



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
SALES \$1.10  
INCLUDING G.S.T.

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

## Vacancies—General Information

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

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

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

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

Tasmanian Government Gazettes are available for perusal in the reference section of major branches of the State Library.

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

### Further Information

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

### Submission of Applications

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

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

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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

## Tasmanian Government Gazette

### Email text copy to

**govt.gazette@mercurywalch.com.au**

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

### State Service Notices

#### Vacancy, Direct Selection and Staff Movement Notices

The only way to place a State Service vacancy, direct selection and staff movement notices is through the **www.jobs.tas.gov.au** system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a *www.jobs.tas.gov.au* system log on, please contact your Human Resource Manager or the State Service Management Office on telephone (03) 6232 7387 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

##### DEPARTMENT SERVICES

##### *Facility Services*

#### **Facility Officer, Facility Operations (968011).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.50 hours per fortnight.

Location:—Clarence Campus.

Description of Role:—Provide efficient and effective client focused services within a region or campus associated with procurement of goods and services, asset/stores control, courier service, security and the implementation of operational maintenance programs.

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.

Desirable Requirements:—Relevant qualifications in facilities management and customer service. A current Drivers Licence.

Enquiries to Teresa Howell, Department of Education, phone (03) 6165 6112, email *teresa.howell@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 (South)*

Lindisfarne Primary School

#### **Advanced Skills Teacher, Lindisfarne Primary School (963315).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$96,766 p.a.

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

Permanent full-time 70.00 hours per fortnight.

Location:—Lindisfarne Primary School.

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

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

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

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

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

Enquiries to Phil Novak, Acting Principal, Department of Education, phone (03) 6243 9232, email *phil.novak@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 (South)*  
Sorell School

***School Business Manager, Sorell School (954620).***

Applications Close:—Friday, 23 October 2015.

Salary:—\$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.50 hours per fortnight from 01/01/2016.

Location:—Sorell School.

Manage and co-ordinate the school administrative support service and assigned resources: general, financial, facility and human. Provide authoritative advice and support to the Principal and senior staff on administrative, resource and service management. Contribute significantly to the delivery and improvement of administrative service outcomes.

**Desirable Requirements:**—Qualification or studies in relevant areas e.g. human resources, business studies or accounting.

**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 Rosanne McDade, Principal, Department of Education, phone (03) 6269 1100, email [rosanne.mcdade@education.tas.gov.au](mailto:rosanne.mcdade@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](mailto: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 (South)*

Early Childhood Intervention Service, Hobart

***School Business Manager, Early Childhood Intervention Service Hobart (954548).***

Applications Close:—Friday, 23 October 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.50 hours per fortnight from 01/12/2015.

Location:—Early Childhood Intervention Service, Tasmania Hobart.

**Description of the Role:**—Co-ordinate the operations of a school office and support the Principal in the management

of school administrative service and resources. Direct and supervise assigned non teaching staff. Provide advice to the Principal and other school staff on administrative and resource matters.

**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.

**Desirable Requirements:**—Qualification or studies in relevant areas e.g. human resources, business studies or accounting.

Enquiries to Rowena Wilkinson, Principal, Department of Education, phone (03) 6231 1625, email [rowena.wilkinson@education.tas.gov.au](mailto:rowena.wilkinson@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](mailto: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 (South)*  
Kingston High School

***Laboratory Technician, Kingston High School (953230).***

Applications Close:—Friday, 23 October 2015.

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

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 36.75 hours per fortnight, commencing as soon as possible.

Location:—Kingston High School.

**Description of the role:**—Provide technical support to a school or college's science unit and undertake associated administrative duties.

**Essential Requirements:**—Certificate III or IV in Laboratory Techniques, or equivalent TAFE or post-secondary qualification appropriate to the nature of the work.

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:**—Post secondary studies in the fields of science and/or technology.

Enquiries to Lee-Anne Riddell, Advanced Skills Teacher, Kingston High School, Department of Education, phone (03) 6283 1222, email [lee-anne.riddell@education.tas.gov.au](mailto:lee-anne.riddell@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 (South)*

##### Snug Primary School

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

Applications Close:—Friday, 23 October 2015.

Salary:—\$96,766 p.a.

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

Permanent full-time 70 hours per fortnight from 01/02/2016.

Location:—Snug Primary School.

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

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

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

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

Enquiries to Bonnie Jeffrey, Principal, Snug Primary School, Department of Education, phone (03) 6267 9230, email bonnie.jeffrey@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 (South)*

##### South Hobart Primary School

#### ***Teacher Assistant, South Hobart Primary School (953495).***

Applications Close:—Friday, 23 October 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 20 hours per fortnight, commencing as soon as possible.

Location:—South Hobart Primary School.

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

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

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

Enquiries to Cathy Franz, Principal, South Hobart Primary School, Department of Education, phone (03) 6223 6040, email cathy.franz@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 Northern Region*

##### Early Childhood Intervention Services, Launceston

#### ***Principal, ECIS Launceston (950088).***

Applications Close:—Friday, 23 October 2015.

Salary:—\$114,793 p.a.

Teaching Service (Tasmanian Public Sector) Award, Principal, Band 3A, Level 1.

Permanent full-time commencement date to be negotiated.

Location:—Early Childhood Intervention Service, Launceston.

To lead and direct the educational program and administration of a school/college in accordance with appropriate Acts, Regulations and guidelines.

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

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

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

Enquiries to Trudy Pearce, General Manager, Department of Education, phone (03) 6478 4330, email [trudy.pearce@education.tas.gov.au](mailto:trudy.pearce@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](mailto: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 Northern Region*

#### Scottsdale High School

#### ***Advanced Skills Teacher, Scottsdale High School (203933).***

Applications Close:—Friday, 23 October 2015.

Salary:—\$96,766 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Scottsdale High School.

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

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

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

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

Enquiries to Natalie Odgers, Principal, Department of Education, phone (03) 6352 6333, email [natalie.odgers@education.tas.gov.au](mailto:natalie.odgers@education.tas.gov.au).

[education.tas.gov.au](http://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](mailto: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 Northern Region*

#### Scottsdale High School

#### ***Education Facility Attendant, Scottsdale High School (2 Vacancies).***

Applications Close:—Friday, 23 October 2015.

Salary:—\$40,063 – \$45,264 p.a.

Education Facility Attendant Salaries and Conditions of Employment Industrial Agreement 2013, Education Facility Attendant, Level 1-3.

Vacancy No. 305745.

Permanent full-time 80 hours per fortnight (Cleaning and Grounds).

Location:—Scottsdale High School.

Vacancy No. 305744.

Permanent part-time 48 hours per fortnight (Cleaning).

Location:—Scottsdale High School.

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

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

Enquiries to Thomas Mulligan, School Business Manager, Department of Education, phone (03) 6352 6333, email [thomas.mulligan@education.tas.gov.au](mailto:thomas.mulligan@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](mailto: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 Northern Region*

## Burnie Primary School

**Principal, Burnie Primary School (200091).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$129,967 p.a.

Teaching Service (Tasmanian Public Sector) Award, Principal, Band 3A, Level 3.

Permanent full-time commencement date to be negotiated.

Location:—Burnie Primary School.

Description of the role:—To lead and direct the educational program and administration of a school/college in accordance with appropriate Acts, Regulations and guidelines.

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

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

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

Enquiries to Trudy Pearce, General Manager, Department of Education, phone (03) 6478 4330, email [trudy.pearce@education.tas.gov.au](mailto:trudy.pearce@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](mailto: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 Northern Region*

## Forest Primary School

**Education Facility Attendant, Forest Primary School (300231).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$40,063 – \$45,264 pro rata, per annum.

Education Facility Attendant Salaries and Conditions of Employment Industrial Agreement 2013, Education Facility Attendant, Level 1-3.

Permanent part-time 29.60 hours per fortnight.

Location:—Forest Primary School.

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

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

Enquiries to Peter Brown, Principal, Department of Education, phone (03) 6458 3141, email [peter.w.brown@education.tas.gov.au](mailto:peter.w.brown@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](mailto: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 Northern Region*

## Havenview Primary School

**Principal, Havenview Primary School (200149).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$114,793 p.a.

Teaching Service (Tasmanian Public Sector) Award, Principal, Band 3A, Level 1.

Permanent full-time commencement date to be negotiated.

Location:—Havenview Primary School.

Description of the role:—To lead and direct the educational program and administration of a school/college in accordance with appropriate Acts, Regulations and guidelines.

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

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

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

Enquiries to Trudy Pearce, General Manager, Department of Education, phone (03) 6478 4330, email [trudy.pearce@education.tas.gov.au](mailto:trudy.pearce@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](mailto: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 Northern Region*

#### Mountain Heights School

#### ***Teacher (General 7-12), Mountain Heights School (200290).***

Applications Close:—Friday, 23 October 2015.

Salary:—\$55,827 – \$90,682 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Permanent full-time 70 hours per fortnight.

Location:—Mountain Heights School.

Description of the role:—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.

Enquiries to Tessa Creeley, Principal, Department of Education, phone (03) 6471 0200, email [tessa.creeley@education.tas.gov.au](mailto:tessa.creeley@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](mailto: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 Northern Region*

#### Mountain Heights School

#### ***Teacher (Health, Physical Education), Mountain Heights School (200305).***

Applications Close:—Friday, 23 October 2015.

Salary:—\$55,827 – \$90,682 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Permanent full-time 70 hours per fortnight.

Location:—Mountain Heights School.

Description of the role:—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.

Enquiries to Tessa Creeley, Principal, Department of Education, phone (03) 6471 0200, email [tessa.creeley@education.tas.gov.au](mailto:tessa.creeley@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](mailto: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 Northern Region*

#### Mountain Heights School

#### ***Teacher (Maths), Mountain Heights School (200294).***

Applications Close:—Friday, 23 October 2015.

Salary:—\$55,827 – \$90,682 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Permanent full-time 70 hours per fortnight.

Location:—Mountain Heights School.

Description of the role:—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.

Enquiries to Tessa Creeley, Principal, Department of Education, phone (03) 6471 0200, email tessa.creeley@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 Northern Region*

#### Strahan Primary School

#### **Principal, Strahan Primary School (200548).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$114,793 p.a.

Teaching Service (Tasmanian Public Sector) Award, Principal, Band 3A, Level 1.

Permanent full-time commencement date to be negotiated.

Location:—Strahan Primary School.

Description of the role:—To lead and direct the educational program and administration of a school/college in accordance with appropriate Acts, Regulations and guidelines.

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

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

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

Enquiries to Trudy Pearce, General Manager, Department of Education, phone (03) 6478 4330, email trudy.pearce@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.

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

### HEALTH AND HUMAN SERVICES

#### *Ambulance Tasmania*

#### Emergency and Medical Services

#### **Clinical Support Manager (510684).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$84,579 pro rata, per annum.

Ambulance Tasmania Agreement 2015, Ambulance Manager, Level 1.

Permanent full-time shift work (fully rotational).

Location:—DHHS, Ambulance Tasmania, North West.

Duties:—Manage the regional clinical support team and co-ordinate the Ambulance Tasmania (AT) Certificate to Practice program requirements of all staff within the region.

Co-ordinate, organise and teach regional continuing professional development programs.

Co-ordinate, assist and support all clinical personnel to achieve and maintain the required standard of qualification and efficiency.

Undertake operational response duties and provide real time clinical support and feedback.

Selection criteria includes:—Demonstrated experience at a senior clinical level supported by a clinical qualification and certification as an Intensive Care Paramedic.

Extensive knowledge of ambulance clinical operations, practices, standards and regulations.

Demonstrated experience, knowledge and understanding of contemporary clinical education practices and frameworks and quality assurance requirements, including the evaluation of training outcomes.

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

Desirable Requirements:—Graduate Certificate in Learning and Teaching for Health Care Professionals..

Essential Requirements:—Holds a Bachelor of Paramedic Science or other qualification approved by the Service and



relevant work experience with an additional qualification in management or equivalent. 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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Norris Hayes, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6434 6965, email [norris.hayes@dhhs.tas.gov.au](mailto:norris.hayes@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, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

### HEALTH AND HUMAN SERVICES

#### *Ambulance Tasmania*

#### Emergency and Medical Services

### **Co-ordinator Emergency Management (521599).**

Applications Close:—Friday, 30 October 2015.

Salary:—\$84,579 pro rata, per annum.

Ambulance Tasmania Agreement 2015, Ambulance Manager, Level 1.

Permanent full-time day work, \*\* SEE NOTE BELOW \*\*.

Location:—DHHS, Ambulance Tasmania, Hobart.

\*\* PLEASE NOTE \*\*:—Ambulance Tasmania's preference is that this vacancy be filled on a permanent full-time basis, notwithstanding:—appointment for a fixed term period of 12 months may be considered favourably by Ambulance Tasmania as a development opportunity for current Paramedics.

Duties:—The Co-ordinator, Emergency Management will take the lead in delivering Ambulance Tasmania's (AT) emergency management capability and special operations through recognised emergency management principles on a statewide basis. The role will:—Be responsible for the ongoing review of the AT emergency management and special operations framework including, but not limited to Mass Casualty, Urban Search and Rescue, Wilderness and Chemical and Biological Response capabilities.

Be responsible for meeting the organisation's training needs within the emergency management framework and the delivery and roll out of supporting emergency management activities across the state.

Provide specialist advice to the Manager, Aero-medical and Special Operations (AMandSO) with respect to emergency management objectives and outcomes and other statewide programs.

Selection criteria includes:—Demonstrated understanding of emergency management and special operations capability including the ability represent the Agency and Ambulance Tasmania at major events in consultation with key stakeholders.

Demonstrated experience in the provision of project

management and the ability to achieve work objectives within strict timeframes.

High level strategic, conceptual and analytical skills with the ability to understand the political, social and organisational environment impacting on Ambulance Tasmania.

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

Essential Requirements:—Holds a Bachelor of Paramedic Science or other qualification approved by the Service and relevant work experience with an additional qualification in management or equivalent. 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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Shaun White, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6230 8019, email [shaun.white@ambulance.tas.gov.au](mailto:shaun.white@ambulance.tas.gov.au).

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

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 SERVICE

### HEALTH AND HUMAN SERVICES

#### *Corporate, Policy and Regulatory Services*

#### Information and Communication Technology Services

### **IT Consultant (Servers) (518358).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$83,601 – \$94,132 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Working in close partnership with Tasmanian Health Service (THS) and Department of Health and Human Services (DHHS) stakeholders, the IT Consultant (Servers) will:—Deliver high level technical support to the design, architecting, development, installation, maintenance, upgrade and operational administration of the Department's server and storage infrastructure.

Provide leadership, management and co-ordination of technical activities required to develop, commission, interface, maintain and support IT servers, storage and systems.

Undertake a consultative role to business stakeholders by providing high level technical advice on server and storage architecture, selection, commissioning, integration and operational management and support.

Desirable Requirements:—Tertiary qualifications in computer science or a related discipline.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Nigel Swanson, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 3907, email [nigel.swanson@dhhs.tas.gov.au](mailto:nigel.swanson@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, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

HEALTH AND HUMAN SERVICES

*Corporate, Policy and Regulatory Services*

Information and Communication Technology Services

**Senior IT Officer, Servers (500370).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$76,051 – \$78,350 p.a.

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

Permanent full-time day work.

Location:—Hobart.

In partnership with the Tasmanian Health Service (THS) and Department of Health and Human Services (DHHS) stakeholders, and under the direction of the Team Leader, Servers, the Senior IT Officer will:—Support operational management of DHHS and THS computer, storage and core infrastructure to ensure continuity of service delivery.

Undertake research, analysis and technical activities required to design, develop, commission, maintain, administer and support both in-house and externally provided IT computer and storage infrastructure services.

Desirable Requirements:—Current Driver's Licence.

Degree or tertiary qualification in a relevant discipline.

Relevant IT industry experience.

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

Enquiries to Nigel Swanson, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 3907, email [nigel.swanson@dhhs.tas.gov.au](mailto:nigel.swanson@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, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

HEALTH AND HUMAN SERVICES

*Planning, Purchasing and Performance*

Purchasing and Performance

**Director, Rural Pathways (521494).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$140,592 – \$213,700 To be negotiated.

Salaried Medical Practitioners Interim Agreement 2015, Specialist Medical Practitioner, Level 1 to Senior Specialist Medical Practitioner, Level 3.

Fixed-term part-time day work, for a period of 2 years, 30.4 hours per fortnight (subject to negotiation with the successful applicant).

Location:—Statewide, Work location can be negotiated.

Please note, Access to the Senior Specialist Medical Practitioner salary range \$202,452 – \$213,700 is subject to the successful applicant satisfying the criteria for Senior Specialist Medical Practitioner Level 1, 2 or 3 as described in the Salaried Medical Practitioners Interim Agreement 2015.

Duties: We are seeking a suitably qualified and experienced Practitioner to fill the position of Director, Rural Pathways.

If successful you will work directly with stakeholders to further develop and implement the Tasmanian Rural Medical Generalist Pathway model with a particular focus on the North West of Tasmania. Champion rural generalist medicine to stakeholders in Tasmania including the Department of Health and Human Services (DHHS), Tasmanian Health Service (THS), training providers, academic institutions, professional colleges, medical students and medical community.

The position will have responsibility for further development and implementation of a rural medical generalist training pathway for Tasmania with a particular emphasis on the North West of the State.

Desirable Requirements:—Fellowship of Australian College of Rural and Remote Medicine (ACRRM) or Royal Australian College of General Practitioners (RACGP).

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

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Dr George Cerchez, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 2992, email [george.cerchez@dhhs.tas.gov.au](mailto:george.cerchez@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, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

HEALTH AND HUMAN SERVICES

*Public Health Services*

Health Improvement

**Community Dietitian (506445).**

Applications Close:—Friday, 23 October 2015.

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

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

Fixed-term part-time day work 30.4 hours a fortnight, commencing as soon as possible for a period of 12 months.

Location:—Hobart or Launceston.

Duties:—We are seeking a Community Dietitian to join our team. As a member of our team you will:—Promote a population health approach to improving health and wellbeing and reducing health inequities through the development of policy and strategic frameworks, research, education and training, project development and evaluation.

Facilitate the development, implementation and evaluation of community nutrition initiatives, policies and programs to optimise the health and wellbeing of the Tasmanian population.

Work closely with other government agencies, non-government agencies and other stakeholders to identify and develop strategies to progress state and national priorities related to community nutrition.

Essential Requirements:—Approved Bachelor of Science degree, or equivalent, from a University or other tertiary institution, majoring in appropriate subjects, and a graduate diploma or post graduate degree course in dietetics of one or two years, or an approved four year undergraduate degree majoring in nutrition and dietetics at a recognised Australian tertiary institution, or a pass in the Dietitians Association of Australia (DAA) examination in dietetics for overseas trained dietitians.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Kacey Rubie, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 1987, email kacey.rubie@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, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

TASMANIAN HEALTH ORGANISATION, SOUTH

*Complex Chronic and Community Services*

**Registrar, Pain Medicine (521705).**

Applications Close:—Wednesday, 28 October 2015.

Salary:—\$84,478 – \$138,222 p.a.

Salaried Medical Practitioners Interim Agreement 2015, Medical Practitioner, Level 5-13 (Registrars).

Fixed-term full-time 80 hours per fortnight commencing February 2016 for a period of 12 months.

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

Duties:—The Registrar, Pain Management is responsible for the day to day management of private and public inpatients and outpatients within the Hospital and provides after hours emergency cover at the hospital as determined by the Medical Recruitment Services, Human Resources.

Essential Requirements:—General or limited registration with the Medical Board of Australia.

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

Enquiries to Dr Hilton Francis, Director Persistent Pain Service, Department of Health and Human Services and Tasmanian Health Service, email [hilton.francis@ths.tas.gov.au](mailto:hilton.francis@ths.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Medical Recruitment Services, Human Resources, Tasmanian Health Service Southern Region, G.P.O. Box 1061, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*Northern Region*

Launceston General Hospital

**Supply Officer, Warehouse (503331) (503331).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$50,183 – \$53,673 p.a.

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

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

Location:—LGH Charles Street, Launceston.

Within established policies and guidelines, contribute to the effective and efficient operation of a large warehouse facility, including the purchase, receipt, issue, delivery and storage of goods.

Provide a customer support service to inform clients of cost effective purchasing and storage of goods.

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

Desirable Requirements:—Current Driver's Licence.

Knowledge of medical and general products utilised by a large health service organisation.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Alex Macaskill, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 4023, email alex.macaskill@ths.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 Service, Northern Region, 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 SERVICE

TASMANIAN HEALTH SERVICE

*Southern Region*

**Social Worker, Three Vacancies (508263).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$51,797 – \$83,520 p.a.

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

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

Location:—Social Work Services.

The Tasmanian Health Service is seeking interest from suitably qualified applicants for permanent Social Worker vacancies.

Duties:—The Social Worker's role is to develop, provide and evaluate Social Work Services for patients of the Tasmanian Health Service as authorised, in accordance with the Code of Ethics and Practice Standards of the Australian Association of Social Workers.

Desirable Requirements:—Current Driver's Licence.

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

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

Enquiries to Tracey Turner, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 8812, email tracey.turner@ths.tas.gov.au.

You are encouraged to apply online. If you apply online please do not send a hard copy application to the contact person or Human Resources.

If you are not able apply online please forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, G.P.O. Box 1061, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*Southern Region*

Clinical Support

**Audiometrist, two vacancies (522313).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$56,487 – \$60,553 p.a.

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

Permanent part-time work pattern is below.

Location:—Statewide Audiology Service.

Part-time day work, working 53.2 hours per fortnight based at the Wellington Centre, Hobart.

Part-time day work, working 38 hours per fortnight based at Mersey Community Hospital.

The Tasmanian Health Service is seeking interest from applicants for two part-time Audiometrist vacancies.

Duties:—In the role of Audiometrist you support the delivery of a statewide audiology service by providing assistance to the Senior Audiologist. In doing so, you will:

undertake the day-to-day operational management of the Universal Newborn Hearing Screening (UNHS) Program in Tasmania, an inpatient and outpatient service provided for all newborn babies in Tasmania; act as an information resource for hearing screeners, maternity ward staff and parents and conduct audiometric assessments and provides support to patients of the Statewide Audiology Service.

Desirable Requirements:—Certificate 1V in Audiometry or equivalent.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Lee Kethel, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 0108, email lee.kethel@ths.tas.gov.au.

You are encouraged to apply online. If you apply online please do not send a hard copy application to the contact person or Human Resources.

If you are not able apply online please forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, G.P.O. Box 1061, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*Southern Region*

Clinical Support

**Casual Pool Hospital Aide (509344).**

Applications Close:—Friday, 23 October 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 work, working on an as and when required basis.

Location:—Royal Hobart Hospital.

The Tasmanian Health Service is seeking interest applicants for casual Hospital Aide vacancies.

Duties:—In the role of Hospital Aide you will maintain clean hygienic surroundings to facilitate the control of infection whilst ensuring patient confidentiality. You are also expected to maintain basic ward equipment.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Dellece Munro, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 6720, email [dellece.munro@ths.tas.gov.au](mailto:dellece.munro@ths.tas.gov.au).

You are encouraged to apply online. If you apply online please do not send a hard copy application to the contact person or Human Resources.

If you are not able apply online please forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, G.P.O. Box 1061, Hobart, Tasmania 7001.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

##### TASMANIAN HEALTH SERVICE

*Southern Region*

Clinical Support

#### **Registered Nurse (510128).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$58,432 – \$79,964 p.a.

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

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

Location:—Medical Imaging Department.

Please note: Access to the Grade 4 salary range \$75,612 – \$79,964 is subject to successful application for progression to Grade 4.

This selection process may be used to fill subsequent permanent, Fixed-term, full-time, part-time, shift or day work vacancies arising in this section within the next six months.

The Tasmanian Health Service is seeking interest from suitably qualified applicants for a Registered Nurse vacancy in the Medical Imaging Department.

Applicants with previous experience in Medical Imaging, Intensive Care, Emergency or Theatre Nursing would be preferred. Part-time applications will also be considered.

Duties:—The Registered Nurse strengthens health outcomes

through the provision of safe quality, clinically appropriate nursing care in partnership with patients/clients, their families and other health professionals.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Luke Peyton, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 8807, email [luke.peyton@ths.tas.gov.au](mailto:luke.peyton@ths.tas.gov.au).

You are encouraged to apply online. If you apply online please do not send a hard copy application to the contact person or Human Resources.

If you are not able apply online please forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, G.P.O. Box 1061, Hobart, Tasmania 7001.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

##### TASMANIAN HEALTH SERVICE

*Southern Region*

Clinical Support

#### **Registered Nurse, Transit Lounge (520123).**

Applications Close:—Friday, 23 October 2015.

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

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

Permanent part-time day work, working 32 hours per fortnight.

Location:—Access and Patient Flow Unit, Royal Hobart Hospital.

Please note: Access to the Grade 4 salary range \$75,612 – \$79,964 is subject to successful application for progression to Grade 4.

The Tasmanian Health Service is seeking interest from suitably qualified applicants for a permanent part-time Registered Nurse vacancy at Royal Hobart Hospital.

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

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Glenda Burton, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 7550, email rhdcco-ord@dhhs.tas.gov.au.

You are encouraged to apply online. If you apply online please do not send a hard copy application to the contact person or Human Resources.

If you are not able apply online please forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, G.P.O. Box 1061, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*Southern Region*

Complex Chronic and Community

**Enrolled Nurse (515261).**

Applications Close:—Friday, 23 October 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 or part-time shift worker; working up to 76 hours per fortnight. Hours to be negotiated.

Location:—Peacock 3, Repatriation Centre Hobart.

Please note, this selection process may be used to fill subsequent full-time and part-time vacancies for a period of six months from the date of advertising.

Duties:—The Tasmanian Health Service is seeking an experienced Enrolled Nurse to join our Peacock 3 team. Peacock 3 is located at the Repat Centre and is a 20 bed off site ward of the Royal Hobart Hospital. The unit provides Rehabilitation and Restorative care for elderly patients following an acute illness or recent surgery at the Royal Hobart Hospital.

The enrolled nurse provides direct patient/client centered nursing care to assigned patients/clients, within the scope of practice of an enrolled nurse and under the direction and supervision of a registered nurse/midwife to achieve planned patient outcomes.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Jenny Batt, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 7829, email [jennifer.batt@ths.tas.gov.au](mailto:jennifer.batt@ths.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 Service, G.P.O. Box 1061, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*Southern Region*

Corporate Services

**Media and Communications Manager (517232).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$99,415 – \$103,948 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7.

Permanent full-time day work, working 76 hours per fortnight, commencing As soon as possible.

Location:—Royal Hobart Hospital.

Duties:—Develop and implement communication plans and strategies that promote the programs and events of THS Southern Region and develop and implement long term media and critical issues management strategies.

Monitor television, radio and print media in relation to THS issues and provide high level briefings and specialist advice to the Director Statewide Communications and Engagement and the Executive Director of Services South and other staff on media issues, key messages and internal and external communications.

Work proactively in preparing media opportunities, releases and responses, with particular attention to identifying and promoting positive stories to the media in relation to the THS Southern Region.

Plan and execute media events including the preparation of written material such as speeches, briefing papers and background information and liaise with the Department of Health and Human Services' Media Unit, the Minister's Office and Government Media Office in arranging THS Southern Region events.

Establish, develop and manage productive relationships with a broad range of key internal and external stakeholders.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Marcy Stanton, Office of the Executive Director of Services THS Southern Region, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 6895, email [marcy.stanton@ths.tas.gov.au](mailto:marcy.stanton@ths.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, Southern Region, G.P.O. Box 1061, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

## TASMANIAN HEALTH SERVICE

*Statewide Services*

## Mental Health Statewide Services

## Alcohol and Drug

**Registered Nurse, Casual, Alcohol and Drug Services  
(512467).**

Applications Close:—Friday, 30 October 2015.

Salary:—\$58,432 – \$79,964 p.a.

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

Fixed-term casual day work and fixed term casual shift work, working as and when required, commencing As soon as possible for a period of two years.

Location:—South.

Note: Casual employees are required across two units. The Pharmacotherapy Unit, which is a Monday to Friday, day work, unit and the Inpatient Unit which is a 24 hour, seven day, unit.

Please Note:.

This is a casual pool vacancy and, as such, multiple people will be offered contracts.

Access to the Grade 4 salary range \$75,612 – \$79,964 is subject to successful application for progression to Grade 4.

Duties:—The Tasmanian Health Service seeks Alcohol and Drug Nurses with a desire to join our progressive, professional and supportive team at the forefront of Alcohol and Drug Services in Southern Tasmania.

You will provide evidence based treatment and specialist interventions for individuals and their families who may be physically and/or psychologically dependant on alcohol and/or other substances, including opiates.

This includes practice in accordance with Government Legislations and Regulations, Alcohol and Drug Service policies, legal requirements to ensure the provision of specialist alcohol and other drug interventions that are appropriate for pharmacotherapy and community based services. This will include case-management of clients who are accessing opioid substitution treatment.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Phyllis Sorour, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 0786, email phyllis.sorour@ths.tas.gov.au.

You are encouraged to apply online. When applying online please DO NOT send a duplicate application to the contact person.

If you are not able apply online please forward your hard copy application quoting the vacancy number to: Recruitment Services, Tasmanian Health Service – Southern Region, G.P.O. Box 1061, Hobart, Tasmania 7001.

Please do not send applications to the contact person.

HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

## TASMANIAN HEALTH SERVICE

*Statewide Services*

## Mental Health Statewide Services

## Forensic Health Services

**Administrative Assistant (512548).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$50,183 – \$53,673 p.a.

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

Fixed-term full-time day work, commencing as soon as possible until 28 October 2016.

Location:—Launceston.

Please Note: This position attracts a 6.5% Correctional Health Allowance.

Duties:—Provide high level administrative support to the Manager, Community Forensic Mental Health Services.

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

Enquiries to Scott Beswick, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 1204, email scott.beswick@ths.tas.gov.au.

You are encouraged to apply online. When applying online please DO NOT send a duplicate application to the contact person.

If you are not able apply online please forward your hard copy application quoting the vacancy number to: Recruitment Services, Tasmanian Health Service – Southern Region, G.P.O. Box 1061, Hobart, Tasmania 7001.

Please do not send applications to the contact person.

HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

## TASMANIAN HEALTH SERVICE

*Statewide Services*

## Oral Health Services

## Oral Health North West

**Administrative Assistant (518281).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$50,183 – \$53,673 p.a.

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

Fixed-term full-time day work, working 76 hours per fortnight, commencing As soon as possible until 31 August 2016.

Location:—Oral Health Services Tasmania (North West).

Duties:—Provide an administrative support service to the Manager, of the relevant region, including the provision of a telephone and in-person reception service, the undertaking of

diary management, the making of travel arrangements and the scheduling of meetings.

Liase with a wide range of staff, including representatives from outside organisations, in relation to necessary administrative arrangements pertaining to relevant region meetings and/or activities.

Provide secretariat support, including minute taking for teams within the relevant region as required.

Implement and maintain relevant filing systems, including safe storage of computerised information, and provide regular reports associated with projects and activities within the relevant region.

Co-ordinate and distribute information, papers and correspondence in respect of relevant region activities, as requested by the Manager.

Provide assistance and leave cover for the Executive Assistant to the State Manager, when and if required.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Roseanne Robinson, Area Manager, North West, Oral Health Services Tasmania, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6477 7644, email [roseanne.robinson@ths.tas.gov.au](mailto:roseanne.robinson@ths.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, Southern Region, G.P.O. Box 1061, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*Statewide Services*

Oral Health Services

Oral Health North West

#### **Customer Service Officer (518012).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$50,183 – \$53,673 p.a.

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

Fixed-term full-time day work, working 76 hours per fortnight, commencing as soon as possible until 31 August 2016.

Location:—Oral Health Services Tasmania (North West).

Duties:—Provide a customer service facility ensuring prompt, sensitive and confidential handling of enquiries from the public.

Control and direct all incoming telephone calls to the service. Answer all patient or public enquiries, solve problems, or refer the call to the correct departmental personnel.

Assist clinicians in scheduling and prioritising appointments for all service providers located at the dental centre, including issuing appointment letters.

Maintain client records and general filing systems.

Register all clients on the electronic client database (TITANIUM), conduct initial triage of clients, identify course of care, and maintain client waiting lists.

Raise client accounts, issue receipts and perform cashier and banking functions, including the production of financial reports.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Desirable Requirements:—Previous experience working in a clinical dental environment.

Enquiries to Amy Bowden, Senior Customer Service Officer, Oral Health Services Tasmania (North West), Department of Health and Human Services and Tasmanian Health Service, phone (03) 64786114, email [amy.bowden@ths.tas.gov.au](mailto:amy.bowden@ths.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, Southern Region, G.P.O. Box 1061, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*North West Region*

#### **Clinical Coder (501872).**

Applications Close:—Friday, 30 October 2015.

Salary:—\$63,262 – \$72,204 pro rata, per annum.

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

Permanent part-time day worker, working 50 hours per fortnight.

Location:—North West Regional Hospital.

Who are we?

The Tasmanian Health Service is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community. We are committed to providing the highest levels of healthcare and services.

Who are we looking for?

We are seeking to recruit a committed, motivated and suitably qualified Clinical Coder to join the Clinical Coding Team. The successful candidate will be based at the team's North West Regional Hospital office and will be responsible for:—Accurate and timely Clinical Coding for inpatient separations from a scanned medical record, in accordance with Hospital, State and Commonwealth data standards and reporting requirements.

Participating in clinical coding audits as part of the team's clinical coding audit plan.



Participation in other quality activities and projects as required.

You will have demonstrated experience utilising the current edition of the International Classification of Diseases, 10th Revision, Australian Modification (ICD-10-AM), Australian Classification of Health Interventions (ACHI) and Australian Coding Standards (ACS). Experience in the use of the 3M Codefinder, iPM Patient Administration System and Scanned Medical Record systems will also be highly regarded.

Do you have?

A recognised Clinical Coding qualification.

Demonstrated knowledge of the current edition of ICD-10-AM, ACHI and ACS with evidence of coding competency across a range of clinical specialities.

A working knowledge of DRGs and Activity Based Funding principles.

An understanding of medical record contents and clinical documentation standards.

Demonstrated ability to work as part of a specialised team environment.

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:—Successful completion of a recognised Clinical Coding qualification.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Geraldine Cubit, eHealth Systems Support Manager, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6440 8017, email [geraldine.cubit@ths.tas.gov.au](mailto:geraldine.cubit@ths.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, North West Region, P.O. Box 258, Burnie 7320. 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 SERVICE

*Tasmanian Health Service*

*North West Region*

Mental Health Services North West Region

### **Community Mental Health Nurse (522295).**

Applications Close:—Friday, 23 October 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 part-time day worker (with on-call), working 60.8 hours per fortnight until August 2016.

Location:—Parkside, Burnie.

Who are we?

The Tasmanian Health Service is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community. We are committed to providing the highest levels of healthcare and services.

Who are we looking for?

We are seeking a motivated and experienced Registered Nurse to work in a Case Management capacity within a community mental health team. This position is to work in a fixed term capacity for 12 months. The successful candidate will need to be passionate about the greatest quality of care, ensuring that you collaborate with members of the multidisciplinary healthcare team. Within the dynamic multidisciplinary team, you will contribute to a strong professional team approach through open communication and a positive supportive environment.

Reporting to the Clinical Lead, you will contribute to the health outcomes of your patients through concentrating on a comprehensive recovery-focused clinical service including triage, crisis response, assessment, treatment and assertive case-management to a designated number of consumers and their families.

Do you have?

Current Registration.

Relevant mental health/psychiatric nursing experience.

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 Sue Mitchell on (03) 6434 6434 or email [susan.mitchell@ths.tas.gov.au](mailto:susan.mitchell@ths.tas.gov.au).

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

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

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse and possess specialist tertiary graduate or post graduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, an accredited hospital based program that lead to registration as a psychiatric nurse by the relevant nurse regulatory authority within Australia, New Zealand, Canada or the United Kingdom. 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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Sue Mitchell, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6434 6434, email [susan.mitchell@ths.tas.gov.au](mailto:susan.mitchell@ths.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, North West Region, P.O. Box 258, Burnie 7320. 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 SERVICE

TASMANIAN HEALTH SERVICE

*North West Region*

Mersey Community Hospital

**Registered Nurse, Midwife (515023).**

Applications Close:—Friday, 23 October 2015.

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

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

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

Location:—Mersey Community Hospital.

Who are we?

The Tasmanian Health Service is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community. We are committed to providing the highest levels of healthcare and services.

Who are we looking for?

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

Your midwifery philosophy, married with critical thinking and expertise will be a valued contribution to our stable maternity team. You may participate in outreach services and regional education and your skills, experience and knowledge will be utilised to assist with improving our services.

Midwives are supported to work across the full scope of their practice in a friendly, supportive environment. We encourage all midwives wishing to work within the philosophy of midwifery to apply.

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 Midwife.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Mandy Compton, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6426 5421, email [amanada.compton@ths.tas.gov.au](mailto:amanada.compton@ths.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, North West Region, P.O. Box 258, Burnie 7320. 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 SERVICE

TASMANIAN HEALTH SERVICE

*North West Region*

North West Regional Hospital

**Registered Nurse (516398).**

Applications Close:—Friday, 23 October 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 casual day worker, working as and when required (3 year casual contract).

Location:—Diabetes Team, North West Regional Hospital.

Who are we?

The Tasmanian Health Service is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community. We are committed to providing the highest levels of healthcare and services.

Who are we looking for?

We are seeking a motivated and experienced casual staff to join our Diabetes Team. We are looking for Registered Nurses who are passionate about the greatest quality of care, ensuring that collaboration with members of the multidisciplinary healthcare team.

The Diabetes Centre has a number of services to meet the needs of its rural regional community including: type 1, complex type 2, insulin pump therapy, paediatrics, diabetes in pregnancy, endocrinology and High Risk Foot clinics.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Kathryn Thomas, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6430 6591, email [kathryn.thomas@ths.tas.gov.au](mailto:kathryn.thomas@ths.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, North West Region, P.O. Box 258, Burnie 7320. 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 SERVICE

TASMANIAN HEALTH SERVICE

*North West Region*

Primary Health North West

ACAT and COS, Palliative Care

#### **ACAT Assessor (Allied Health) (504637).**

Applications Close:—Friday, 13 November 2015.

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

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

Permanent part-time day worker, working 40 hours per fortnight.

Location:—Water Street, Ulverstone.

Who are we?

The Tasmanian Health Service is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community. We are committed to providing the highest levels of healthcare and services.

Who are we looking for?

We are seeking a motivated Aged Care Assessment Team (ACAT) Assessor to join our dedicated Assessment and Case Management team.

This position is based in Ulverstone and is required to undertake aged care assessments for the frail aged and appropriate younger people with disabilities across the North West Region. The role is responsible for the facilitation of access to appropriate community and residential services, through a multi-disciplinary team approach.

The successful candidate will have competence in a relevant professional field and a commitment to and understanding of the principles of Primary Health Care, with the ability to incorporate these principles into practice. The ability to function in a interdisciplinary team and the capacity to act in a leadership role, set realistic goals, evaluate work performance will be a key part of the role as and when required.

Applicants should have key expertise, formal training and/or experience in assessment and management of clients with dementia, with the ability to develop, implement and evaluate comprehensive care plans.

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:—Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or Registered with the Psychology Board of Australia; or Registered with the Occupational Therapy Board of Australia; or Registered with the Physiotherapy Board of Australia. 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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Cheryl Ray, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6429 8400, email [cheryl.ray@ths.tas.gov.au](mailto:cheryl.ray@ths.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, North West Region, P.O. Box 258, Burnie 7320. 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 SERVICE

TASMANIAN HEALTH SERVICE

*North West Region*

Primary Health North West

ACAT and COS, Palliative Care

#### **Clinical Nurse Specialist, ACAT Assessor (502537).**

Applications Close:—Friday, 13 November 2015.

Salary:—\$81,214 – \$84,989 pro rata, per annum.

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

Fixed-term casual day worker, working as and when required (3 year casual contract).

Location:—Water Street, Ulverstone.

Who are we?

The Tasmanian Health Service is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community. We are committed to providing the highest levels of healthcare and services.

Who are we looking for?

We are seeking a motivated Aged Care Assessment Team (ACAT) Assessor to join our dedicated Assessment and Case Management team in a casual capacity.

This position is based in Ulverstone and is required to undertake aged care assessments for the frail aged and appropriate younger people with disabilities across the North West Region. The role is responsible for the facilitation of access to appropriate community and residential services, through a multi-disciplinary team approach.

The successful candidate will have competence in a relevant professional field and a commitment to and understanding of the principles of Primary Health Care, with the ability to incorporate these principles into practice. The ability to function in a interdisciplinary team and the capacity to act in a leadership role, set realistic goals, evaluate work performance will be a key part of the role as and when required.

Applicants should have key expertise, formal training and/or experience in assessment and management of clients with dementia, with the ability to develop, implement and evaluate comprehensive care plans.

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:—Post graduate qualifications or proven experience in the assessment and management of clients with dementia.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Cheryl Ray, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6429 8400, email [cheryl.ray@ths.tas.gov.au](mailto:cheryl.ray@ths.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, North West Region, P.O. Box 258, Burnie 7320. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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## JUSTICE

### GUARDIANSHIP AND ADMINISTRATION BOARD

#### **Administrative Assistant (355004).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$50,767 – \$54,369 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time working 73.5 hours per fortnight commencing As soon as possible until 6 August 2016.

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.

Enquiries to Donna Spong, Registrar, Guardianship and Administration Board, Department of Justice, phone (03) 6165 7500, email [donna.spong@justice.tas.gov.au](mailto: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 4908, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

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

### TASMANIA PRISON SERVICE

#### **Prison Administration Clerk (356744).**

Applications Close:—Friday, 23 October 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time for 40 hours per fortnight, 4 hours per day commencing As soon as possible until 19 February 2016.

Location:—Risdon Prison.

**Duties:**—Perform various administrative duties for the Directorate Office including telephone reception, responding to enquiries and complaints, drafting of correspondence, copying and collating of documents, data entry and maintenance of registers. Operate electronic and manual filing systems for prisoner and administration records, and respond to records-related enquiries.

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

Enquiries to Jackie Campbell, Manager Directorate Office, Tasmania Prison Service, Department of Justice, phone (03) 6165 7356, email jackie.campbell@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 4908, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Jackie Campbell on (03) 6165 7356.

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

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

## JUSTICE

### TASMANIA PRISON SERVICE

#### *Sentence Management Support and Reintegration*

#### **High Needs Support Counsellor (355594).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$58,394 – \$94,996 p.a.

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

Fixed-term full-time working 73.5 hours per fortnight for the period from 21 December 2015 until 16 December 2016.

Location:—Risdon Prison.

**Additional Information:**—Shortlisted applicants will be required to undergo psychological assessment prior to the interview being conducted. More information on the assessment is available by downloading the 'Recruitment of Integrated Offender Management Staff Policy' from the job kit available on the jobs website.

**Duties:**—To provide crisis support counselling for offenders identified as at risk of suicide or self harm or those with complex or high support needs within the Tasmanian Prison Service. Provide psycho-social assessment and treatment including the design, development, implementation and evaluation of treatment programs.

**Essential Requirements:**—A degree of at least three years duration relevant to the professional duties to be undertaken is required, as provided by a recognised university.

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

Enquiries to Helen Gardner, Senior Psychologist, Tasmanian Prison Service, Department of Justice, phone (03) 6216 8011, email helen.gardner@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 4908, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Helen Gardner on (03) 6216 8011.

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

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

## POLICE AND EMERGENCY MANAGEMENT

### FORENSIC SCIENCE SERVICE TASMANIA

#### *Forensic Biology*

#### **Forensic Scientist (002283).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$83,998 – \$92,658 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2014, Forensic Scientist, Level 3.

Permanent full-time.

Location:—New Town.

**Duties:**—To provide general forensic biology services to the State Of Tasmania.

**Qualifications and Experience:**—A degree qualification in science or equivalent from a recognised tertiary institution.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction check for: Crimes of violence, Sex related offences, Serious drug offences, Crimes involving dishonesty, Serious traffic offences.

Enquiries to Ms Pam Scott, Manager Forensic Biology, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, Tas, 7001, phone (03) 6278 5611, email Pam.Scott@fsst.tas.gov.au.

Applications to Co-ordinator, Employee Services, Department of Police and Emergency Management, G.P.O.

Box 308, Hobart, Tas, 7001, phone (03) 6173 2071, email Applications@police.tas.gov.au.

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

## POLICE AND EMERGENCY MANAGEMENT

### TASMANIA FIRE SERVICE

#### **Manager Critical Incident Stress Management (520100T).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$106,376 – \$111,227 p.a.

Tasmanian State Service Award, General Stream, Band 7 (including payment in accordance with Appendix 9 of TSSA).

Fixed-term full-time for a period of 5 years.

Location:—Statewide.

Duties:—Manage the Critical Incident Stress Management (CISM) Program to provide statewide CISM support services to members of Tasmania Police, Tasmania Fire Service, Ambulance Tasmania and the State Emergency Service (the agencies).

Essential Requirements:—Extensive and demonstrated experience and knowledge of emergency services operations (eg, Tasmania Fire Service, Tasmania Police, Ambulance Tasmania and State Emergency Service) and the CISM program.

Desirable Requirements:—Past or present member of the Tasmanian CISM program.

Certificate IV in Training and Assessment (TAA).

A current driver's licence.

Enquiries to Andrew Lea, Department of Police and Emergency Management, phone 6173 2702, email andrew.lea@police.tas.gov.au.

Applications to Andrew Lea, Department of Police and Emergency Management, phone 6173 2702, email andrew.lea@police.tas.gov.au.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties.

An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Andrew Lea on (03) 6173 2702 or from www.jobs.tas.gov.au.

Enquiries to Andrew Lea on (03) 6173 2702.

Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email employment@fire.tas.gov.au.

## PREMIER AND CABINET

### CORPORATE AND GOVERNANCE

#### *Business Improvement Unit*

#### **Manager Business Improvement Unit (002001).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$109,279 – \$115,977 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Fixed-term full-time (as soon as possible until 11 October 2016).

Location:—Hobart.

Duties:—The Manager, Business Improvement Unit is responsible for the leadership of the Business Improvement Unit, providing specialist project management advice and services to a broad range of stakeholders both internal to the agency and across government, delivering results that improve service delivery outcomes for government through innovative information technology solutions and business process improvement.

The Business Improvement Unit provides a range of specialist services from consultancy advice through to project management and implementation services, including the delivery of: feasibility studies; business process mapping, analysis and improvement initiatives; development of business cases; co-ordination of project financial and human resourcing; and the management of project activities to completion. The Unit values a strong consultative and collaborative approach, disciplined project management skills, a strong customer service focus, a sound understanding of information technology solution delivery, and innovative thinking. It fosters open and continuous improvement, cooperation, teamwork and mutual understanding through regular peer to peer knowledge sharing and networking sessions with a broad range of stakeholders.

The Manager has an important role in fostering productive relationships with stakeholders including DPAC's ministerial offices, providing direction, support, and representation for the Ministerial Requests Team, a team of multi-disciplinary staff who are responsible for managing the timely fulfilment of requests for briefings and other co-ordinated responses for the Offices of the Premier and other DPAC Ministers, to help the Government to meet its objectives.

As a member of the senior leadership team in the Corporate and Governance Division, the Manager plays a pivotal role in developing and maintaining a culture of high-performance, continuous improvement and collaboration, and a commitment to quality customer service.

Desirable Requirements:—Tertiary qualifications in a relevant discipline or research experience to a similar level would be an advantage.

Enquiries to Scott Marston, Deputy Secretary (Corporate and Governance), Department of Premier and Cabinet, phone (03) 6232 7116, email scott.marston@dpac.tas.gov.au.

Applications to Ann Woodhall, HR Officer, Department of Premier and Cabinet, G.P.O. Box 123, Hobart Tas 123, phone (03) 6232 7114, email job.application@dpac.tas.gov.au.

## PREMIER AND CABINET

### SERVICE TASMANIA

#### **Client Service Officer (701238).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Northern Region, Launceston.

The role will be located within the Northern Region and initially located in Launceston, however the occupant may be required to work at other Service Tasmania shops within the Northern Region.

Duties:—To provide accurate and efficient client focused services for a broad range of Government business transactions and information services including collection and receipt of monies and providing information.

Essential Requirements:—The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment National Criminal History Police Check before taking up the appointment, promotion or transfer. The following check is to be conducted: Checks for criminal charges, convictions or findings of guilt for: crimes involving dishonesty, crimes of violence, sex related offences, serious drug offences, traffic violations, criminal or traffic charges (but not including parking infringements).

Desirable Requirements:—12 months experience in a customer service environment.

Enquiries to Sue Quarrell, Regional Manager (North), Service Tasmania, Department of Premier and Cabinet, phone (03) 6777 2329, email sue.quarrell@service.tas.gov.au.

Applications to Ann Woodhall, HR Officer, Recruitment, Department of Premier and Cabinet, G.P.O. Box 123, Hobart, Tas, 7001, phone (03) 6232 7114, email job.application@dpac.tas.gov.au.

#### PREMIER AND CABINET

##### SERVICE TASMANIA

#### **Client Service Officer (3 positions) (707026, 701860, 702494).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time and Fixed-term part-time, see below.

Location:—Southern Region, see below.

The successful applicants will work Monday to Friday on a rotational roster. The work hours will be scheduled to align with business needs and the successful applicants will be required to be flexible in working the assigned hours below:—

707026, permanent part-time, 26 hours 39 minutes per fortnight.

701860, permanent part-time, 14 hours 42 minutes per fortnight.

702494, Fixed-term part-time, 29 hours 24 minutes per fortnight from as soon as possible until 4 August 2016.

The roles will be located in the Southern Region. Initially 707026 will be located in Oatlands, 701860 in Hobart and 702494 in Glenorchy, however the occupants may be required to work at other Service Tasmania shops within the Southern Region.

Duties:—To provide accurate and efficient client focused services for a broad range of Government business transactions and information services including collection and receipt of monies and providing information.

Essential Requirements:—The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment National Criminal History Police Check before taking up the appointment, promotion or transfer. The following check is to be conducted: Checks for criminal charges, convictions or findings of guilt for: crimes involving dishonesty, crimes of violence, sex related offences, serious drug offences, traffic violations, criminal or traffic charges (but not including parking infringements).

Desirable Requirements:—12 months experience in a customer service environment.

Enquiries to Shane Bourke, Regional Manager, South, Service Tasmania, Department of Premier and Cabinet, phone (03) 6165 4193, email shane.bourke@service.tas.gov.au.

Applications to Ann Woodhall, HR Officer, Recruitment, Department of Premier and Cabinet, G.P.O. Box 123, Hobart, Tas, 7001, email job.application@dpac.tas.gov.au.

#### PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

##### LAND TASMANIA

##### *Geodata Services*

#### **Manager (Spatial Operations) (702903).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$100,355 – \$104,931 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

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

Duties:—Manage the resources and outputs of the Spatial Operations Section and develop strategies for the ongoing management and development of GIS Systems and Infrastructure and Topographic Mapping outputs.

Essential Requirements:—An Advanced/Associate Diploma in Applied Science, or equivalent level, in a Spatial Sciences related discipline, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

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

Applicants should submit an Application for Employment form, a statement addressing the selection criteria and current resume by 5pm on the closing date indicated on the advertisement.

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 Michael Giudici, phone (03) 6165 4121, email Michael.Giudici@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 3186, email job.applications@dpipwe.tas.gov.au.

#### PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

##### PARKS AND WILDLIFE SERVICE

##### *Operations*

#### **Parks and Reserves Manager (Great Western Tiers/Mersey/Tamar) (705772).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Launceston (Prospect).

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

Duties:—Manage the PWS Central North Area within the Northern Region to deliver high quality visitor experiences, best practice approaches to the promotion, conservation, and

sustainable use of Tasmania's natural and cultural resources with operational excellence in all facets of community, stakeholder, people, resources and infrastructure management.

**Essential Requirements:**—To access Range 2 salary levels the following are essential: A Bachelor Degree in Conservation and Land Management or qualifications deemed appropriate. Five years minimum experience in reserve management or experience deemed appropriate.

**Desirable Requirements:**—A Bachelor Degree in Conservation and Land Management or equivalent qualifications deemed appropriate. A current motor vehicle driver's licence. Relevant experience in the management of small businesses.

Applicants should submit an Application for Employment form, a statement addressing the selection criteria and current resume by 5pm on the closing date indicated on the advertisement.

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 Chris Colley, phone (03) 6777 2173, email Chris.Colley@parks.tas.gov.au.

Applications to Manager, Human Resources, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6165 3178, email job.applications@dipwe.tas.gov.au.

#### STATE GROWTH

#### BUSINESS SERVICES

#### ***Supervisor, Corporate Information Services (372205).***

Applications Close:—Friday, 23 October 2015.

Salary:—\$77,012 – \$79,354 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

**Duties:**—Supervise the day to day activities including setting and managing workloads and performance for staff in CIS, including the timely processing of ministerial correspondence through adopting a high standard of client focused records management service delivery.

Under the guidance of the Manager CIS:—Develop, maintain and oversee the implementation of the department's Disposal Schedule, based on business unit requirements in accordance with the Archives Act 1983 and other relevant legislation and regulations relating to the management of information.

Liaise with business units to determine their information needs and develop appropriate processes in CIS to support the agreed directions and promote the CIS teams' operations.

Develop and implement actions to support the management of vital records in the department and Participate in CIS projects as required.

Oversee the introduction of operational record keeping procedures and the library of training material used to underpin staff training in the department.

Oversee the administration and maintenance of the department's record keeping system.

Undertake regular quality assurance reviews of CIS staff deliverables and where necessary develop and implement strategies to manage deficiencies, ensuring a high standard of accuracy and compliance with relevant legislation and regulations is achieved.

**Desirable Requirements:**—Experience in using TRIM or similar Electronic Document and Records Management System (EDRMS).

Enquiries to Michael Adams, Manager Contract Information, Department of State Growth, phone (03) 6166 3203, email Michael.Adams@stategrowth.tas.gov.au.

Applications to People and Culture, Operations, Department of State Growth, 22 Elizabeth Street, Hobart, email recruitment@stategrowth.tas.gov.au.

## Promotions without Advertising

### EDUCATION

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

J. Goodwin

to perform the duties of Teacher L201674, Teacher.

**Description of the Role:**—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 role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

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

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

S Conway.



## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Teacher	L. Stevens	6 months	22.09.15
Education	Teacher	E. Hancock	6 months	22.09.15
Education	Teacher	M. Linnell	6 months	22.09.15
Education	Teacher	S. Hayes	12 months	12.10.15
Education	Teacher	A. Shurman	6 months	22.09.15
Education	Teacher	E. Hall	6 months	22.09.15
Education	Teacher	J. Lilley	6 months	22.09.15
Education	Education Facility Attendant	S. Tarrant	6 months	12.10.15
Education	Teacher	A. Rose	6 months	22.09.15
Education	Teacher	L. Coombe	6 months	22.09.15
Education	Teacher	N. Lambert	6 months	22.09.15
Education	School Business Manager	D. Nicholls	6 months	16.10.15
Education	Teacher	A. Robinson	6 months	22.09.15
Education	Teacher	J. Booth	6 months	22.09.15
Education	Teacher	M. Williamson	6 months	22.09.15
Education	Teacher	L. King	6 months	22.09.15
Education	Education Facility Attendant	D. Garwood	6 months	28.09.15
Education	Teacher	T. Ringuet	6 months	22.09.15
Education	Teacher	N. Bestwick	6 months	22.09.15
Education	Teacher	K. Valente	6 months	22.09.15
Education	Teacher	P. Kiddle	6 months	21.09.15
Education	School Administration Clerk	L. Robertson	6 months	12.10.15
Education	Teacher	S. Nankivell	6 months	22.09.15
Education	Teacher	K. Barnbrook	6 months	22.09.15
Education	Teacher	L. Stratton	6 months	22.09.15
Education	Teacher	K. Heard	6 months	22.09.15
Education	Teacher	T. Maibala	6 months	22.09.15
Education	Teacher	L. Ashman	6 months	22.09.15
Health & Human Services & Tasmanian Health Service	Admissions Officer, Client Services	K. Cooper	6 months	12.10.15
Health & Human Services & Tasmanian Health Service	Support Worker	A. Simco	6 months	19.10.15
Health & Human Services & Tasmanian Health Service	Paramedic	M. Vasquez	6 months	06.10.15
Justice	Education Office	W. Polzin	1 month	12.10.15
Police & Emergency Management	Media Liaison Officer	M. Simmonds	Nil	12.10.15
Primary Industries, Parks, Water & Environment	Laboratory Technical Officer	E. Richardson	Nil	08.10.15
Primary Industries, Parks, Water & Environment	Laboratory Technical Officer	K. Young	6 months	02.11.15
Treasury & Finance	Client Services Officer	G. Freeman	6 months	12.10.15

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

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Laboratory Technical Officer	M. Clow	2 years	19.10.15
State Growth	Director, Northern Cities Major Development Initiative	J. McKee	2 years	16.09.15

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	K. Taylor	Autism Consultant	12.10.15
Education	S. Woodberry	Principal	12.10.15
Education	S. Dokos	Advanced Skills Teacher	08.10.15
Education	E. Hansson	Advanced Skills Teacher	12.10.15
Education	E. Lees	Principal	12.10.15
Education	N. Hartog	Advanced Skills Teacher	26.10.15
Education	S. Bailey	Principal	12.10.15
Education	K. Hampton	Principal	12.10.15
Education	S. Dent	Principal	12.10.15
Education	D. Lietzau	Principal	12.10.15
Education	D. Doole	School Business Manager	12.10.15
Education	D. Bryant	Assistant Principal	12.10.15
Justice	J. Hoult	Legal Practitioner	29.09.15
Justice	A. Smith	Legal Practitioner	29.09.15
Justice	H. Denton	Crown Counsel	08.10.15
Primary Industries, Parks, Water & Environment	K. Davis	Operations and Support Officer	08.10.15
Primary Industries, Parks, Water & Environment	K. Raymond	Fire Administration Officer	08.10.15
Primary Industries, Parks, Water & Environment	M. Wells	Field Officer	08.10.15
Primary Industries, Parks, Water & Environment	D. Crosswell	Field Officer	12.10.15
Primary Industries, Parks, Water & Environment	B. Hill	Ranger in Charge (West Coast)	08.10.15
State Growth	D. Clifton	Team Leader, Operations Services	07.10.15

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	L. Leworthy	23.09.15
Health & Human Services & Tasmanian Health Service	Registered Nurse	A. Barker	05.10.15
Health & Human Services & Tasmanian Health Service	Pharmacist	B. Kimble	09.10.15
Health & Human Services & Tasmanian Health Service	Clinical Nurse Specialist	L. Joseph	05.10.15
Health & Human Services & Tasmanian Health Service	Ward Clerk	J. Cordwell	10.10.15
Health & Human Services & Tasmanian Health Service	Registered Nurse	M. Azon-Jacometti	05.10.15
Health & Human Services & Tasmanian Health Service	Senior Physiotherapist	K. Clem-De Vries	08.10.15
Health & Human Services & Tasmanian Health Service	Community Mental Health Nurse - Crisis Assessment	J. McGrath	25.09.15
Health & Human Services & Tasmanian Health Service	Registered Nurse	J. Larner	08.10.15
Health & Human Services & Tasmanian Health Service	Health Care Assistance	S. Hamill	09.10.15
Premier & Cabinet	Client Service Officer	A. Burbury	09.10.15
State Growth	Executive Assistant	B. Hen	18.09.15
Tasmanian Audit Office	Principal Financial Auditor	J. Penfold	09.10.15

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	S. Fox	25.09.15
Education	Principal	J. Mulcahy	11.09.15
Education	Teacher	S. MacKenzie	25.09.15
Education	Principal	L. Hanlon	25.09.15
Justice	Planning Adviser	T. Hill	09.10.15
Primary Industries, Parks, Water & Environment	Records and Information Management Officer	J. Mahoney	14.10.15
Primary Industries, Parks, Water & Environment	Administrative Support Officer	S. Haberer	27.11.15



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