



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
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INCLUDING G.S.T.

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

Tasmanian Government Gazettes are available for perusal at the State Service Management Office, 5th Floor, 144 Macquarie Street, Hobart and in the reference section of major branches of the State Library.

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Tasmanian Government Gazette

Email text copy to

govt.gazette@mercurywalch.com.au

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

State Service Notices

Vacancy, Direct Selection and Staff Movement Notices

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

Order Information

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

Deadlines

Government Gazette :—

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

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

Deadlines will be strictly adhered to

Subscription or account enquiries phone (03) 6232 2137.

Gazette and State Service Online

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

EDUCATION

Schools, Further Education and Training Fixed-term, Sessional and Relief Employment Register (Various).

Applications Close:—Friday, 1 January 2016.

Salary:—See Below.

Various classifications.

Register.

Location:—Statewide.

A Fixed-term and casual employment register is not a vacancy and inclusion on a register does not guarantee any offer of employment will be made.

The Department of Education and TasTAFE will from time to time require the services of employees for specified Fixed-terms and on a sessional or relief basis in a number of skill areas and disciplines. Such appointments fill a valuable role in complementing the existing permanent workforce.

Accordingly, persons interested in Fixed-term full-time, part-time, or sessional employment in teaching within TasTAFE, technical, administrative and other support roles within the Department of Education and TasTAFE should record their details on this register.

A web-based system is used for the Schools, Further Education and Training Fixed-term, Sessional and Relief Employment Register that enables a person to self lodge their application. As such, applicants wishing to be registered for employment need to register online at <http://appregister.education.tas.gov.au>.

The following vacancies may arise in various schools and organisational units within the Department of Education and TasTAFE across Tasmania:—

Administrative Assistant.

Salary Range: \$50,767 - \$54,369 pro rata, Tasmanian State Service Award, General Stream, Band 2.

Bus Assistant.

Salary Range: \$39,511 - \$48,474 pro rata, Tasmanian State Service Award, General Stream, Band 1.

Bus Driver.

Salary Range: \$39,511 - \$48,474 pro rata, Tasmanian State Service Award, General Stream, Band 1.

Canteen Assistant.

Salary Range: \$39,511 - \$48,474 pro rata, Tasmanian State Service Award, General Stream, Band 1.

Education Facility Attendant.

Salary Range: \$40,063 - \$59,749 pro rata, Education Facility Attendant Salaries and Conditions of Employment Industrial Agreement 2013 Level 1-3.

Instrumental Musician.

Salary Range: \$45.95 - \$57.19 (per hour) pro rata, Teaching Services (Tasmanian Public Sector) Award Band 1.

IT Customer Support Officer.

Salary Range: \$50,767 - \$54,369 pro rata, Tasmanian State Service Award, General Stream, Band 2.

Kitchen Assistant.

Salary Range: \$40,063 - \$59,749 pro rata, Education Facility Attendant Salaries and Conditions of Employment Industrial Agreement 2013 Level 1-3.

Laboratory Technician.

Salary Range: \$50,767 - \$54,369 pro rata, Tasmanian State Service Award, General Stream, Band 2.

Librarian.

Salary Range: \$58,394 - \$75,502 pro rata, Tasmanian State Service Award, Professional Stream, Band 1.

Library Technician.

Salary Range: \$57,249 - \$61,373 pro rata, Tasmanian State Service Award, General Stream, Band 3.

Salary Range: \$64,119 - \$73,199 pro rata, Tasmanian State Service Award, General Stream, Band 4.

Participation Assistant.

Salary Range: \$50,767 - \$54,369 pro rata, Tasmanian State Service Award, General Stream, Band 2.

School Administration Clerk.

Salary Range: \$50,767 - \$54,369 pro rata, Tasmanian State Service Award, General Stream, Band 2.

School Psychologist.

Salary Range: \$59,890 - \$88,242 pro rata, Teaching Services (Tasmanian Public Sector) Award Band 1.

Social Worker.

Salary Range: \$52,492 - \$84,418 pro rata, Allied Health Professionals (Tasmanian State Service) Agreement 2014.

Speech and Language Pathologist.

Salary Range: \$52,492 - \$84,418 pro rata, Allied Health Professionals (Tasmanian State Service) Agreement 2014.



RBF **Aspire** Program

MEMBER SCHOLARSHIPS

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

The RBF Aspire Program helps RBF members undertake a conference, course or workshop to advance their professional development and career opportunities.

Nominations are now open for member scholarships!

For conditions of entry and more information
please visit the RBF website at www.rbf.com.au



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.

Teacher - TasTAFE.

Salary Range: \$56,488 - \$87,584 pro rata, TasTAFE Teaching Staff Award.

Teacher Assistant.

Salary Range: \$50,767 - \$54,369 pro rata, Tasmanian State Service Award, General Stream, Band 2.

Teacher Assistant - MDT.

Salary Range: \$50,767 - \$54,369 pro rata, Tasmanian State Service Award, General Stream, Band 2.

Technical Employee.

Salary Range: \$57,249 - \$61,373 pro rata, Tasmanian State Service Award, General Stream, Band 3.

VET Student Assistant.

Salary Range: \$50,767 - \$54,369 pro rata, Tasmanian State Service Award, General Stream, Band 2.

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

Teacher - TasTAFE:—Eligible for Specialist Vocational Education and Training registration; limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. A person with a limited authority to teach can only be employed on a fixed term basis.

Various vacancies may require other specific essential requirements or qualifications related to that role.

Selection from the Register.

Where a vacancy occurs, the Schools, Further Education and Training Fixed-term, Sessional and Relief Employment Register will be examined to identify those persons who possess the necessary knowledge, skills, currency and qualifications to undertake the duties of the vacancy and who will be available to work.

Where vacancies are identified and an applicant(s) are regarded as being suitable to undertake the particular appointment, a merit-based selection process will be undertaken. The selection process may involve formal interviews.

Please note that admission to the register does not guarantee, nor does it imply, that employment will be offered.

Enquiries to Vacancy and Staffing Services, Human Resource Services, email epool@education.tas.gov.au, phone (03) 6165 6285.

EDUCATION

CORPORATE SERVICES

Human Resources Management

HR Operations Systems and Reporting

HR Operations Officer (960288).

Applications Close:—Friday, 30 January 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 73.5 hours per fortnight, 20 February 2015 to 22 February 2016.

Location:—Hobart.

Description of the Role:—To deliver an efficient and effective personnel and payroll service through the use of an integrated, computerised HRM system for the Department.

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

Enquiries to Talia Puskaric, Department of Education, phone (03) 6165 6290, email talia.puskaric@education.tas.gov.au.

Applications to Human Resources (Vacancy and Staffing Services), Department of Education, G.P.O. Box 16 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

Fixed-term and Relief Teacher Register (E-Pool) (Various).

Applications Close:—Friday, 1 January 2016.

Salary:—\$59,890 – \$88,242 pro rata, per annum.

Register.

Location:—Statewide.

A Fixed-term and casual employment register is not a vacancy and inclusion on a register does not guarantee any offer of employment will be made.

Position Objective:—To implement and manage appropriate learning programs for students and to assess individual student progress.

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

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

The Head of the State Service has determined that the person nominated for this office 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.

Fixed-term:— The Department of Education invites persons interested in teaching vacancies of up to one year duration to have their interest recorded on the Department of Education's applicant register 'E-Pool'.

Interested applicants should apply online at the following address: <http://epool.education.tas.gov.au>.

Applicants should clearly indicate the type of employment they are seeking, the location, skill area and provide a statement detailing experience relevant to teaching. Refer to the selection criteria outlined in the Teacher Statement of Duties.

Where vacancies are identified and an applicant(s) are regarded as being suitable to undertake the particular appointment, a merit based selection process will be undertaken. The selection process may involve formal interviews.

Please note that admission to the register does not guarantee, nor does it imply, that employment will be offered.

All appointments to Fixed-term teaching positions within the Department of Education will be made from those applicants listed on the register only.

Relief:—Persons interested in relief teaching (short-term employment on a day-to-day basis up to and including 20 consecutive days), should also register on 'E-Pool', selecting 'relief' in Work Preferences as the type of employment they are interested in.

An information pack about relief teaching is available at: https://www.education.tas.gov.au/documentcentre/_layouts/DocIdRedirect.aspx?ID=TASED-4-1316.

Enquiries to Vacancy and Staffing Services, Human Resources, G.P.O. Box 169, Hobart 7001, email epool@education.tas.gov.au, phone (03) 6165 6285.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Smithton High School

Transition Mentor, Smithton High School (960873).

Applications Close:—Friday, 30 January 2015.

Salary:—\$64,119 – \$73,199 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time 22 hours per fortnight, as soon as possible until 18 December 2015.

Location:—Smithton High School.

Description of the role:—Work in schools as a member of a multi-disciplinary Support Team to provide a mentoring and support service to students and families. Contribute to capacity building of school communities to improve transition, attendance and retention.

Desirable Requirements:—A current driver's licence.

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

Enquiries to Ali Oates, Department of Education, phone (03) 6452 9222, email ali.oates@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Smithton Primary School

Aboriginal Education Worker, Smithton Primary School (964681).

Applications Close:—Friday, 30 January 2015.

Salary:—\$50,767 – \$54,369 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time 20 hours per fortnight, as soon as possible until 18 December 2015.

Location:—Smithton Primary School.

Description of the role:—Provide assistance to teacher(s) to support implementation of the Closing the Gap in Aboriginal Educational Outcomes 2010-2014 strategy and other relevant initiatives that contribute to improvement in the attendance, participation and educational outcomes of Aboriginal students, Prep, Year 8.

Desirable Requirements:—Post year 10 studies in health and/or education.

Essential Requirements:—The Head of the State Service has determined that this position is an Aboriginal identified position and that it can only be filled by Aboriginal people or Torres Strait Islanders in accordance with Employment Direction No. 10 Aboriginal and Torres Strait Islander Employment in the Tasmanian State Service.

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

Enquiries to Meredith Gracie, Department of Education, phone (03) 6452 1955, email meredith.gracie@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Smithton Primary School

Transition Mentor, Smithton Primary School (964777).

Applications Close:—Friday, 30 January 2015.

Salary:—\$64,119 – \$73,199 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time 42 hours per fortnight, as soon as possible until 18 December 2015.

Location:—Smithton Primary School.

Description of the role:—Work in schools as a member of a multi-disciplinary Support Team to provide a mentoring and support service to students and families. Contribute to capacity building of school communities to improve transition, attendance and retention.

Desirable Requirements:—A current driver's licence.

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

Enquiries to Meredith Gracie, Department of Education, phone (03) 6452 1955, email meredith.gracie@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LINC TASMANIA

LINC Tasmania Employment Register (Various).

Applications Close:—Friday, 1 January 2016.

Salary:—See Below.

Various classifications.

Register.

Location:—Statewide.

A Fixed-term and casual employment register is not a vacancy and inclusion on a register does not guarantee any offer of employment will be made.

Applications are invited for persons interested in being considered for Fixed-term and casual employment within the Department of Education LINC Tasmania (incorporating the State Library of Tasmania, Adult Education, Tasmanian Archive and Heritage Office and Online Access Centres).

Vacancies arise from time to time in a variety of locations throughout Tasmania in the categories of employment listed below.

ARCHIVIST.

Salary Range: \$58,394 - \$75,502 pro rata, Tasmanian State Service Award, Professional Stream, Band 1.

CUSTOMER SERVICE OFFICER (LINC).

Salary Range: \$39,511 - \$48,474 pro rata, Tasmanian State Service Award, General Stream, Band 1.

Salary Range: \$57,249 - \$61,373 pro rata, Tasmanian State Service Award, General Stream, Band 3.

LIBRARIAN.

Salary Range: \$58,394 - \$75,502 pro rata, Tasmanian State Service Award, Professional Stream, Band 1.

LIBRARY TECHNICIAN.

Salary Range: \$57,249 - 61,373 pro rata, Tasmanian State Service Award, General Stream, Band 3.

LITERACY CO-ORDINATOR.

Salary Range: \$84,539 - \$94,996 pro rata, Tasmanian State Service Award, General Stream, Band 6.

It is a requirement for any person to be considered for employment within the Department of Education to undergo a Good Character Check (pre-employment check) prior to commencing any work.

Various vacancies may require other specific essential requirements or qualifications related to that role.

Find out more about working as a Customer Service Officer at LINC Tasmania: <http://www.linc.tas.gov.au/global/aboutlinc/contributing/employment>.

Selection from the Register.

Where a vacancy occurs, the Fixed-term and Casual LINC Tasmania Employment Register will be examined to identify those persons who possess the necessary knowledge, skills, currency and qualifications to undertake the duties of the vacancy and who will be available to work.

Where vacancies are identified and an applicant(s) are regarded as being suitable to undertake the particular appointment, a merit-based selection process will be undertaken. The selection process may involve formal interviews.

Please note that admission to the register does not guarantee, nor does it imply, that employment will be offered.

Interested applicants should apply online at the following address and attach a one page resume/CV:—<https://secure.pageuppeople.com/apply/505/aw/applicationForm/PrivacyStatement.spsData=eYorpNXXKq7lzQeYLVlNYAfDJz5CVEc0xmEdgY6Q7bgKZbUfo>.

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

Enquiries: For preliminary discussions please contact Jan Burge jan.burge@education.tas.gov.au or phone (03) 6165 5568.

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Food Services Assistant (503449).

Applications Close:—Friday, 30 January 2015.

Salary:—\$42,777 – \$44,247 p.a.

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

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

Location:—Launceston General Hospital.

Duties:—To provide a high standard of meal service to hospital patients and patrons of the Launceston General Hospital (LGH) Cafeteria.

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

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

Enquiries to Alice Cordwell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7530, email alice.cordwell@dhhs.tas.gov.au.

Please do not send applications to the Contact Person.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Food Services Supervisor (503440).

Applications Close:—Friday, 30 January 2015.

Salary:—\$56,487 – \$60,553 p.a.

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

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

Location:—Launceston General Hospital.

Duties:—Supervise staff in the day-to-day functions of the LGH Food Services Department to ensure the patients' meal service and the Cafeteria operate efficiently and effectively on a daily basis at a high level of service.

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

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

Enquiries to Alice Cordwell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7530, email alice.cordwell@dhhs.tas.gov.au.

Please do not send applications to the Contact Person.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Telephonist (Relief) (2 Vacancies) (503302).

Applications Close:—Friday, 30 January 2015.

Salary:—\$50,183 – \$53,673 pro rata, per annum.

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

Fixed-term casual shift worker, working as and when required. Commencing as soon as possible until 22 June 2015.

Location:—Launceston General Hospital.

Duties:—The Telephonist at the LGH is responsible for providing clients with a professional and efficient service in regard to incoming and outgoing telephone enquiries.

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

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

Enquiries to Colleen Horton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7482, email colleen.horton@dhhs.tas.gov.au.

Please do not send applications to the Contact Person.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Ward Clerk (Intensive Care Unit) (503984).

Applications Close:—Friday, 30 January 2015.

Salary:—\$50,183 – \$53,673 pro rata, per annum.

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

Permanent part-time day worker, working 16 hours per fortnight. Notwithstanding hours per fortnight may be negotiated with the successful applicant.

Location:—Intensive Care Unit, Launceston General Hospital, Charles Street, Launceston.

Duties:—As part of the health care team, provide reception and administrative support services for the LGH Intensive Care Unit.

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

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

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

Enquiries to Jenny Parker, Nurse Unit Manager, Intensive Care Unit, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7513, email Jenny.Parker@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Organisation, North, P.O. Box 1963, Launceston 7250. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Primary Health Services North

Westbury Community Health Centre

Youth Health and Development Worker (513766).

Applications Close:—Friday, 30 January 2015.

Salary:—\$83,105 – \$91,756 pro rata, per annum.

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

Fixed-term full-time day work working 76 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant. To commence As soon as possible until 30 June 2015.

Location:—Westbury Community Health Centre, 89 Meander Valley Road, Westbury.

Duties:—In accordance with primary health care principles, Agency policy and legislative requirements provide leadership in, and co-ordination and development of, activities throughout the municipality which identify youth health issues and needs, and implement appropriate strategies to address these needs. Work with local youth organisations, local government, other health service providers and senior management to encourage cooperative, collaborative and innovative approaches to addressing youth issues. Take a significant role in the planning, review, and implementation of youth specific policies, guidelines and procedures and provide advice to management, local government and members of the wider community regarding youth health issues and management strategies.

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

Desirable Requirements:—Current Driver's Licence.

Essential Requirements:—Current registration with the relevant professional 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 Carolyn Roberts, A/NUM, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6701 2160, email carolyn.roberts@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Organisation, North, P.O. Box 1963, Launceston 7250. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Clerk (Theatre) (501860).

Applications Close:—Friday, 30 January 2015.

Salary:—\$50,183 – \$53,673 p.a.

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

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

Location:—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 Clerk to work within the Operating Theatre as part of the Team at NWRH.

The primary responsibilities include the provision of high standard of customer focused clerical, administrative and reception services to staff, patients and their families.

Reporting to the Nurse Unit Manager, this role encompasses a wide range of responsibilities including, but not limited to, working 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 data bases 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.

Demonstrated skills and/or training with Microsoft office suite of programs.

Experience with iPM patient management system.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

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

Desirable Requirements:—Successful Completion of, or a willingness to undertake, a recognised course in, business/office administration and medical terminology.

Demonstrated experience in a healthcare setting.

Enquiries to Bill Kerr, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6652, email william.kerr@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

CSD Technician (502086).

Applications Close:—Friday, 30 January 2015.

Salary:—\$51,115 – \$53,673 pro rata, per annum.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 5.

Fixed-term part-time shift worker, working 56 hours per fortnight until June 2015.

Location:—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 CSD Technician to work as a member of the health care team in the Central Sterilising Department (CSD).

Reporting to the Nurse Unit Manager, CSD, this role encompasses a wide range of responsibilities including, but not limited to, decontaminating and processing equipment and

sterile supplies appropriate to specialist and general areas and maintaining clean and hygienic surroundings to facilitate the control of infection in CSD.

Do you have?

Knowledge and experience of sterilising technology and/or qualifications in, or willingness to undertake a Sterilising Technology Course or equivalent.

Demonstrated ability to maintain the cleanliness of equipment and the environment according to Infection Control principles.

Good communication and interpersonal skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

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 Caroline Lovell, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone 6430 6663, email caroline.lovell@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Enrolled Nurse (517595).

Applications Close:—Friday, 30 January 2015.

Salary:—\$52,762 – \$58,432 p.a.

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

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

Location:—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 Enrolled Nurse who is passionate about delivering best practice patient centred nursing care, as a member of a dynamic multidisciplinary healthcare team.

You will be working in the Operating Theatre as part of the team performing General, Orthopaedic, Gynaecological, Trauma, and ENT surgical cases. Your specific roles will include scrubbing and circulating duties and participation in direct patient care in the Day surgical environments. The position is a shift working position and includes weekend work and some 'On Call' requirements.

Ideally you would have a background working in acute care nursing and IV medication endorsement would be an advantage, and as a member of the multidisciplinary team, you will contribute to a strong professional team approach to patient care through open communication and a positive supportive environment. Previous Theatre experience would be preferred.

Reporting to the Registered Nurse, you will contribute to the health outcomes of your patients through excellence in practice, fostering a learning culture, strong interpersonal and 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 Bill Kerr on 6430 6652 or email william.kerr@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 Bill Kerr, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6652, email william.kerr@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Physiotherapist (502049).

Applications Close:—Friday, 30 January 2015.

Salary:—\$51,797 – \$83,520 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:—North West Regional Hospital.

The Tasmanian Health Organisation, North West (THO-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 Partnership, Respect, Integration, Development/Support, and Excellence.

This position is applicable to the THO, North West but is based at the North West Regional Hospital in Burnie, on the North West Coast of Tasmania.

Who are we looking for?

We are looking for a motivated Physiotherapist who will be responsible, with support and supervision, for the assessment, planning and implementation of treatment programmes for clients in order to develop your clinical skills. You will also use your excellent communication and interpersonal skills to assist with health promotion and education programmes for clients and their carers.

Additionally you will use these skills to liaise and build collaborative relationships with other health care professionals and service providers, both internal and external to the organisation.

It will be also a requirement to assist Senior Physiotherapists in providing support and clinical guidance for students.

Do you have?

Current AHPRA registration.

Well-developed communication skills.

Enthusiasm and a team focus.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Great team environment.

Friendly, experienced and supportive clinical staff.

If this sounds like your next career opportunity, please call Simon Watt on the details below for a confidential discussion about this position and your application.

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 Physiotherapy 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 Simon Watt, Deputy Manager, Physiotherapy, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6608, email simon.watt@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Registered Nurse (521907).

Applications Close:—Friday, 30 January 2015.

Salary:—\$58,432 – \$79,964 pro rata, per annum.

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

Fixed-term full-time shift worker, working 76 hours per fortnight until 30 June 2015.

Location:—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? The Rehabilitation Unit is seeking a motivated and experienced Registered Nurse who is passionate about the greatest quality of care, ensuring that you collaborate with members of the multidisciplinary healthcare team to help our clients reach their own maximum potential. 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 Nurse Unit Manager, 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.

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

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

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

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

Enquiries to Janell Cole, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6715, email Janell.cole@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health North West

Clinical Nurse Consultant, Spinal Injury Support (520786).

Applications Close:—Friday, 6 February 2015.

Salary:—\$84,989 – \$90,857 p.a.

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

Permanent part-time day worker, working 48 hours per fortnight.

Location:—Servicing North West with office at Central Coast Community Health Centre.

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 Clinical Nurse Consultant, Spinal Injury Support who is passionate, motivated and enjoys working collaboratively with a multidisciplinary team of health professionals across the acute and community sectors.

As Clinical Nurse Consultant you will provide professional leadership and expertise in the provision of clinical advice and interventions based on best practice in the health care management of people with Spinal Cord Injury. This includes providing advanced clinical assessment, consultancy, education and care co-ordination for individuals and carers in matters related to spinal injury for clients living in the North West Tasmania community.

Working with a range of health professionals the occupant will also be responsible and accountable for providing clinical education in the specialty field of spinal care and ongoing care management. The role operates at a high level of professional independence; guidance, supervision and support will be provided as required by the Co-Director of Nursing, Primary Health Services.

- Do you have?
- Current Registration.
- Sound interpersonal and communication skills.
- Knowledge of continuous quality improvement.
- Ability to undertake client education.
- What can we offer?
- Flexible work/life balance.
- Attractive Salary Package.
- Dynamic team environment.
- Commitment to ongoing professional development.

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

Desirable Requirements:—Relevant post-graduate qualifications.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse. Current Driver's Licence.

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

Enquiries to Jacky Taylor, Acting Co-Director of Nursing, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6440 7000, email jacky.taylor@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health North West

Diversional Therapy Assistant (506597).

Applications Close:—Friday, 30 January 2015.

Salary:—\$51,115 – \$53,673 pro rata, per annum.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 5.

Fixed-term part-time day worker, working 30.4 hours per fortnight.

Location:—Central Cost Adult Day Centre.

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 Diversional Therapy Assistant to take up this role within the Central Coast Adult Day Centre.

Reporting to the Adult Day Centre Co-ordinator, this role encompasses a wide range of responsibilities including, but not limited to, planning and implementing individual and group client programs.

In addition, casual positions may be available across the North West region.

Do you have?

Current Driver's License (Car or Bus).

A current First Aid Certificate.

Effective communication and interpersonal skills.

Ability to work harmoniously as a member of a team.

What can we offer?

Flexible work/life balance.

Dynamic team environment.

Commitment to ongoing professional development.

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

Desirable Requirements:—Certificate IV in Leisure and Lifestyle.

A current First Aid Certificate.

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 Lorise Evison, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6429 8449, email lorise.evison@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health North West

Hotel Services Assistant (502410).

Applications Close:—Monday, 16 February 2015.

Salary:—\$45,102 – \$45,829 pro rata, per annum.

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

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

Location:—King Island Hospital and Health Centre.

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 motivated Hotel Services Assistant to provide cleaning and catering services to the King Island Hospital and Health Centre.

The ideal candidate will have demonstrated knowledge and experience in the provision of kitchen and cleaning services in a health care environment. The role is responsible for efficient cleaning and maintenance of all associated equipment in accordance with Occupational Health and Safety Legislation and the Food Safety Plan.

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.

Do you have?

Demonstrated high level of communication and interpersonal skills.

Demonstrated awareness of Work Health and Safety.

Demonstrated previous experience in the catering trade.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

Essential Requirements:—Nil.

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

Enquiries to Rosemary Ayton, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6462 9912, email rosemary.ayton@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Administrative Employment Register (THO-S).

Applications Close:—Saturday, 14 January 2017.

Salary:—\$50,183 – \$53,673 pro rata, per annum.

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

Register.

Location:—Tasmanian Health Organisation, South.

A Fixed-term and casual employment register is not a vacancy and inclusion on a register does not guarantee any offer of employment will be made.

The Administrative Employment Register is established to provide the Tasmanian Health Organisation – South with a pool of experienced and skilled people who are able to work at short notice. Interested persons are able to register their interest in being considered for administrative duties on a Fixed-term or casual basis within the Tasmanian Health Organisation, South.

Vacancies that may arise are Ward Clerk, Appointment Scheduler, Client Support Officer, Communication/Switchboard Operator and Administrative Assistant.

For further information please download the Applicant Guide.

Duties:—Provide efficient administrative and/or reception services to a unit/department/service, utilising a range of software packages and office equipment, in accordance with established Agency policy, guidelines and procedures.

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 Mark Upton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8687, email mark.upton@dhhs.tas.gov.au.

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

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

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JUSTICE

COMMUNITY CORRECTIONS

CSO Support Officer (356421).

Applications Close:—Friday, 30 January 2015.

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

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time 36.75 hours per fortnight until 7 September 2015.

Location:—Southern Region.

Community Service Order Support Officer applicants will be required to undergo psychological and aptitude testing as part of the selection process.

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

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

Enquiries to Sean Hollick, Team Leader, Community Corrections, Department of Justice, phone (03) 6165 6717, email sean.hollick@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Sean Hollick on (03) 6165 6717.

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

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

JUSTICE

GUARDIANSHIP AND ADMINISTRATION BOARD

Administrative Assistant (355004).

Applications Close:—Friday, 30 January 2015.

Salary:—\$50,767 – \$54,369 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—To undertake administrative and clerical functions including typing, data entry, keyboard support and clerical assistance associated with the day-to-day operations of the Guardianship and Administration Board. Provide efficient telephone reception service whilst liaising with clients, staff and stakeholders. Answering enquiries in person, by phone and in writing of services relating to the Guardianship and Administration Board including preparation for hearings and management of confidential client files, processing mail and maintenance of office equipment and supplies.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and

alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Desirable Requirements:—Knowledge of the Guardianship and Administration Act 1995 and related legislation or the capacity to obtain that knowledge within a short period of time. Demonstrated good communication and interpersonal skills, including the ability to liaise effectively with clients, service providers, board members and staff at all levels.

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

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart TAS 7001, phone (03) 6165 4912, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Donna Spong on (03) 6165 7500.

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

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

JUSTICE

LEGAL AID COMMISSION OF TASMANIA

Receptionist (350255).

Applications Close:—Friday, 30 January 2015.

Salary:—\$50,767 – \$54,369 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time 73.50 hour per fortnight.

Location:—Hobart.

Duties:—As receptionist, act as first point of contact for telephone and counter enquiries. Direct enquiries or clients to the appropriate person or service within the Commission or other relevant service provider. Determine, using guidelines and the Commission's Database, if a conflict of interest exists for a prospective client, and if so, arrange referral to a private law firm.

Enquiries to Leesa Bevan, Executive Officer, Legal Aid Commission, Department of Justice, phone (03) 6236 3820, email leesa.bevan@legalaid.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Leesa Bevan on (03) 6236 3820.

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

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

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

CORPORATE SERVICES

Finance

Finance Officer (705586).

Applications Close:—Friday, 30 January 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

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

Duties:—As a member of the Financial Operations Section assist with and undertake the preparation and processing of the Department's financial and accounting transactions and contribute to the provision of quality financial services, information and advice to Finance Branch clients.

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 check is to be conducted: Conviction check for Crimes involving Dishonesty.

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

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

Enquiries to Malcolm Henry, phone (03) 6165 3111, email Malcolm.Henry@dPIPWE.tas.gov.au.

Applications to Manager, Human Resources, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS 7001, phone (03) 6165 3174, fax (03) 6233 3682, email job.applications@dPIPWE.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

CORPORATE SERVICES

Finance

Senior Finance Analyst (702773).

Applications Close:—Friday, 30 January 2015.

Salary:—\$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time (from 1 April 2015, 31 March 2016).

Location:—Hobart.

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

Duties:—As a member of the Accounting Services Section: maintain and develop policies, procedures and systems to support internal controls, taxation compliance and external financial reporting for the Department; provide specialist advice, analysis and support to senior managers and staff on aspects relating to internal controls, taxation compliance and external financial reporting; and maintain effective relationships with Divisions and external stakeholders.

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 check is to be conducted: Conviction check for Crimes involving Dishonesty.

Desirable Requirements:—Appropriate tertiary qualifications in a relevant discipline. Eligible for membership of CPA Australia, Institute of Chartered Accountants in Australia or other professional body.

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

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

Enquiries to Adrian Pearce, phone (03) 6165 3115, email Adrian.Pearce@dPIPWE.tas.gov.au.

Applications to Manager, Human Resources, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS 7001, phone (03) 6165 3174, fax (03) 6233 3682, email job.applications@dPIPWE.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

WATER AND MARINE RESOURCES

Water Operations

Water Ranger (Far North West), Readvertised (700097).

Applications Close:—Friday, 30 January 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time (See below).

Location:—Smithton, Stanley.

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

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

The occupant will work up to 400 hours or 25% of full-time hours with the majority of work expected to be between October and April and with a possibility that minimal work may be available from May until September.

Special Conditions: Supply own vehicle.

Duties:—To assist the Regional Water Management Officer (RWMO) with monitoring of and ensuring compliance with the regulatory requirements for water allocation and management.

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

Applications should quote vacancy title and number, be marked Personal and Confidential and addressed as indicated. At DPIPWE, we value the diverse backgrounds, skills and contributions of all employees and treat each other with respect.

Enquiries to Hugh Christie, phone (03) 6777 2242, email Hugh.Christie@dPIPWE.tas.gov.au.

Applications to Manager, Human Resources, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6165 3180, fax (03) 6233 3682, email job.applications@dPIPWE.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Track Worker Employment Register (Various).

Applications Close:—Friday, 6 January 2017.

Salary:—See Below.

AWU (Tasmanian Public Sector) Award.

Register.

Location:—Statewide.

A Fixed-term and casual employment register is not a vacancy and inclusion on a register does not guarantee any offer of employment will be made.

Salary: Full-time employees: Band 1, \$39,511 - \$48,474, Band 2 - \$50,767 - \$54,369, Band 3 - \$57,249 - \$61,373 per annum.

Casual employees: Band 1 - \$19.92 - \$24.44, Band 2 - \$25.59.46 - \$27.41, Band 3 - \$28.86 - \$30.94 per hour. A 23% casual loading will apply in lieu of leave entitlements.

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

Applications are invited from persons interested in registering for Fixed-term employment as Trackworkers. The employment register will remain open for recruitment up to and including 6 January 2017.

The work is physically demanding and is undertaken in remote and isolated conditions. Applicants need to be physically fit and able to work in rough terrain which may be subject to harsh weather conditions. Further information is available on the Track Worker Information Sheet.

Please note that if you are currently registered, you do not need to submit a new application unless you wish to do so, but you need to advise the contact person in this advertisement to request that your name is transferred to the new register, as well as advising of any changes you wish to make such as contact details etc.

Duties:—Band 1 - Assist with the construction, maintenance, restoration, reconstruction and rehabilitation of walking tracks and associated facilities.

Band 2 - Undertake the construction, maintenance, restoration, reconstruction and rehabilitation of walking tracks and associated facilities. Assist with helicopter operations.

Band 3 - Undertake the construction, maintenance, restoration, reconstruction and rehabilitation of walking tracks and associated facilities.

Desirable Requirements:—It is desirable that you have a current motor vehicle driver's licence, and a current Statement of Competency in Chainsaw and Brushcutter Use.

Essential Requirements:—Track Workers must be physically fit and able to work in rough and isolated terrain.

The work associated with this position is outdoors and often in remote locations which involves periods of rough camping. The work can be physically demanding requiring the carrying of backpacks with overnight camping equipment or track maintenance tools. Prior to appointment the occupant of this position will be required to complete an approved medical disclosure and contact information form and pass an annual medical examination and fitness test used for fire fighters. A current St John's Workplace Level 2 First Aid Certificate or equivalent.

Band 2 - For Track Workers undertaking helicopter operations only a current St John's Workplace Level 2 First Aid Certificate or equivalent is required.

Enquiries to Martin O'Dea, phone (03) 6165 4219, email martin.odea@parks.tas.gov.au.

Applications to Administrative Officer, Parks and Wildlife Service, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 1751, Hobart 7001, phone (03) 6165 4219, email martin.odea@parks.tas.gov.au.

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

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

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

TOURISM OPERATIONS

Food and Beverage Assistant (FBA-15).

Applications Close:—Monday, 2 February 2015.

Salary:—\$49,389 – \$60,593 pro rata, per annum.

Port Arthur Historic Site Management Authority Award, General Stream, Band 1 RDW.

Permanent part-time working over a 7 day roster.

Location:—Port Arthur.

Duties:—To deliver the highest level of service to customers in the food and beverage outlets at the Port Arthur Historic Site including the provision of accurate information to visitors regarding activities, features and facilities at the Historic Sites.

Desirable Requirements:—Certificate II in Hospitality.

Enquiries to Sarah Morse, Food and Beverage Manager, Port Arthur Historic Site Management Authority, phone (03) 6251 2314, email sarah.morse@portarthur.org.au.

Applications to Linda Kleinhenz, Human Resources Officer, Port Arthur Historic Site Management Authority, 6973 Arthur Hwy, Port Arthur, TAS, 7182, phone (03) 6251 2357, fax (03) 6251 2328, email recruitment@portarthur.org.au.

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

TOURISM OPERATIONS

Senior Food and Beverage Assistant (SFBA-15).

Applications Close:—Monday, 2 February 2015.

Salary:—\$63,459 – \$67,961 pro rata, per annum.

Port Arthur Historic Site Management Authority Award, General Stream, Band 2 RDW.

Permanent part-time working over a 7 day roster.

Location:—Port Arthur.

Duties:—To exceed expectations of both internal and external customers to ensure the highest level of service is consistently provided in the food and beverage outlets at the Port Arthur Historic Sites.

Desirable Requirements:—Certificate III in Hospitality.

Apply First Aid Certificate.

Responsible Service of Alcohol (RSA) Certificate.

Enquiries to Sarah Morse, Food and Beverage Manager, Port Arthur Historic Site Management Authority, phone (03) 6251 2314, email sarah.morse@portarthur.org.au.

Applications to Linda Kleinhenz, Human Resources Officer, Port Arthur Historic Site Management Authority, 6973 Arthur Hwy, Port Arthur, TAS, 7182, phone (03) 6251 2357, fax (03) 6251 2328, email linda.kleinhenz@portarthur.org.au.

TASMANIAN AUDIT OFFICE

Financial Auditor (356502).

Applications Close:—Friday, 30 January 2015.

Salary:—\$58,394 – \$94,996 p.a.

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

Fixed-term full-time 73.50 hours per fortnight for a period of 12 months (part-time hours may be considered).

Location:—Launceston.

Duties:—Monitor and effectively manage assigned audits within agreed or set timeframes, budgets standards of performance and accountability. As a main contact for senior management of assigned audits establish a rapport with clients based on professional relationships and respect for roles and responsibilities, ensure they are kept informed of the progress of audits, prepare and provide reports, opinions, correspondence and presentations to clients and seek to resolve differences of opinion.

Essential Requirements:—A tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution.

Driver's Licence.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:

Conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy.

Disciplinary action in previous employment check.

Identification check.

Enquiries to Jara Dean, Assistant Auditor-General, Tasmanian Audit Office, phone (03) 6226 0100, email jara.dean@audit.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Tasmanian Audit Office, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Anne Cunningham on (03) 6226 0100.

The Office 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.

TASMANIAN AUDIT OFFICE

Financial Auditor (356699).

Applications Close:—Friday, 30 January 2015.

Salary:—\$58,394 – \$94,996 p.a.

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

Fixed-term full-time 73.50 hours per fortnight for a period of 12 months (part-time hours may be considered).

Location:—Hobart.

Duties:—Monitor and effectively manage assigned audits within agreed or set timeframes, budgets standards of performance and accountability. As a main contact for senior management of assigned audits establish a rapport with clients based on professional relationships and respect for roles and responsibilities, ensure they are kept informed of the progress of audits, prepare and provide reports, opinions, correspondence and presentations to clients and seek to resolve differences of opinion.

Essential Requirements:—A tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution.

Driver's Licence.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction 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 and Identification check.

Enquiries to Jara Dean, Assistant Auditor-General, Tasmanian Audit Office, phone (03) 6226 0100, email jara.dean@audit.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Tasmanian Audit Office, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, email applications@justice.tas.gov.au.

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

TASMANIAN AUDIT OFFICE

Graduate Financial Auditor (2 Vacancies).

Applications Close:—Friday, 30 January 2015.

Salary:—\$57,249 – \$67,551 p.a.

Tasmanian State Service Award, Graduate.

Vacancy No. 356695.

Fixed-term full-time 73.50 hours per fortnight for a period of 3 years.

Location:—Hobart.

Conversion to permanency at conclusion of 3 year program, subject to completion of professional qualifications and satisfactory work performance.

Vacancy No. 356696.

Fixed-term full-time 73.50 hours per fortnight for a period of 3 years.

Location:—Hobart.

Conversion to permanency at conclusion of 3 year program, subject to completion of professional qualifications and satisfactory work performance.

Duties:—Assists in the planning of audits. Assists with the conduct of allocated audit tasks in accordance with the audit plan, time deadlines and office and professional standards. Records results of audit work for review by team leader.

Essential Requirements:—Have completed a relevant degree from a recognised tertiary institution (or be within one year of completion of a relevant degree).

Driver's Licence.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction 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 and Identification check.

Enquiries to Jara Dean, Assistant Auditor-General, Tasmanian Audit Office, phone (03) 6226 0100, email jara.dean@audit.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Tasmanian Audit Office, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Anne Cunningham on (03) 6226 0100.

The Office 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.

TASMANIAN AUDIT OFFICE

Graduate Financial Auditor (356648).

Applications Close:—Friday, 30 January 2015.

Salary:—\$57,249 – \$67,551 p.a.

Tasmanian State Service Award, Graduate.

Fixed-term full-time 73.50 hours per fortnight for a period of 3 years.

Location:—Launceston.

Conversion to permanency at conclusion of 3 year program, subject to completion of professional qualifications and satisfactory work performance.

Duties:—Assists in the planning of audits. Assists with the conduct of allocated audit tasks in accordance with the audit plan, time deadlines and office and professional standards. Records results of audit work for review by team leader.

Essential Requirements:—Have completed a relevant degree from a recognised tertiary institution (or be within one year of completion of a relevant degree).

Driver's Licence.

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

check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction 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 and Identification check.

Enquiries to Jara Dean, Assistant Auditor-General, Tasmanian Audit Office, phone (03) 6226 0100, email jara.dean@audit.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Tasmanian Audit Office, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Anne Cunningham on (03) 6226 0100.

The Office 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.

TASMANIAN AUDIT OFFICE

Senior Financial Auditor (356698).

Applications Close:—Friday, 30 January 2015.

Salary:—\$78,959 – \$94,996 p.a.

Tasmanian State Service Award, Professional Stream, Band 2.

Fixed-term full-time 73.50 hours per fortnight for a period of 12 months (part-time hours may be considered).

Location:—Launceston.

Duties:—Monitor and effectively manage assigned audits within agreed or set timeframes, budgets standards of performance and accountability. As a main contact for senior management of assigned audits establish a rapport with clients based on professional relationships and respect for roles and responsibilities, ensure they are kept informed of the progress of audits, prepare and provide reports, opinions, correspondence and presentations to clients and seek to resolve differences of opinion.

Essential Requirements:—A tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution.

Driver's Licence.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction 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 and Identification check.

Enquiries to Jara Dean, Assistant Auditor-General, Tasmanian Audit Office, phone (03) 6226 0100, email jara.dean@audit.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Tasmanian Audit Office, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Anne Cunningham on (03) 6226 0100.

The Office 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.

TASMANIAN AUDIT OFFICE

Senior Financial Auditor (356697).

Applications Close:—Friday, 30 January 2015.

Salary:—\$78,959 – \$94,996 p.a.

Tasmanian State Service Award, Professional Stream, Band 2.

Fixed-term full-time 73.50 hours per fortnight for a period of 12 months (part-time hours may be considered).

Location:—Hobart.

Duties:—Monitor and effectively manage assigned audits within agreed or set timeframes, budgets standards of performance and accountability. As a main contact for senior management of assigned audits establish a rapport with clients based on professional relationships and respect for roles and responsibilities, ensure they are kept informed of the progress of audits, prepare and provide reports, opinions, correspondence and presentations to clients and seek to resolve differences of opinion.

Essential Requirements:—A tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution.

Driver's Licence.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction 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 and Identification check.

Enquiries to Jara Dean, Assistant Auditor-General, Tasmanian Audit Office, phone (03) 6226 0100, email jara.dean@audit.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Tasmanian Audit Office, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Anne Cunningham on (03) 6226 0100.

The Office 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.

TASTAFE

OPERATIONS ORGANISATIONAL AND BUSINESS DEVELOPMENT

Student Support and Development

Student Support and Development South

Student Counsellor (966209).

Applications Close:—Friday, 30 January 2015.

Salary:—\$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 73.50 hours per fortnight from as soon as possible until 31 December 2015.

Location:—Student Support and Development South.

To provide students with guidance on career and course selection, provide personal counselling services to minimise the impact of psychological and/ or emotional factors upon student academic performance and assist student achievement of their educational and vocational goals.

Desirable Requirements:—Experience in a vocational and education training environment.

A degree in Social Work, Psychology or similar.

Eligibility for membership of an appropriate professional association e.g. AASW, APA.

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

Enquiries to Sue Burdach, TasTAFE, phone (03) 6777 2517, email sue.burdach@tastafe.tas.edu.au.

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

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

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

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

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

TASTAFE

VOCATIONAL EDUCATION AND TRAINING

Construction Allied Trades and Electrotechnology

Electrotechnology Nth-NW

Teacher (Electrotechnology North/NorthWest) (3 Vacancies).

Applications Close:—Friday, 30 January 2015.

Salary:—\$56,488 – \$87,584 p.a.

TasTAFE Teaching Staff Award, Teacher.

Vacancy No. 967397.

Fixed-term part-time 56 hours per fortnight.

Location:—Alanvale.

Qualifications as an Electrician would be advantageous.

Vacancy No. 967353.

Fixed-term full-time 70 hours per fortnight.

Location:—Alanvale.

Qualifications as an Electrician would be advantageous.

Vacancy No. 967899.

Fixed-term part-time 35 hours per fortnight.

Location:—Burnie.

Qualifications as an Electrician would be advantageous.

Description of Role:—Undertake teaching and assessment duties in a variety of contexts and in line with relevant standards and compliance requirements. The occupant is required to regularly monitor and evaluate practice in order to maintain a focus on continuous improvement.

Desirable Requirements:—Experience in a vocational education training environment.

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

Eligible for Specialist Vocational Education and Training registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. A person with a limited authority to teach can only be employed on a Fixed-term basis.

Enquiries to Greg Corfield, Educational Team Leader, TasTAFE, phone 0448 514 313, email greg.corfield@TasTAFE.tas.edu.au.

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

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

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

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Advanced Skills Teacher	J. Claridge	12 months	02.02.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	O. Barker	6 months	18.01.15
Health & Human Services & Tasmanian Health Organisations	House Services Assistant	B. Jarrad	6 months	19.01.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	C. Buller	6 months	18.01.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Smith	6 months	18.01.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	R. Lopez	6 months	18.01.15
Health & Human Services & Tasmanian Health Organisations	Paramedic	K. Smith	6 months	03.12.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Dalton	6 months	29.01.15
Health & Human Services & Tasmanian Health Organisations	Ward Clerk (Intensive Care Unit)	A. Jackson	6 months	04.12.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	C. Grubb	6 months	18.01.15
Health & Human Services & Tasmanian Health Organisations	Physiotherapist	E. Blaxland	6 months	29.01.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	K. Jones	6 months	18.01.15
Justice	Sport & Recreation Officer	D. Foster	6 months	19.01.15
Justice	Sport & Recreation Officer	R. Peters	6 months	19.01.15
Justice	Sport & Recreation Officer	R. Watts	6 months	19.01.15
Justice	Receptionist Legal Aid	M. Facer	6 months	15.01.15

Appointment of Officers

<i>Agency</i>	<i>Officers Name</i>	<i>Duties Assigned</i>	<i>Date of Appointment</i>	<i>Duration</i>
Primary Industries, Parks, Water & Environment	M. Bryce	Director Operations	17.01.15	5 years

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	S. Baker	Assistant Principal	01.01.15
Education	L. Beams	Advanced Skills Teacher	02.02.15
Education	A. Rathbone	Advanced Skills Teacher	02.02.15
Education	A. Goss	Advanced Skills Teacher	02.02.15
Health & Human Services & Tasmanian Health Organisations	A. Curtis	Area Manager Disability & Community Services South	15.01.15
State Growth	J. O'Shannassy	Manager Commercial Strategy	13.01.15

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Pay/Personnel Officer	K. Krause	13.01.15
Health & Human Services & Tasmanian Health Organisations	Home Help	L. Rimon	23.12.14
Health & Human Services & Tasmanian Health Organisations	Patient Safety Officer	N. Runham	09.01.15
Health & Human Services & Tasmanian Health Organisations	Dental	M. Lim	13.01.15
Health & Human Services & Tasmanian Health Organisations	Community Health Social Worker	S. Terry	24.12.14
Health & Human Services & Tasmanian Health Organisations	Professional Officer - Occupational Therapist	J. Ebert	09.01.15
Health & Human Services & Tasmanian Health Organisations	Patient Transport Officer	S. Willington	09.01.15
Health & Human Services & Tasmanian Health Organisations	Child and Family Health Nurse	K. Anderson	05.01.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	V. Oakham	31.12.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Chavali	07.01.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	L. Fracalossi	11.01.15
Health & Human Services & Tasmanian Health Organisations	Clerk (Theatre)	N. Skeat	08.01.15
Health & Human Services & Tasmanian Health Organisations	Support Officer - Patient Administration	Y. Lovell	15.01.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	E. Onelli	14.01.15
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	A. Timms	06.01.15
Health & Human Services & Tasmanian Health Organisations	Specialist Pharmacist	D. Grabek	07.01.15
Justice	Project Officer	M. Marshall	16.01.15
Primary Industries, Parks, Water & Environment	Computer Systems Officer	D. Rowley	21.01.15
Tourism Tasmania	Distribution Partnerships Manager	D. Cox	23.01.15



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