.04.14
Health & Human Services & Tasmanian Health Organisations	R. Hussain	Senior Social Worker	13.05.14

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Project Manager	D. Nahodil	22.04.14
Health & Human Services & Tasmanian Health Organisations	Nurse Unit Manager	R. Ryan	12.04.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Lander	12.04.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	M. Almeida	06.04.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse - Community Nurse	J. Breadmore	31.03.14
Health & Human Services & Tasmanian Health Organisations	Home Help Personal Carer	A. Burnie	11.04.14
Justice	Administrative Support Officer	M. Radivojevic	17.04.14
Justice	Court Diversion Officer	G. Munday	08.04.14

### *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	Enrolled Nurse	S. De Bomford	12.04.14
Justice	Compliance Manager	D. Dougherty	23.04.14



## Save time, money and your voice. Make sure there is only one cursor in your office!

What could be easier? Your next print job sent at the click of a mouse. Minutes later your documents are at the printers and you haven't even left your desk.

Now if only they could invent a computer that makes you coffee.

How about skipping the middle man altogether and ordering your printing online from your own catalogue? It's easy, it's flexible and it's fast.

No more chasing proofs or checking stock levels.

All your printing products can be available online, meaning others in your organisation will be able to place orders, enter variable data for items such as business cards, preview proofs and track the progress of their orders. What's more it's custom designed to suit your needs.

Call one of our sales representatives on (03) 6232 2100 to discover why more people are using online ordering.

Now you have time to concentrate on more important



mercury walch

### MERCURY WALCH

5-7 Bowen Road, Moonah  
Tasmania 7009  
Telephone (03) 6232 2100  
Fax (03) 6232 2138  
FREE Call 1800 030 940

#### *Disclaimer.*

Products and services advertised in this publication are not endorsed by the State of and the State does not accept any responsibility for the content or quality of reproduction. The Contractor reserves the right to reject any advertising material it considers unsuitable for government publication.

#### *Copyright.*

The Tasmanian Government Gazette and Tasmanian State Services are subject to the Copyright Act. No part of any material published in the Tasmanian Government Gazette or the Tasmanian State Service Notices may be reproduced except in accordance with the Copyright Act.

Printed by Mercury Walch Pty Ltd under authority of the Government of the State of Tasmania.