



# 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**

appointment, promotion or transfer. The following checks are to be conducted at a National level:—Conviction check for Crimes of violence, Sex related offences, Serious drug offences, Crimes involving dishonesty and Identification check.

Desirable Requirements:—Diploma of career counselling from a relevant tertiary institution.

Enquiries to Geoff Masters, Business and Relationship Manager, Department of Economic Development, Tourism and the Arts, phone (03) 6777 2833, email *Geoff.Masters@tis.tas.gov.au*.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6165 5184, email *applications@development.tas.gov.au*.

To be considered for an interview, applications must address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae.

#### EDUCATION

##### LEARNING SERVICES

*Learning Services (South)*

Elizabeth College

#### **Teacher Assistant (Art), Elizabeth College (968789).**

Applications Close:—Friday, 30 May 2014.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time up to 36 hours per fortnight, 40 weeks per year.

Location:—Elizabeth College.

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

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

Desirable Requirements:—College or TAFE studies in health and/or education support.

Enquiries to Jane Diprose, Department of Education, phone (03) 6235 6522, email *jane.diprose@education.tas.gov.au*.

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

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

##### CULTURE, RECREATION AND SPORT

*Sport and Recreation Tasmania*

Tasmanian Institute of Sport

#### **Manager, Performance Services (425353).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$80,669 – \$92,670 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Launceston.

Duties:—Primarily responsible for the successful delivery of high performance service strategies and management outcomes for the Sports Performance Unit (SPU) and the TIS Athlete Career and Education (ACE) and Coach Development (CD) programs.

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



# RBF **Aspire** Program

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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.

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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

*Learning Services (South)*

Huonville Primary School

**Education Facility Attendant (Cleaning), Huonville Primary School, Re-Advertised (954325).**

Applications Close:—Friday, 30 May 2014.

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

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

Permanent part-time 50.50 hours per fortnight.

Location:—Huonville Primary School.

This vacancy has been re-advertised due to a change of hours per fortnight.

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

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

Enquiries to Cherie Howard, Department of Education, phone (03) 6264 1064, email [cherie.howard@education.tas.gov.au](mailto:cherie.howard@education.tas.gov.au).

Applications to Human Resources (Vacancy and Staffing Services), Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, fax (03) 6233 0566, or 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 and Indicative Task List, relevant personal details and work history.

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

Huonville Primary School

**Education Facility Attendant (Cleaning), Huonville Primary School, (954325).**

Applications Close:—Friday, 30 May 2014.

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

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

Permanent part-time 66.50 hours per fortnight.

Location:—Huonville Primary School.

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

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

Enquiries to Cherie Howard, Department of Education, phone (03) 6264 1064, email [cherie.howard@education.tas.gov.au](mailto:cherie.howard@education.tas.gov.au).

Applications to Human Resources (Vacancy and Staffing Services), Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, fax (03) 6233 0566, or 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 and Indicative Task List, relevant personal details and work history.

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

Mount Stuart Primary School

**Teacher Assistant, Mount Stuart Primary School (960808).**

Applications Close:—Friday, 30 May 2014.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time up to 15 hours per fortnight, 40 weeks per year.

Location:—Mount Stuart Primary School.

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

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

Desirable Requirements:—College or TAFE studies in health and/or education support.

Enquiries to Shaun Pearce, Department of Education, phone (03) 6234 1705, email [shaun.pearce@education.tas.gov.au](mailto:shaun.pearce@education.tas.gov.au).

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



# Join our community of leaders with an MBA.

Expand your horizons – and your qualifications. Our renewed MBA program, available mid 2014 at the Tasmanian School of Business and Economics, is helping to create a community of leaders.

## Don't miss the following information sessions:

**Launceston** – Wednesday 11 June @ 5.30pm  
Inveresk Campus, Academy Meeting Room

**Burnie** – Thursday 12 June @ 5.30pm  
Cradle Coast Campus, Main Building

**Hobart** – Monday 16 June @ 5.30pm  
Sandy Bay Campus, 5th floor, Commerce Building

Tomorrow starts today.  
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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.

## EDUCATION

### LEARNING SERVICES

*Learning Services (South)*

Princes Street Primary School

#### **Education Facility Attendant (Cleaning), Princes Street Primary School (968831).**

Applications Close:—Friday, 30 May 2014.

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

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

Permanent part-time 40 hours per fortnight, 5.30 am to 9.30 am Mon, Fri.

Location:—Princes Street Primary School.

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

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

Enquiries to Belinda Johnson, School Business Manager, Department of Education, phone (03) 6223 6635, email [belinda.johnson@education.tas.gov.au](mailto:belinda.johnson@education.tas.gov.au).

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

### LEARNING SERVICES

*Learning Services (South)*

Snug Primary School

#### **Advanced Skills Teacher, Snug Primary School (962170).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$94,869 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Snug Primary School.

Description of role:—To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

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

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

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

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

Enquiries to Sue Hastie, Department of Education, phone (03) 6267 9230, email [sue.hastie@education.tas.gov.au](mailto:sue.hastie@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, 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. 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 Assistant (516071).**

Applications Close:—Friday, 30 May 2014.

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

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

Permanent part-time day worker, working 60 hours per fortnight. Notwithstanding, hours to be negotiated with the successful applicant.

Location:—Diabetes Clinic, LGH Charles Street, Launceston.

Duties:—Provide telephone and personal reception service for clients accessing the Northern Integrated Care Service. Provide clerical support within the Northern Integrated Care Service in accordance with established procedures and guidelines. The position involves a high standard of client-focused reception skills and a wide range of clerical functions.

Maintain confidentiality and work according to all THO-North and Hospital policies, procedures and guidelines.

Co-ordinate the flow of information to and from the Northern Integrated Care Service by preparing routine correspondence, inputting data, and undertaking a basic liaison role in support of day-to-day operations.

**Hurry - time is running out!**  
 Super co-contributions for the 2013-14 financial year are closing soon

**JUNE 2014**

MON	TUE	WED	THU	FRI
09		1	12	13
16	17	18	19	20

**25**  
 Cheques  
 2.30pm  
 (EST)

**26**  
 BPAY®  
 5.00pm  
 (EST)

**Cut off dates for RBF to receive your payment**  
 CHEQUES 2.30pm (EST)  
 Wednesday 25 June 2014  
 BPAY® 5.00pm (EST)  
 Thursday 26 June 2014

Registered to BPAY Pty Ltd  
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For more information about the 2013-14 financial year Federal Government super co-contribution and RBF's cut off dates, please visit [www.rbf.com.au](http://www.rbf.com.au) or call the RBF Enquiry Line on **1800 622 631**.

**Disclaimer:** This information is factual information only and is not intended to imply any recommendation or opinion about a financial product. It does not take into account your objectives, financial situation or needs. Please consider whether the information is appropriate for you before acting on it. Issued by the Retirement Benefits Fund Board (ABN 97 724 593 931) as Trustee for the Retirement Benefits Fund (RBF) (ABN 51 737 334 954).



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 Margaret Van Est, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2436, email [margaret.vanest@dhhs.tas.gov.au](mailto:margaret.vanest@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

*Launceston General Hospital*

**Clinical Nurse Consultant (521632).**

Applications Close:—Friday, 30 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.

Permanent part-time shift work (set rotational), working 56 hours per fortnight. Notwithstanding, hours to be negotiated with the successful applicant.

Location:—Emergency Department (ED), LGH Charles Street, Launceston.

Duties:—Provides clinical leadership in a contemporary Emergency Department, including advanced nursing care within scope of practice.

In collaboration with the Nurse Unit Manager (NUM) Emergency Department (ED), undertakes nursing assessments, contributes to planning, and co-ordinates the delivery of services to patients presenting to the Emergency Department (ED).

Develops effective relationships with other service providers across the hospital and within the community to improve services and service access.

Actively incorporates practice-based research and quality activities within the role to improve standards of care.

Note: Please refer to the Statement of Duties for all the Selection Criteria of this position to address 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 Shaun Probert, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7392, email [shaun.probert@dhhs.tas.gov.au](mailto:shaun.probert@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*

**Clinical Receptionist, Northern Integrated Care Service (521931).**

Applications Close:—Friday, 30 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. Notwithstanding, hours to be negotiated with the successful applicant.

Location:—LGH Charles Street, Launceston.

Duties:—Provide a telephone and personal reception service for clients accessing the Northern Integrated Care Service (NICS).

Provide efficient reception and clerical support within the NICS in accordance with established procedures and guidelines. The position involves a high standard of client-focused reception skills and a wide range of clerical functions.

Maintain confidentiality and work according to all THO-North and Hospital policies, procedures and guidelines.

Co-ordinate the flow of information to and from the NICS, preparing routine correspondence, inputting data, and undertaking a basic liaison role in support of day-to-day operations.

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 Margaret Van Est, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2436, email [margaret.vanest@dhhs.tas.gov.au](mailto:margaret.vanest@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*

**Echocardiographer (520499).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$50,781 – \$81,475 p.a.

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

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



Location:—LGH Charles Street, Launceston.

Duties:—To assist the Director of Cardiology and other staff in the overall investigation and management of cardiology patients of the Launceston General Hospital through provision of a quality echocardiography service.

Essential Requirements:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

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 Brian Herman, Director of Cardiology, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7485, email [brian.herman@dhhs.tas.gov.au](mailto:brian.herman@dhhs.tas.gov.au) or Angela Yore, Senior Echocardiographer Technician, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7468, email [angela.yore@dhhs.tas.gov.au](mailto:angela.yore@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

*Launceston General Hospital*

##### **House Services Assistant (5 Vacancies).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$41,286 – \$43,027 pro rata, per annum.

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

Vacancy No. 520269.

Permanent part-time day worker, working 38 hours per fortnight. Hours: 6 am to 9.48 am Monday to Friday, not including Public Holidays.

Location:—House Services, LGH Charles Street, Launceston.

Vacancy No. 511254.

Fixed-term part-time shift worker, working 70 hours per fortnight. Hours: 5 pm to 12 pm, Monday to Friday. Not working weekends or Public Holidays. To commence As soon as possible to 25/10/2014.

Location:—House Services, LGH Charles Street, Launceston.

Vacancy No. 503561.

Fixed-term part-time shift worker, working 38 hours per fortnight. Hours: 5 pm to 8.48 pm, Monday to Friday. Not working weekends or public holidays. To commence As soon as possible to 10/05/2015.

Location:—House Services, LGH Charles Street, Launceston.

Vacancy No. 503555.

Fixed-term full-time shift worker, working 76 hours per fortnight. Hours: 7 am to 3 pm, Working alternate weekends. To commence As soon as possible to 25/10/2014.

Location:—House Services, LGH Charles Street, Launceston.

Vacancy No. 503530.

Fixed-term full-time day worker, working 76 hours per fortnight. Hours: 9 am to 5.21 pm, Monday to Friday. Not including Public Holidays. To commence As soon as possible to 25/10/2014.

Location:—House Services, LGH Charles Street, Launceston.

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

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

Enquiries to Colleen Horton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7459, email [colleen.horton@dhhs.tas.gov.au](mailto:colleen.horton@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*

##### **THO North Doctors in Training (Resident Medical Officers) Recruitment Campaign 2015 (Multiple Vacancies).**

Applications Close:—Friday, 18 July 2014.

Salary:—\$64,447 – \$72,652 p.a.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Medical Practitioner in Training Level 2 (Salary commensurate with qualifications and experience).

Fixed-term full-time 12 month program.

Location:—THO-North, Launceston General Hospital, Charles Street, Launceston.

Duties:—Responsible for the day-to-day management of private and public inpatients and outpatients within the Hospital. Provide after hours emergency cover at the hospital as determined by Clinical Management.

Essential Requirements:—General or limited registration with the Medical Board of Australia and has had a minimum of one year post-graduate experience.

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 Debbie West, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7008, email [debbie.west@dhhs.tas.gov.au](mailto:debbie.west@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

*Primary Health Services North*

Campbell Town Health and Community Service

**Home Care Worker (507100).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$43,625 – \$44,601 pro rata, per annum.

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

Permanent part-time day work, working 5 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant.

Location:—Campbell Town Health and Community Service.

Duties:—Within a primary health care framework, the Home Care Worker provides a range of basic home care support services for frail aged people, and people with disabilities and their carers.

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

Desirable Requirements:—Current Driver's Licence.

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 Jan Harvey, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6381 3330, email jan.harvey@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

*Primary Health Services North*

Campbell Town Health and Community Service

**Registered Nurse (504511).**

Applications Close:—Friday, 30 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), working 40 hours per fortnight. Notwithstanding, hours to be negotiated with the successful applicant.

Location:—Campbell Town Health and Community Service.

Please note that access to the Grade 4 salary range \$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 for all the Selection Criteria of this position to address 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 Priya Jose, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6381 3360, email priya.jose@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

*Primary Health Services North*

Flinders Island Multi-Purpose Centre

**Enrolled Nurse (506172).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$51,727 – \$57,286 p.a.

Nurses (TPS) Award, Enrolled Nurse, Grade G to Grade 2, Year 4.

Permanent full-time shift work (fully rotational), working 76 hours per fortnight. Notwithstanding, hours to be negotiated with the successful applicant.

Location:—Flinders Island Multi-Purpose Centre.

Duties:—The Enrolled Nurse provides direct patient/client-centered nursing care to assigned patients/clients, within the scope of practice of an Enrolled Nurse, and under the direction and supervision of a Registered Nurse/Midwife to achieve planned patient outcomes.

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

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as an Enrolled Nurse (holds Board-approved qualification in Administration of Medicine).

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@dhh.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

**Project Support Officer, Corporate Records Management  
(521739).**

Applications Close:—Friday, 30 May 2014.

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

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

Fixed-term part-time day worker, working 60.8 hours per fortnight.

Location:—eHealth Team, North West Regional Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Project Support Officer to assist implementation of the THO-North West Corporate Record Management Implementation Plan.

Reporting to the Director, eHealth, in this role you will work with THO-North West staff to co-ordinate, store, archive and dispose of existing electronic and paper corporate records in compliance with the Archives Act 1983.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Barbara Ringeisen on (03) 6440 8016 or email [barbara.ringeisen@dhhs.tas.gov.au](mailto:barbara.ringeisen@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:—Knowledge of paper-based and electronic corporate record management systems and processes in use by DHHS and THOs.

Understanding of the Archives Act 1983 and relevant standards, policies and procedures in relation to corporate record management for DHHS and THOs.

Experience in supporting the implementation of change processes.

Essential Requirements:—Nil.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

**THO-North West, Doctors in Training, Resident Medical  
Officers, Recruitment Campaign 2015.**

Applications Close:—Friday, 18 July 2014.

Salary:—\$64,447 – \$72,652 p.a.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Medical Practitioner in Training, Level 2 (Salary commensurate with qualifications and experience).

Vacancy No.:—Fixed-term full-time shift worker, working 76 hours per fortnight.

Location:—North West Regional Hospital, Burnie and Mersey Community Hospital, Latrobe.

Tasmanian Health Organisation, North West offers Resident Medical Officer rotations in Critical Care, Emergency Medicine, Surgery and Orthopaedics, General Medicine, Obstetrics and Gynaecology (and Diploma in Obstetrics and Gynaecology), Paediatrics (and Diploma in Paediatrics), and Rural Generalist Medical Pathway.

We provide extensive opportunities, with each offering unique experiences we provide the ideal settings to build and grow your medical career, including Work Based Assessments and Basic Physician Training.

We can create acute training programs uniquely aimed at those seeking specialised courses in regional and rural medical practice, Anaesthetics and Emergency Medicine.

We have a major focus on education and training. We are flexible and there is the capacity to focus on your areas of interest or keep your options open. Our focus is on consolidating your skills, knowledge and experience and career choice exploration. We provide you with exposure to various disciplines allowing you to decide on the best career pathway. Individual career pathways can be structured if required, and we provide solid preparation for Registrar training streams including support for exams.

Our teams are smaller and we provide a hands-on working environment, in dedicated teams. The volume and casemix of work is excellent, and access to facilities and technology is good, so you can obtain solid and broad experience with us.

Find out more about the THO-North West Junior Docs program by going to our webpage, [http://www.dhhs.tas.gov.au/career/home/medical/junior\\_docs/current\\_campaign\\_-\\_north\\_west](http://www.dhhs.tas.gov.au/career/home/medical/junior_docs/current_campaign_-_north_west).

Essential Requirements:—General or limited registration with the Medical Board of Australia and has had a minimum of one year post-graduate experience.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mental Health North West*

**Registered Nurse (Relief) (503102).**

Applications Close:—Friday, 13 June 2014.

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

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

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

Location:—Spencer Day Centre, North West Regional Hospital.

Who are we?

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

Who are we looking for?

We are seeking motivated and experienced Registered Nurses to work in a casual capacity who are passionate about the greatest quality of care, ensuring that you collaborate with members of the multidisciplinary healthcare team. Within the dynamic multidisciplinary team, you will contribute to a strong professional team approach through open communication and a positive supportive environment.

Reporting to the Clinical Nurse Co-ordinator, you will contribute to the health outcomes of your patients through excellence in practice, fostering a learning culture, excellent communication skills and working effectively within a multidisciplinary team.

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information, please contact Jean Burrows on (03) 6430 6579 or email [jean.burrows@dhhs.tas.gov.au](mailto:jean.burrows@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.

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

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

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

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*

**Clerk (520099).**

Applications Close:—Friday, 30 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:—Outpatient Clinics, 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 Clerk to provide clerical and administration services to the Outpatient Clinics at Mersey Community Hospital on a casual basis. This person will have excellent interpersonal skills and be cooperative and 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, including 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 Sharon Kirkland, Nurse Unit Manger, on (03) 6426 5133 or email [sharon.kirkland@dhhs.tas.gov.au](mailto:sharon.kirkland@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*

#### **Maintenance Support Officer (514838).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$45,602 – \$47,672 p.a.

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

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

Location:—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 Maintenance Support Officer to undertake a wide range of duties associated with the maintenance of the buildings within the THO.

Primarily you will be responsible for the maintenance repairs and alterations to equipment, including non-biomedical, fixtures and fittings, in an efficient and safe manner. Additional duties include exterior and vehicle cleaning tasks.

Your demonstrated competence in general maintenance and gardening, will assist you with the efficient and effective execution consistent with the high quality standard of THO-North West. A sound knowledge of the principals of Work Health and Safety, such as manual handling, is required to work independently with limited supervision and often within time constraints.

You will be a self-starter, who is able to prioritise work in an efficient but effective manner. You will have sound communication and interpersonal skills and the ability to build

a good rapport with your colleagues, other staff members and clients, and a willingness to increase knowledge and skills on an ongoing basis.

Ongoing professional development and travel to other sites may be required.

Do you have?

Demonstrated competence and experience in the execution of general maintenance and gardening.

Sound knowledge of the principles involved in Work Health and Safety.

Sound verbal communication and interpersonal skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

To find out more information, or to discuss your application, please contact Andrew Groves on (03) 6430 6615 or 0419 973 005, or email [andrew.groves@dhhs.tas.gov.au](mailto:andrew.groves@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.

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mersey Community Hospital*

#### **Occupational Therapist (514473).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$50,781 – \$81,475 p.a.

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

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

Location:—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 Occupational Therapist looking to bring their existing skills and knowledge to this exciting position, in which you will participate in rotations across acute clinical caseloads in the area including medical, surgical, rehabilitation and orthopaedic inpatients, orthopaedic outpatients, adult community and paediatrics.

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

Do you have?

Current AHPRA registration.

Relevant clinical experience.

Flexibility to manage a fluctuating caseload.

Effective communication skills and the ability to work collaboratively.

What can we offer?

Flexible work/life balance.

Attractive salary package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Brad Birleson on (03) 6430 6600 or email [brad.birleson@dhhs.tas.gov.au](mailto:brad.birleson@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:—Current Driver's Licence.

Essential Requirements:—Registered with the Occupational Therapy Board of Australia.

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

### **Enrolled Nurse (2 Vacancies).**

Applications Close:—Wednesday, 4 June 2014.

Salary:—\$51,727 – \$57,286 pro rata, per annum.

Nurses (TPS) Award, Enrolled Nurse, Grade G to Grade 2, Year 4.

Vacancy No. 502099.

Permanent part-time shift worker, working 56 hours per fortnight.

Location:—Medical Ward, North West Regional Hospital.

Vacancy No. 502100.

Permanent part-time shift worker, working 52 hours per fortnight.

Location:—Medical Ward, North West Regional Hospital.

Who are we?

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

These roles are based on the Medical Ward of the North West Regional Hospital.

Who are we looking for?

We are seeking motivated and experienced Enrolled Nurses who are passionate about the greatest quality of care, ensuring they collaborate with members of the multidisciplinary healthcare team. Ideally you would have a background working in acute care nursing. Within the dynamic multidisciplinary team, you will contribute to a strong professional team approach through open communication and a positive supportive environment.

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

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Flexible work/life balance.

Attractive salary package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information, please contact Maxine Munting on (03) 6430 6568 or email [maxine.munting@dhhs.tas.gov.au](mailto:maxine.munting@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 Nursing and Midwifery Board of Australia as an Enrolled Nurse (holds Board-approved qualification in Administration of Medicine).

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 Maxine Munting, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6568, email [maxine.munting@dhhs.tas.gov.au](mailto:maxine.munting@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Primary Health North West*

**Domestic Services Officer (512620).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$41,286 – \$43,027 pro rata, per annum.

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

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

Location:—West Coast District 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 Domestic Services Officer to provide an efficient cleaning service at the West Coast District Hospital.

The ideal candidate will be able to use and control various items of industrial cleaning equipment safely and efficiently, and possess a working knowledge in the use of cleaning chemicals or the ability to acquire such knowledge.

You will have an awareness of universal precautions and all infection control protocols relating to cleaning. In addition, an awareness of cleaning policies, protocols and procedures in cytotoxic and sterile areas, or the ability and motivation to develop an understanding and apply appropriately within your work environment, will be vital to successfully fulfil this role.

Completion of an isolation cleaning course will be an advantage, however training can be provided.

You will be a self-starter, who is able to prioritise work and complete tasks in an efficient but effective manner. You will have sound communication and interpersonal skills and the ability to build a good rapport with your colleagues and staff members.

What can we offer?

Flexible work/life balance.

Attractive salary package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information, please contact Jan Seen on 64722300 or email [jan.seen@dhhs.tas.gov.au](mailto:jan.seen@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.

Enquiries to Janice Seen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 64 722303, fax (03) 64 711457, email [jan.seen@dhhs.tas.gov.au](mailto:jan.seen@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Primary Health North West*

**Home Help Personal Carer (502727).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$43,625 – \$44,601 pro rata, per annum.

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

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

Location:—Devonport Community Health Centre.

The Tasmanian Health Organisation-North West is seeking to recruit motivated and enthusiastic Home Help/Personal Carer to work within the Devonport communities. As a Home Help/Personal Carer you will provide essential household/personal care duties for clients in their home and community environment.

The successful applicant will possess excellent communication skills to effectively work with clients, their family unit and the community health team. Your ability to work with minimal supervision, experience in the competent performance of household duties, and awareness of available support agencies will ensure client care requirements are efficiently met.

Ideally you will hold a Certificate III in Aged Care or be working towards the same.

If you are passionate about assisting clients with their personal care needs, assisting them to remain in their home/community environment, then this may be the career opportunity you have been waiting for.

In this role you may be required to work public holidays based on your roster and client needs.

For more information, please contact Jacky Taylor on (03) 6421 7700 or email [jacky.taylor@dhhs.tas.gov.au](mailto:jacky.taylor@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:—Current Driver's Licence.

First Aid Certificate.

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

*Primary Health North West*

### ***Nurse Unit Manager (NUM) (503007).***

Applications Close:—Friday, 13 June 2014.

Salary:—\$87,119 – \$93,287 p.a.

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

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

Location:—West Coast District 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 to recruit a committed and enthusiastic Nurse Unit Manager with extraordinary leadership skills to ensure the efficient and effective provision of care through co-ordinating the clinical, management, education and nursing research functions within the Health West, West Coast District Hospital on Tasmania's West Coast.

You will be passionate about leading your team to collaboratively, identify innovative service outcomes, and foster a positive culture of responsiveness. Your contemporary nursing practice experience in acute, emergency and aged care settings will be valuable in this role, and there will be an expectation to promote an environment conducive to innovation and change.

Previous experience managing financial, physical and human resources is advantageous. You will have excellent interpersonal, verbal and written communication skills, and enjoy strong, respectful and positive relationships with your colleagues.

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

Recent and extensive Emergency Nursing.

What can we offer?

Flexible work/life balance.

Attractive salary package.

Dynamic team environment.

Commitment to ongoing professional development.

Temporary accommodation and relocation expenses may be negotiated with the successful candidate.

For more information, please contact Linda Neale on (03) 6472 2300 or email [linda.neale@dhhs.tas.gov.au](mailto:linda.neale@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:—Relevant post-graduate qualifications.

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

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

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### ***THO-S Doctors in Training, Resident Medical Officer (Recruitment Campaign 2015).***

Applications Close:—Friday, 18 July 2014.

Salary:—\$64,447 – \$72,652 p.a.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Medical Practitioner in Training Level 2 (Salary commensurate with qualifications and experience).

Fixed-term full-time commencing 12 January 2015 until 11 January 2016.

Location:—Various, Tasmanian Health Organisation, South, Royal Hobart Hospital.

Duties:—Responsible for the day to day management of private and public inpatients and outpatients within the Hospital. Provide after hours emergency cover at the hospital as determined by the Medical Staffing Unit.

Essential Requirements:—General or limited registration with the Medical Board of Australia and has had a minimum of one year post-graduate experience.

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 Alison Hallam, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7177, email [Stafflink@dhhs.tas.gov.au](mailto:Stafflink@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, Department of Health and Human Services, G.P.O. Box 1061, Hobart, Tasmania 7001. Please do not send hard copy applications to the contact person.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Statewide Mental Health Services*

**Prison Medical Officer (517257).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$117,605 – \$127,983 p.a.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Medical Practitioner, Level 4 (Salary commensurate with qualifications and experience).

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

Location:—Risdon Prison Hospital.

The Tasmanian Health Organisation, South is seeking a Prison Medical Officer to support the Clinical Director and the Manager in the development and provision of primary clinical health services.

Your duties will include:—assisting the Clinical Director in the provision of clinical leadership and direction for Correctional Primary Health Services in the area of primary health care; working within a multidisciplinary health team to provide direct clinical services to patients within the correctional health setting across all sites; assisting the Clinical Director and staff to develop health screening, health promotion and health education programs and assisting the Clinical Director and Manager in defining, collecting and evaluating data to aid the further development and operation of Correctional Primary Health Services.

Essential Requirements:—General or limited registration with the Medical 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 Chris Wake, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 8244, email [chris.wake@dhhs.tas.gov.au](mailto:chris.wake@dhhs.tas.gov.au) or Trizia Cangelosi, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 6866, email [trizia.cangelosi@dhhs.tas.gov.au](mailto:trizia.cangelosi@dhhs.tas.gov.au).

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Clinical Support Services*

**Assistant in Nursing/Midwifery (Casual Pool) (521701).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$47,094 – \$51,747 pro rata, per annum.

Nurses (TPS) Award, Assistant in Nursing.

Fixed-term casual appointment, commencing as soon as possible for a period of 12 months.

Location:—Royal Hobart Hospital, Liverpool Street, Hobart.

Duties:—The Assistant in Nursing/Midwifery has completed a Certificate 111 in Health Services Assistance HLT32507 (Acute Care), or is currently an undergraduate nursing student who has completed appropriate practicum placements within an acute care clinical environment (see Essential Requirements).

The Assistant in Nursing/Midwifery will demonstrate knowledge and skills in patient/client care, with an ability to assist patients/clients to meet their personal care needs and perform activities of daily living as required, and the ability to work in an acute team environment as an effective team member.

Desirable Requirements:—It is desirable the successful Assistant in Nursing/Midwifery hold a current First Aid Certificate.

Essential Requirements:—Certificate III in Health Services Assistance HLT32507 (Acute Care); or.

Is currently an undergraduate Bachelor of Nursing student who has completed a 2nd year clinical practice placement or An enrolled nursing student who has completed their 1st clinical practice placement.

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

Enquiries to Marc Bester, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 62228152, email [marc.bester@dhhs.tas.gov.au](mailto:marc.bester@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, Department of Health and Human Services, G.P.O. Box 1061, Hobart, Tasmania 7001.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Clinical Support Services*

**Laboratory Technician, Core Laboratory (515906).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$54,267 – \$59,071 p.a.

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

Permanent full-time shift worker (fully rotational), working 76 hours per fortnight.

Location:—Pathology Services RHH.

The Tasmanian Health Organisation, South is seeking a permanent full-time Laboratory Technician to work in the Core Laboratory, Pathology Services, Royal Hobart Hospital.

Duties:—The Laboratory Technician, Core Laboratory is the link between the Central Processing Unit where Pathology specimens and requests are received and the laboratory where they are analysed. In the role of Laboratory Technician you will perform all functions associated with specimen receipt and processing. You are expected to prepare and maintain stocks of chemicals, reagents and stains. You will be responsible for performing routine and specialised tests in the area of Pathology testing, with accurate documentation of results and reports. Your duties will also include assisting with the maintenance of protocols, equipment, quality control and supplies of consumables to ensure an uninterrupted service as far as possible.

Essential Requirements:—An Associate Diploma from a recognised tertiary institution, or an equivalent qualification, appropriate to the nature of the work OR relevant training and/or experience determined in accordance with the provisions of Section 37 and 38 of the State Service Act 2000.

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 Rob White, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8199, email [rob.white@dhhs.tas.gov.au](mailto:rob.white@dhhs.tas.gov.au).

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

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Clinical Support Services*

#### **Registrar, Refugee Health (520778).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$78,220 – \$92,847 pro rata, per annum.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner in Training, Level 1 (Salary commensurate with qualifications and experience).

Fixed-term part-time working 6 hours per fortnight, commencing as soon as possible until 23 March 2015.

Location:—Infectious Diseases and Microbiology, Pathology Services, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is currently seeking a Fixed-term part-time Registrar, Refugee Health to work in the Refugee and Humanitarian Arrival Clinic (RAHAC), Royal Hobart Hospital.

Duties:—In the role of Registrar, Refugee Health you will be responsible for the day-to-day management of refugee outpatients within the Hospital. Your duties will also include assisting with management of refugee health in the community.

You will be expected to maintain accurate and comprehensive records as required, be involved in Quality Assurance within the Hospital, be involved in hospital educational activities including undergraduate and postgraduate teaching and participate in research activities. You will supervise Residents, Interns and Medical Students as required. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

Essential Requirements:—General or limited registration with the Medical 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 Alison Ratcliff, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3509, email [alison.ratcliff@dhhs.tas.gov.au](mailto:alison.ratcliff@dhhs.tas.gov.au).

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

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Clinical Support Services*

#### **Social Worker (508261).**

Applications Close:—Friday, 30 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 day work, working 45.6 hours per fortnight.

Location:—Social Work, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is seeking a permanent part-time Social Worker for Social Work Services, Royal Hobart Hospital.

Duties:—In the role of Social Worker you will provide Social Work services as authorised to the Royal Hobart Hospital Women's and Children's Services, in accordance with the Code of Ethics and Practice Standards of the Australian Association of Social Workers. Having experience in acute hospital social work and in the area of women's and children's services would be an advantage.

Desirable Requirements:—Current driver's licence.

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

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 Gretchen Scott, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8825, email [gretchen.scott@dhhs.tas.gov.au](mailto:gretchen.scott@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

*Complex Chronic and Community Services*

#### **Clinical Nurse Consultant, Cancer Care (521242).**

Applications Close:—Friday, 30 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 40 hours per fortnight for a period of 2 years.

Location:—Royal Hobart Hospital.

Duties:—In partnership with Oncology, Haematology and Palliative Care physicians and the Nurse Unit Managers (NUM), provide a nurse consultancy and co-ordination service to facilitate the care of patients who are undergoing treatment for a malignant haematological condition or in the palliative phase of a haematological condition.

Facilitate and enhance the continuity and quality of care for patients and families/carers through supporting and participating in a multidisciplinary approach to cancer care from acute care through to palliative care and inpatient through to community settings.

Identify improvements in care co-ordination and service accessibility within the designated area, and lead the development and implementation of system changes and process improvements to support care co-ordination in consultation with key stakeholders.

In collaboration with NUM's Outpatient Oncology, Inpatient Oncology and Palliative Care and the Clinical Nurse Educator (CNE) Oncology and CNE Palliative Care, provide clinical support and educational programs for nursing and allied health staff involved in the care of Haematological patients in the pursuit of best practice and quality care.

Desirable Requirements:—Hold, or be working towards, relevant post-graduate tertiary qualifications.

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 Louise Nicholson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8338, email [louise.nicholson](mailto:louise.nicholson).

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Hotel Services and Logistics*

#### **Food Services Officer (several vacancies) (520519).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$41,286 – \$43,027 pro rata, per annum.

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

Fixed-term casual working as and when required. Commencing As soon as possible until 18 December 2015.

Location:—Food Services Unit, Royal Hobart Hospital.

Duties:—The Tasmanian Health Organisation, South is seeking applications from suitably experienced people to join our casual Food Service Officer pool. As a Food Service Officer you will —assist in maintaining a high standard of food preparation, production, service, meal distribution, warewashing and cleaning of the hospital service areas at all times and in accordance with the relevant codes of practice; perform receipt and storage duties associated with food supplies; perform general food preparation, service, menu-related and cash handling duties and prepare vegetables, salads, diet requirements, including fluids, sandwiches, and assist in the serving of food.

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 Malcolm Sutcliffe, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8696, email [malcolm.sutcliffe@dhhs.tas.gov.au](mailto:malcolm.sutcliffe@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Hotel Services and Logistics*

**Theatre Cleaner (518480).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$43,625 – \$44,601 p.a.

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

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

Location:—Environmental Services Unit, Royal Hobart Hospital.

Duties:—Maintain a high standard of specialised cleaning within the Operating Theatre Complex. Perform specialised cleaning duties throughout the Theatre complex, including floor to wall maintenance in offices, wards, corridors, toilet blocks, change rooms and other designated areas.

Perform specialised cleaning duties in the operating theatre rooms, including following infection control procedures and using specialised cleaning chemicals.

Undertake special cleaning tasks, and other related duties, including removal of garbage, and collection/distribution of linen.

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 Brock Free, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7951, email [brock.free@dhhs.tas.gov.au](mailto:brock.free@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Oral Health Services (Statewide)*

Oral Health North West

**Senior Dental Prosthetist (518752).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$89,509 – \$98,998 p.a.

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

Permanent full-time day work, part-time hours will be considered.

Location:—Oral Health Services Tasmania, North West.

Duties:—As a senior professional practitioner, the Senior Dental Prosthetist leads and supervises the delivery of quality

public oral health services in the field of dental prosthetics and dental technical services within a collaborative and multidisciplinary framework.

The Senior Dental Prosthetist operates without general professional guidance, and is expected to apply significant professional knowledge and professional judgement in the area of dental prosthetics in reviewing, developing, implementing and evaluating relevant oral health prosthetic policies and practices.

The Senior Dental Prosthetist provides high-level advice and assistance to the Area Manager and Director of Clinical Services in relation to novel, complex and critical aspects of dental prosthetics.

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

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

Enquiries to Roseanne Robinson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6440 7120, email [roseanne.robinson@dhhs.tas.gov.au](mailto:roseanne.robinson@dhhs.tas.gov.au).

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

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JUSTICE

COMMUNITY CORRECTIONS

*Southern Region*

**Report Writer/Assessor (2 Vacancies).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$55,005 – \$59,871 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Vacancy No. 356427.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Vacancy No. 356428.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

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

Duties:—Conduct assessments of offenders in order to determine their level of risk and their suitability for participation in a community-based sentence. Liaise with representatives from other government agencies for the purpose of obtaining information relevant to 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 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:—Comprehensive experience in assessments, particularly with an offender population.

A sound understanding of the issues related to offending or the ability to quickly acquire this within a reasonable time frame.

High-level communication skills, including well-developed written communication skills, including report writing, liaison, negotiation and conflict resolution skills.

Enquiries to Teresa Banman, Statewide Operations Manager, Community Corrections, Department of Justice, phone (03) 6165 6723, email [teresa.banman@justice.tas.gov.au](mailto:teresa.banman@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 Teresa Banman on (03) 6165 6723.

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

### CORPORATE SUPPORT AND STRATEGY

#### *Library*

#### **Senior Library Officer (355259).**

Applications Close:—Friday, 30 May 2014.

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

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time four days per week for six months.

Location:—Hobart.

Duties:—Co-ordinate and maintain services within the Andrew Inglis Clark Law Library and DM Chambers Library by managing the efficient and effective function of all services associated with the state-wide reference desk, ensuring accession, circulation and current awareness services.

Maintaining and ensuring the legislation databases and services and undertaking project work as required.

Oversee the day-to-day supervision of Hobart library officers, including monitoring and adjusting workloads, maintaining the leave and duty rosters, and providing coaching, support and guidance to Hobart and regional library staff.

Desirable Requirements:—Extensive knowledge of the operation and maintenance of library systems and services, including computer-based library systems and services, within a special library.

Demonstrated knowledge of the nature and characteristics of legislation.

Enquiries to Alison Jekimovics, Manager Library Services, Department of Justice, phone (03) 6165 7413, email [alison.jekimovics@justice.tas.gov.au](mailto:alison.jekimovics@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 Alison Jekimovics on (03) 6165 7413.

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

### MAGISTRATES COURT

#### **Court Clerk (350161).**

Applications Close:—Friday, 30 May 2014.

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

Tasmanian State Service Award, General Stream, Band 3.

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

Location:—Hobart.

Duties:—Co-ordinate the day-to-day activities of the court, including pre-court checking, preparation and organisation of documents, exhibits, correspondence, statistics and liaison with Court Security. Ensure the proper and accurate recording and monitoring of court proceedings, including the monitoring and operation of technical equipment, together with the completion of all court records and associated correspondence.

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 knowledge and understanding of Court and State Service procedures and legislation, or the demonstrated ability to acquire such knowledge within a reasonable timeframe.

High level communication skills, both written and oral, including the ability to legibly record a variety of information with speed and accuracy, both in hand-written form and via keyboard.

Enquiries to Jessica Walter, Acting Team Leader, Court Clerks, Hobart Magistrates Court, Department of Justice, phone (03) 6165 7135, email [jessica.walter@justice.tas.gov.au](mailto:jessica.walter@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 Jessica Walter on (03) 6165 7135.

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

### TASMANIA PRISON SERVICE

#### **Correctional Officer (Various positions).**

Applications Close:—Friday, 6 June 2014.

Salary:—See Below.

Correctional Officers Agreement 2013.

Permanent full-time 76 hours per fortnight.

Location:—Southern Region (Risdon Prison Complex).

The Tasmania Prison Service is seeking highly motivated people who are looking for a challenging career in the correctional field with a dynamic, diverse and progressive organisation.

Correctional officers come from a wide range of backgrounds including finance, hospitality and trades. They join us because the work is rewarding, diverse and absorbing. Although it's not without its challenges, being a Correctional Officer delivers a large amount of job satisfaction and the knowledge that they are playing an active role in the rehabilitation and reintegration of prisoners, while contributing to the safety of the Tasmanian community.

If you are successful in joining us, you'll be rewarded with stable employment, career opportunities, good work/life balance and attractive employment conditions and entitlements.

Salary: During training the salary is \$46,920 per annum. At the successful completion of training there are two working arrangements, full shift (salary range \$64,510 - \$70,429) and day shift (salary range \$50,398 - \$55,023). However note that initially all new staff will be expected to work full shift arrangements upon completion of training.

Information Night: To learn more about this challenging career, you are invited to attend an information night in Hobart. Attendance is optional and there is no obligation to proceed with an application if you attend. Please contact Alika Ertl as listed below for date and venue details or general enquiries.

Applicants who have applied in the last 12 months need not apply.

Essential Requirements:—Physical fitness, medical suitability and psychological characteristics appropriate to the duties of Correctional Officer.

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 Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Applications to Alika Ertl, Administration Officer, Tasmania Prison Service, Department of Justice, P.O. Box 24, Lindisfarne TAS 7015, phone 1800 233 911 or (03) 6216 8156, email [correctional.officer.recruiting@justice.tas.gov.au](mailto:correctional.officer.recruiting@justice.tas.gov.au).

## POLICE AND EMERGENCY MANAGEMENT

### HUMAN RESOURCES

#### *Police Academy*

#### **Senior Cook (001138).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$55,005 – \$59,871 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time 12 months.

Location:—Rokeby.

Duties:—Provide assistance to the Chef in the day-to-day running of the Police Academy kitchen including menu planning, food preparation and cooking.

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

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.

Enquiries to Mr Scott Norris, Chef, Department of Police and Emergency Management, G.P.O. Box 308 Hobart TAS 7001, phone (03) 6173 2021, email [scott.norris@police.tas.gov.au](mailto:scott.norris@police.tas.gov.au).

Applications to Employee Services, Department of Police and Emergency Management, G.P.O. Box 308 Hobart TAS 7001, phone (03) 6173 2071, 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

PARKS AND WILDLIFE SERVICE

*Operations*

**Regional Administration Officer (701292).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time from As soon as possible for 12 months.

Location:—Prospect.

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

Duties:—Co-ordinate and manage regional administrative support to ensure timely and effective co-ordination of budget, staffing, purchasing, records, information, reporting and related administrative activities in support of regional operational requirements.

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

A Diploma or Certificate IV in Office or Business Administration or equivalent or satisfactory progress towards qualification. An ability to pass the PWS fire fighter fitness assessment at the "Moderate" or "Arduous" level.

Enquiries to Marie Pearton, Department of Primary Industries, Parks, Water and Environment, phone (03) 6777 2179, email Marie.Pearton@parks.tas.gov.au.

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

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.

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

*Operations*

**Regional Administrative Assistant (340837).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$48,823 – \$53,038 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time from 16 June 2014 until 15 June 2015, or until the return of the substantive occupant, whichever is the sooner.

Location:—Prospect.

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 provide clerical, keyboard, financial and reception services for the Northern Region, Prospect Office.

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

An ability to pass the PWS fire fighter fitness assessment at the "Moderate" or "Arduous" level.

Enquiries to Irene McCreevy, Department of Primary Industries, Parks, Water and Environment, phone (03) 6777 2178, email Irene.McCreevy@parks.tas.gov.au.

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

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

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PUBLIC TRUSTEE

ADMINISTRATION

**Administrative Assistant (790219).**

Applications Close:—Friday, 30 May 2014.

Salary:—\$48,823 – \$53,038 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time (to 24th June 2015).

Location:—Hobart.

Duties:—As the first point of contact for the Public Trustee the administrative assistant provides a professional reception service to both telephone and face to face clients. This position also provides word processing and routine clerical services to support the management of estates and trusts and contributes to the achievement of team objectives.

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:—crimes involving dishonesty, crimes of violence, serious drug offences and sex related offences.

Desirable Requirements:—The applicant selected for this position will have the ability to use technology, particularly excellent keyboard skills, a high level of oral and written communication skills and appropriate clerical experience and/or skills. This person will have the ability to work effectively either individually or as part of a team, well developed communication and interpersonal skills including the ability to deal with a wide range of people in a sensitive and confidential manner, and the ability to promote excellent client service through identifying and understanding client needs and building effective relationships.

Applicants are encouraged to obtain further information about the advertised vacancy and submit applications addressing the criteria contained in the statement of duties. The statement of duties may be downloaded from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website.

Enquiries to Philip Heaton, Manager, Personal Services Team, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6235 5210, email pheaton@publictrustee.tas.gov.au.

Applications to Karyne Johns, Human Resources Officer, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone 6235 5241, email kjohns@publictrustee.tas.gov.au.

The Public Trustee is committed to being a competitive, efficient and caring provider of quality, independent, trustee services to the Tasmanian Community. Further information about our services is available at [www.publictrustee.tas.gov.au](http://www.publictrustee.tas.gov.au).

## TASMANIAN AUDIT OFFICE

**Publications Officer (356525).**

Applications Close:—Friday, 30 May 2014.

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

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 3 days per week, hours to be negotiated.

Location:—Hobart.

Duties:—Provides editorial and desktop services to the Office and co-ordinates production of external reports and other publications, including newsletters and information briefings.

Monitors and liaises with report authors, senior management and Corporate Support Services staff to keep production processes on track.

Initiates and co-ordinates on behalf of the Office the printing and publishing, including internet, of reports or other material.

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:—Relevant certificate or Diploma.

Good working knowledge of Microsoft Office products, particularly Word and Excel.

A knowledge of Lotus Notes and desktop publishing applications preferably Adobe InDesign.

Enquiries to Patty Johnson, Director, Corporate Support, Tasmanian Audit Office, phone (03) 6226 0100, email [patty.johnson@audit.tas.gov.au](mailto:patty.johnson@audit.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 Anne Cunningham on (03) 6226 0100.

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.

## Direct Selections

### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

IT is my intention to request the Head of the State Service to exercise discretion to not advertise the following duties in accordance with section 40 (2) of the State Service Act 2000 and to promote the following permanent employee —

Eleanor Humphrey.

to perform the duties of Intensive Care Paramedic 514164, Intensive Care Paramedic, Year 1 to Year 6 (Base).

Duties:—The provision of an advanced level of pre-hospital clinical care to the Tasmanian Community including the transport of patients by ambulance or other means.

Essential Requirements:—Holds a Bachelor of Paramedic Science plus additional qualification and relevant work experience or other qualification approved by the Service. Current Driver's Licence.

State Service employees aggrieved by this intention may make application to the Tasmanian Industrial Commission for a review under section 50(1)(b) of the State Service Act 2000. Applications for review are to be lodged with the Tasmanian Industrial Commission within 14 days of the publication date of this Gazette.

D Morgan.

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

IT is my intention to request the Head of the State Service to exercise discretion to not advertise the following duties in accordance with section 40 (2) of the State Service Act 2000 and to promote the following permanent employee —

Danielle Taylor.

to perform the duties of Intensive Care Paramedic 516603, Intensive Care Paramedic, Year 1 to Year 6 (Base).

Duties:—The provision of an advanced level of pre-hospital clinical care to the Tasmanian Community including the transport of patients by ambulance or other means.

Essential Requirements:—Holds a Bachelor of Paramedic Science plus additional qualification and relevant work experience or other qualification approved by the Service. Current Driver's Licence.

State Service employees aggrieved by this intention may make application to the Tasmanian Industrial Commission for a review under section 50(1)(b) of the State Service Act 2000. Applications for review are to be lodged with the Tasmanian Industrial Commission within 14 days of the publication date of this Gazette.

D Morgan.



HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

IT is my intention to request the Head of the State Service to exercise discretion to not advertise the following duties in accordance with section 40 (2) of the State Service Act 2000 and to promote the following permanent employee —

Jennifer Levett.

to perform the duties of Intensive Care Paramedic 520454, Intensive Care Paramedic, Year 1 to Year 6 (Base).

Duties:—The provision of an advanced level of pre-hospital clinical care to the Tasmanian Community including the transport of patients by ambulance or other means.

Essential Requirements:—Holds a Bachelor of Paramedic Science plus additional qualification and relevant work experience or other qualification approved by the Service. Current Driver's Licence.

State Service employees aggrieved by this intention may make application to the Tasmanian Industrial Commission for a review under section 50(1)(b) of the State Service Act 2000. Applications for review are to be lodged with the Tasmanian Industrial Commission within 14 days of the publication date of this Gazette.

D Morgan.

HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

IT is my intention to request the Head of the State Service to exercise discretion to not advertise the following duties in accordance with section 40 (2) of the State Service Act 2000 and to promote the following permanent employee —

Adam McGarvie.

to perform the duties of Intensive Care Paramedic 510593, Intensive Care Paramedic Year 1 to Year 6 (Base).

Duties:—The provision of an advanced level of pre-hospital clinical care to the Tasmanian Community including the transport of patients by ambulance or other means.

Essential Requirements:—Holds a Bachelor of Paramedic Science plus additional qualification and relevant work experience or other qualification approved by the Service. Current Driver's Licence.

State Service employees aggrieved by this intention may make application to the Tasmanian Industrial Commission for a review under section 50(1)(b) of the State Service Act 2000. Applications for review are to be lodged with the Tasmanian Industrial Commission within 14 days of the publication date of this Gazette.

D Morgan.

## 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	S. Belbin	12 months	05.05.14
Education	Teacher	D. Harris	12 months	05.05.14
Education	Teacher Assistant	E. Mathews	6 months	19.05.14
Education	Teacher Assistant	D. Randall	6 months	05.05.14
Education	Teacher Assistant	C. Eyles	6 months	12.05.14
Education	Teacher Assistant	P. John	6 months	05.05.14
Education	Teacher Assistant	K. Leon	6 months	12.05.14
Education	Teacher Assistant	V. Garwood	6 months	05.05.14
Education	Education Facility Attendant	D. Ackerley	6 months	05.05.14
Education	Education Facility Attendant	D. Hill	6 months	12.05.14
Education	Teacher	M. Lorenzen	12 months	05.05.14
Education	Teacher Assistant	J. Van Alphen	6 months	05.05.14
Education	Education Facility Attendant	L. Maynard	6 months	12.05.14
Education	School Business Manager	R. Van Der Neut	6 months	05.05.14
Health & Human Services & Tasmanian Health Organisations	CSSD Technician	K. Graham	6 months	31.03.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	N. Rahme	6 months	13.04.14
Health & Human Services & Tasmanian Health Organisations	Media and Communications Advisor	L. Breaden	6 months	16.04.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	V. Taha	6 months	13.04.14
Health & Human Services & Tasmanian Health Organisations	Clinical Nurse Specialist - Occupational Health	M. Watson	6 months	28.04.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	R. Smith	6 months	13.04.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	S. Cunningham	6 months	13.04.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse - Community Nurse	N. Roney	6 months	19.05.14
Health & Human Services & Tasmanian Health Organisations	CSSD Technician	C. Calverley	6 months	07.04.14
Health & Human Services & Tasmanian Health Organisations	Executive Assistant	J. Rainbow	6 months	12.05.14
Justice	Records Officer	P. Burke	6 months	19.05.14
Justice	Client Service Officer	S. Medhurst	6 months	12.05.14
Justice	Client Service Officer	A. Williams	6 months	12.05.14
Primary Industries, Parks, Water & Environment	Interpretation Officer (Publications)	D. Makrogamvrakis	6 months	13.05.14
Primary Industries, Parks, Water & Environment	Client Service Officer	A. Worker	6 months	14.05.14
Public Trustee	Administrative Assistant	K. van Duiven	6 months	08.05.14
Public Trustee	Senior Taxation Accountant	M. Davies	6 months	28.04.14

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	H. Moore	Advanced Skills Teacher	05.05.14
Health & Human Services & Tasmanian Health Organisations	B. O'Donovan	CSSD Technician	31.03.14
Health & Human Services & Tasmanian Health Organisations	W. Yardy	Manager Community Partnership Team	16.05.14
Health & Human Services & Tasmanian Health Organisations	S. Parkin	CSSD Technician	31.03.14
Health & Human Services & Tasmanian Health Organisations	R. Pickett	Business Support Officer	02.06.14
Health & Human Services & Tasmanian Health Organisations	E. Paine	Clinical Nurse Educator	08.04.14
Health & Human Services & Tasmanian Health Organisations	M. Nicholls	Occupational Therapist	19.05.14
Justice	C. Bigwood	Client Service Officer	12.05.14
Justice	B. Zeitzen	Client Service Officer	19.05.14
Justice	M. Shadbolt	Client Service Officer	19.05.14

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher Assistant	F. Joyce	15.05.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	T. Bunhu	11.05.14
Health & Human Services & Tasmanian Health Organisations	Elective Surgery Liaison Nurse	P. Turner	10.05.14
Health & Human Services & Tasmanian Health Organisations	Endoscopy Technician	M. Bones	10.05.14
Health & Human Services & Tasmanian Health Organisations	Occupational Therapist	A. Gordon	13.05.14
Health & Human Services & Tasmanian Health Organisations	Dental Technician	A. Sachdeva	02.05.14
Health & Human Services & Tasmanian Health Organisations	Medical Secretary	A. de la Motte	02.05.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Jacob	30.04.14
Health & Human Services & Tasmanian Health Organisations	Laboratory Technician	K. Daly	09.05.14
Health & Human Services & Tasmanian Health Organisations	Home Help Personal Carer	D. Graham	06.05.14
Justice	Senior Inspector of Mines	P. Murphy	02.05.14
Public Trustee	Executive Assistant	A. Newbury	09.05.14

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	V. Wade	13.05.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Rice	10.05.14
Health & Human Services & Tasmanian Health Organisations	Booking Clerk	F. Klye	15.05.14
Primary Industries, Parks, Water & Environment	Regional Manager Parks North West	A. Simpson	15.02.14



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