



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
SALES \$1-10  
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](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**

#### EDUCATION

##### CORPORATE SERVICES

##### *Human Resources Management*

##### Human Resource Services

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

Applications Close:—Friday, 9 May 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent 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

##### CORPORATE SERVICES

##### *Human Resources Management*

##### Human Resource Services

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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.



# RBF **Aspire** Program

## MEMBER SCHOLARSHIPS

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

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RBF is pleased to introduce the RBF Aspire Program to help RBF members undertake a conference, course or workshop to advance their professional development and career opportunities.

**Nominations are now open for Member scholarships!**

For conditions of entry and more information please visit the RBF website at [www.rbf.com.au](http://www.rbf.com.au)



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).

## EDUCATION

## LEARNING SERVICES

*Programs, Personalised Learning*

## Guaranteeing Futures

**Pathway Planning Officer (962600).**

Applications Close:—Friday, 9 May 2014.

Salary:—\$61,741 – \$71,407 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 4.

Permanent part-time 58.80 hours per fortnight.

Location:—Guaranteeing Futures, North West.

Description of the role:—Provide pathway planning and transition support for young people aged 14-17 years in a secondary school environment.

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

Desirable Requirements:—A current Driver's Licence.

Enquiries to Trudy Durkin, Department of Education, phone 0400 803 655, email [trudy.durkin@education.tas.gov.au](mailto:trudy.durkin@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.

## EDUCATION

## LINC TASMANIA

*LINC's and Community Learning*

## Burnie LINC

**Customer Services Officer (700007).**

Applications Close:—Friday, 9 May 2014.

Salary:—\$55,005 – \$59,871 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.50 hours per fortnight.

Location:—Burnie.

Description of the Role:—Undertake a range of multiple, diverse and complex tasks, and provide support to a range of customer-focused services and programs in a LINC Tasmania environment.

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 Sue Howard, Manager, Burnie LINC, Department of Education, phone (03) 6477 7403, email [sue.howard@education.tas.gov.au](mailto:sue.howard@education.tas.gov.au) or Roslyn Rockcliff, LINC Operations Co-ordinator, Department of Education, phone (03) 6477 7405, email [roslyn.rockcliff@education.tas.gov.au](mailto:roslyn.rockcliff@education.tas.gov.au).

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 are encouraged to visit <http://www.linc.tas.gov.au/findus/northwestern/linc/burnie> prior to forwarding 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 and Community Learning*

## Launceston LINC

**Customer Services Officer (L700171).**

Applications Close:—Friday, 9 May 2014.

Salary:—\$55,005 – \$59,871 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time 23 hours per fortnight, 2 July 2014 to 20 February 2015.

Location:—Ravenswood Library.

Description of the Role:—Undertake a range of multiple, diverse and complex tasks, and provide support to a range of customer-focused services and programs in a LINC Tasmania environment.

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 Garry Conroy-Cooper, Manager, Launceston LINC, Department of Education, phone (03) 6777 2452, email [garry.conroy-cooper@education.tas.gov.au](mailto:garry.conroy-cooper@education.tas.gov.au).

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 are encouraged to visit <http://www.linc.tas.gov.au/findus/northern/linc/launceston> prior to forwarding 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 and Community Learning*

## Launceston LINC

***LINC Operations Co-ordinator, Customer Services (700500).***

Applications Close:—Friday, 9 May 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.50 hours per fortnight.

Location:—Launceston.

Description of the Role:—To co-ordinate the day-to-day operations of assigned services and programs, and supervise the work of associated staff.

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

Desirable Requirements:—Relevant diploma or post-secondary level qualifications.

Enquiries to Garry Conroy-Cooper, Manager, Launceston LINC, Department of Education, phone (03) 6777 2452, email [garry.conroy-cooper@education.tas.gov.au](mailto:garry.conroy-cooper@education.tas.gov.au).

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. Employment Application Guidelines have also been attached for your information.

Applicants are encouraged to visit <http://www.linc.tas.gov.au/findus/northern/linc/launceston> prior to forwarding 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

## TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital****Administrative Officer, (Registrar) Surgery (521872).***

Applications Close:—Friday, 9 May 2014.

Salary:—\$54,267 – \$59,071 p.a.

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

Permanent full-time day work, working 76 hours per fortnight. Notwithstanding, hours to be negotiated with the successful applicant.

Location:—Surgery LGH.

Duties:—Perform a wide range of administrative tasks and administrative functions in support of the Fellow and Registrar rotational recruitment requirements for THO-North Department of Surgery (DoS), which includes liaison with parent hospitals, preparation of Fellow and Registrar recruitment correspondence, and processing of recruitment documentation.

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

Essential Requirements:—Nil.

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

Enquiries to Graydon O'Halloran, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7590, email [graydon.ohalloran@dhhs.tas.gov.au](mailto:graydon.ohalloran@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

## TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital****Registered Nurse, Transition to Practice, Mid-2014  
(Tasmanian Health Organisation, North).***

Applications Close:—Friday, 9 May 2014.

Salary:—\$57,286 p.a.

Nurses (TPS) Award, Grade 3 Year 1 Transition to Practice.

Fixed-term full-time and part-time shift work and day work, various hours available up to 76 hours per fortnight.

Location:—Various locations throughout the North.

Duties:—Tasmanian Health Organisation, North seeks applications for Registered Nurse, Transition to Practice positions.

Transition to Practice positions provide inexperienced nurses with a structured orientation period and professional development in a welcoming and supportive environment.

Newly-registered nurses are encouraged to apply for positions commencing in mid-2014.

Positions are offered in the agencies listed below:—

Tasmanian Health Organisation, North.

Tasmanian Health Organisation, North West.

Desirable Requirements:—Less than six months experience as a Registered Nurse.

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

Driver's Licence (Community Health Nurse positions only).

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 Denise Wilson, THO-N Transition to Practice Co-ordinator, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7418, email [denise.wilson@dhhs.tas.gov.au](mailto:denise.wilson@dhhs.tas.gov.au) or Helen Zournazis, THO-N Transition to Practice Co-ordinator (Primary Health), Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5545, email [helen.zournazis@dhhs.tas.gov.au](mailto:helen.zournazis@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application 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

#### **Registered Nurse, Transition to Practice, Mid-2014 (Tasmanian Health Organisation – North West).**

Applications Close:—Friday, 9 May 2014.

Salary:—\$57,286 pro rata, per annum.

Nurses (TPS) Award, Grade 3, Year 1 Transition to Practice.

Fixed-term part-time shift worker, working 64 hours per fortnight.

Location:—Multiple sites across the North West.

The Transition to Practice program provides newly-graduated registered nurses with a structured orientation period and professional development in a welcoming and supportive environment.

Newly-registered nurses are encouraged to apply for positions commencing August 2014.

Who are we?

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

Who are we looking for?

We are seeking motivated and enthusiastic new graduates who have less than six months experience working as a Registered Nurse. We are seeking a group of grads who are passionate about continuing their learning and developing their skills in a dynamic and supportive environment on the North West Coast. THO-North West is offering positions at the North West Regional Hospital and Mersey Community Hospital for the mid-year intake.

What can we offer?

- Flexible work/life balance.
- Attractive Salary Package.
- Dynamic team environment.
- 5 Transition specific study days.

Commitment to ongoing professional development, with the opportunity to apply for the Advancing Practice Program in your second year.

For more information please contact THO-North West Transition to Practice Co-ordinator, Michelle Frankcombe on 6430 6784 or email [michelle.frankcombe@dhhs.tas.gov.au](mailto:michelle.frankcombe@dhhs.tas.gov.au).

Positions are offered in the agencies listed below:—  
Tasmanian Health Organisation, North.  
Tasmanian Health Organisation, North West.

Please note: Separate applications are required for each agency you wish to work for.

Desirable Requirements:—Less than six months experience as a Registered Nurse.

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

Driver's Licence (Community Health Nurse positions only).

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 to: Human Resources, Tasmanian Health Organisation, North West, P.O. Box 274, Ulverstone 7315.

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

#### *Mersey Community Hospital*

#### **Clerk (514494).**

Applications Close:—Friday, 9 May 2014.

Salary:—\$48,265 – \$52,359 p.a.

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

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

Location:—Medical Ward, Mersey Community Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Ward Clerk to provide clerical and administration services to the Medical Ward at Mersey Community Hospital. This person will have excellent interpersonal skills and be cooperative, flexible, adaptable and supportive when working in a team.

The primary responsibilities include the provision of high standard of customer-focused clerical, administrative and reception services to staff, patients and their families throughout the Mersey Community Hospital, in addition to the delivery and dispatch of patient-related correspondence.

The successful candidate will be able to work under pressure to complete tasks in a busy and dynamic environment and be able to develop good working relationships with all key stakeholders. Demonstrated high level skills and application in the Microsoft suite, as well as maintenance of databases will assist you with data entry and retrieval from the patient information system.

Do you have?

Well-developed oral and written communication and interpersonal skills.

Demonstrated experience in a healthcare setting.

Demonstrate flexibility and customer service skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Jill McCarthy Nurse Unit Manger on (03) 6426 5431 or email [jill.mccarthy@dhhs.tas.gov.au](mailto:jill.mccarthy@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.

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mersey Community Hospital*

### **Pharmacist (519878).**

Applications Close:—Friday, 16 May 2014.

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

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

Permanent part-time shift worker, working 60.8 hours per fortnight.

Location:—Pharmacy, Mersey Community Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced pharmacist to join the team based at the Mersey Community Hospital (MCH).

The role will be responsible for maintaining the weekend clinical service at the Mersey Community Hospital. The successful applicant will work 30.4 hours per week, including Saturdays and Sundays (hours per fortnight may be negotiated with the successful applicant).

We are seeking someone with high-level communication skills, with demonstrated ability to be flexible and work independently. You should be able to develop good working relationships with staff and clients throughout the Mersey Community Hospital and maintain effective rapport with the Pharmacy's key stakeholders.

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

Do you have?

Current registration.

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

Well-developed communication and interpersonal skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Maurice Curtis on (03) 6222 6693 or email [maurice.curtis@dhhs.tas.gov.au](mailto:maurice.curtis@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:—Registered with the Pharmacy Board of Australia.

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

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

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

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Like us on Facebook.

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mersey Community Hospital*

### **Pharmacy Dispensary Assistant (519974).**

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 part-time day worker, working 38 hours per fortnight until 31 December 2014.

Location:—Pharmacy, Mersey Community Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Pharmacy Dispensary Assistant to assist professional staff in providing a comprehensive pharmaceutical service to patients and other clients of the hospital.

Reporting to the Manager, this role encompasses a wide range of responsibilities including assisting with reception duties such as daily reconciliation and on-forwarding of monies, as well as assisting with the assembly of medications for dispensing and the generation of Patient Medication Profiles.

Do you have?

Advanced IT skills.

The ability to collaborate with a broad range of peers and colleagues.

Experience with the Pharmaceutical Benefits Scheme (PBS) would be advantageous.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Maurice Curtis on (03) 6222 6693 or email [maurice.curtis@dhhs.tas.gov.au](mailto:maurice.curtis@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.

**Desirable Requirements:**—Possession of a Level II or III Community Pharmacy Assistant or Hospital Pharmacy Assistant Certificate would be an advantage for this job.

**Essential Requirements:**—Nil.

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

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Clinical Support Services*

#### **Chief Radiographer (510151).**

Applications Close:—Friday, 16 May 2014.

Salary:—\$120,897 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2014, DHHS and THO Allied Health Professional, Level 5 Grade 4.

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

**Location:**—Medical Imaging Department, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is currently seeking a Chief Radiographer for the Medical Imaging Department.

**Duties:**—In the role of Chief Radiographer you will provide leadership and direction in the strategic development and governance of Imaging Services, within the Department of Medical Imaging, at the Royal Hobart Hospital (RHH) and RHH off-site facilities.

You will be responsible for the line management of Radiographers, Sonographers and Nuclear Medicine Technologists in the Imaging Service to optimise financial, human resource and physical resource management within the Department of Medical Imaging through working collaboratively with the Director of Medical Imaging and other senior Medical Imaging staff.

You will ensure the provision of quality medical imaging services to patients of THO-South by ensuring that images produced meet standards set by the Director Medical Imaging, and that Imaging staff comply with practice as defined by the Medical Radiation Practice Board of Australia and in accordance with the Health Practitioner Regulation National Law Act 2010. You will participate as an effective member of Clinical Support Services and Allied Health Professional Services (AHPS) in the implementation of strategic direction, review and evaluation of services, development of policies, clinical governance and improvement of business practices.

**Desirable Requirements:**—Completion of a post-graduate qualification relevant to the management of Medical Imaging services.

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

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

Enquiries to Dr Michael Carr, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 6683, email [michael.carr@dhhs.tas.gov.au](mailto:michael.carr@dhhs.tas.gov.au).

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

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Surgical Services*

#### **Staff Specialist, Department of Emergency Medicine (Multiple Vacancies) (513254).**

Applications Close:—Friday, 9 May 2014.

Salary:—To be negotiated.

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



Fixed-term full-time and part-time, working up to 76 hours per fortnight. Hours to be negotiated. Commencing 01 July 2014 for a period of 6 months.

Location:—Department of Emergency Medicine, Royal Hobart Hospital.

Duties:—The Department of Emergency Medicine, Royal Hobart Hospital, is seeking several Staff Specialists with DEM experience to join our team for a 6 month period.

The Staff Specialist, Department of Emergency Medicine provides specialist emergency care to public and private patients attending the Department of Emergency Medicine at the Royal Hobart Hospital. They are involved in research and quality improvement activities, undergraduate and postgraduate teaching at Royal Hobart Hospital. They provide specialist advice to inpatient units as required.

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

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

Enquiries to Dr Emma Huckerby, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8608, email emma.huckerby@dhhs.tas.gov.au.

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

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## JUSTICE

### MONETARY PENALTIES ENFORCEMENT SERVICE

#### **Regional Enforcement Co-ordinator (356561).**

Applications Close:—Friday, 9 May 2014.

Salary:—\$74,022 – \$77,411 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—In consultation with the Director, develop, implement and deliver appropriate plans and strategies for the recovery of outstanding monetary penalties within a defined region. Co-ordinate, supervise and attend enforcement-based field operations on a regional rotational basis (within the Northern, Southern and Western districts). Provide training, supervision and front-line management to assigned team members.

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.

Desirable Requirements:—Certificate IV in Government (Court Compliance) or similar, or the ability to acquire a relevant qualification within a reasonable time.

Enquiries to Katherine Drake, Acting Director, Monetary Penalties Enforcement Service, Department of Justice, phone (03) 6165 7561, email [katherine.drake@justice.tas.gov.au](mailto:katherine.drake@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 Katherine Drake on (03) 6165 7561.

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

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

## JUSTICE

### OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

#### **Receptionist/Administrative Assistant (355465).**

Applications Close:—Friday, 9 May 2014.

Salary:—\$48,823 – \$53,038 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time 73.50 hours per fortnight until 14 August 2015.

Location:—Hobart.

Duties:—Undertake a wide range of clerical and administrative duties to support the efficient and effective delivery of the Office of the Director of Public Prosecutions services, including the preparation and compilation of court and other legal documentation.

Undertake word processing, transcribing of audio material, preparation of correspondence and document production duties of a highly confidential nature.

Provide personal and telephone reception facilities of a high quality, ensuring sensitive and confidential handling of enquiries, including attending to public enquiries, liaison with complainants and witnesses, the legal profession, courts and police.

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; 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 Carolyn Upston, Criminal Case Co-ordinator, Office of the Director of Public Prosecutions, Department of Justice, phone (03) 6165 3589, email carolyn.upston@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.

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 Carolyn Upston on (03) 6165 3589.

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.

PREMIER AND CABINET

TMD

*Service Delivery*

***Business Support Officer (001122).***

Applications Close:—Friday, 9 May 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Improve overall TMD service delivery outcomes and contribute to the achievement of Connect V Service level agreements by closely monitoring supplier service delivery performance and ensuring the consistent application of TMD internal service delivery processes and procedures.

Enquiries to Christine Anderson, Communication Team Manager, TMD, Department of Premier and Cabinet, phone (03) 6270 5455, email christine.anderson@dpac.tas.gov.au.

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

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	LINC Operations Coordinator Services Support	T. Polegaj	6 months	28.04.14
Education	Librarian	A. Double	6 months	24.04.14
Education	Librarian	C. Varney	6 months	28.04.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	C. Stone	6 months	28.04.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	E. Leece	6 months	13.04.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	E. le Bis	6 months	13.04.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Downie	6 months	13.04.14
Health & Human Services & Tasmanian Health Organisations	Senior Physiotherapist	S. Steadman	6 months	28.04.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	N. Carver	6 months	13.04.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	E. Hawkins	6 months	13.04.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	E. Howard	6 months	13.04.14

### *Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Justice	Crown Counsel	L. Brett	24 months	28.04.14
Primary Industries, Parks, Water & Environment	Coordinator Local Government Engagement	R. Clancy	24 months	29.04.14

### *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	D. Barnes	Financial Analyst	24.04.14
Health & Human Services & Tasmanian Health Organisations	M. Gibson	Client Support Officer	05.05.14
Health & Human Services & Tasmanian Health Organisations	P. Boyles	Deputy Chief Pharmacist	17.04.14

### *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	Client Service Officer	L. Courtney Pratt	28.03.14
Health & Human Services & Tasmanian Health Organisations	Rostering Services Support Officer	S. Foster	05.03.14

### *Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Principal Network Leader	J. Batchelor	30.04.14
Education	Assistant Principal	E. Bourke	29.04.14
Health & Human Services & Tasmanian Health Organisations	Community Health Nurse	S. Jones	28.03.14

### *Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	T. Ashlin	Justice	Inspector	28.04.14



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