



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
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INCLUDING G.S.T.

## CONTENTS.

### VACANCIES—

Education.....	298
Health and Human Services .....	304
Justice.....	314
Police and Emergency Management.....	314
Primary Industries, Parks, Water and Environment.....	315
State Growth .....	316

### SENIOR EXECUTIVE SERVICE—

Health and Human Services .....	317
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### STAFF MOVEMENTS—

Appointments .....	318
Promotions.....	318
Resignations .....	318
Retirements.....	318

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**

Enquiries to Diane Williamson, Department of Education, phone (03) 6331 8371, email *diane.williamson@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

### *Teacher Assistant (MDT), Taroona High School (953881).*

Applications Close:—Friday, 20 March 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 48.00 hours per fortnight, 40 weeks per year.

Location:—Taroona High School.

Provide assistance to the teacher(s) by carrying out a wide range of teacher support tasks in the material design and technology learning area. May also provide support and assistance to 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 Belinda Johnson, Department of Education, phone (03) 62277700, email *belinda.johnson@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

### *Education Facility Attendant, Invermay Primary School (950864).*

Applications Close:—Friday, 20 March 2015.

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

Education Facility Attendant Salaries and Conditions of Employment Industrial Agreement 2013.

Permanent part-time 50 hours per fortnight.

Location:—Invermay Primary School.

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.



# RBF **Aspire** Program

## MEMBER SCHOLARSHIPS

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

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

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

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



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

## EDUCATION

## EARLY YEARS AND SCHOOLS

*Education and Care Unit***Education and Care Assessor (965942).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$77,012 – \$79,354 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.50 hours per fortnight.

Location:—Bellerive.

To undertake complex regulatory activities that support compliance and continuous improvement in the quality of education and care services provided to children. Educate and inform education and care services and the community in relation to the National Quality Framework (NQF).

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:—Early childhood and/or tertiary qualifications in a relevant field.

Enquiries to Vivienne Mitchell, Department of Education, phone (03) 6165 5423, email [vivienne.mitchell@education.tas.gov.au](mailto:vivienne.mitchell@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)*

## Montagu Bay Primary School

**Education Facility Attendant, Montagu Bay Primary School (964838).**

Applications Close:—Friday, 20 March 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 25 hours per fortnight, 52 Weeks per year, from 2 April 2015.

Location:—Montagu Bay Primary School.

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 Debra Paterson, Department of Education, phone (03) 6244 1897, email [debra.paterson@education.tas.gov.au](mailto:debra.paterson@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)*

## Ouse District High School

**School Business Manager, Ouse District School (953499).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.50 hours per fortnight, 52 Weeks per year.

Location:—Ouse District School.

Manage the operations of the school office and co-ordinate the school administrative service and assigned resources. Provide authoritative advice and support to the Principal and senior staff on administrative, resource and service management. Develop and implement operational solutions to meet administrative service requirements.

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 Nigel Smith, Department of Education, phone (03) 6287 1259, email [nigel.smith@education.tas.gov.au](mailto:nigel.smith@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)*

##### Sorell School

#### **Teacher Assistant, Sorrell School (4 Vacancies).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$50,767 – \$54,369 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No.:—954669.

Permanent part-time 10 hours per fortnight, 40 weeks per year.

Location:—Sorell School.

Vacancy No.:—201889.

Permanent part-time 10 hours per fortnight, 40 weeks per year.

Location:—Sorell School.

Vacancy No.:—953925.

Permanent part-time 10 hours per fortnight, 40 weeks per year.

Location:—Sorell School.

Vacancy No.:—969088.

Permanent part-time 10 hours per fortnight, 40 weeks per year.

Location:—Sorell School.

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 Rosanne McDade, 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)*

##### Elizabeth College

#### **Assistant Principal, Elizabeth College (965974).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$106,175 p.a.

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

Permanent full-time 70.00 hours per fortnight.

Location:—Elizabeth College.

To assist the Principal in the general educational leadership, management and administration 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 Dianne Purnell, Department of Education, phone (03) 6235 6505, email [dianne.purnell@education.tas.gov.au](mailto:dianne.purnell@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)*

##### Elizabeth College

#### **Assistant Principal, Huonville High School (962431).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$106,175 p.a.

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

Permanent full-time 70.00 hours per fortnight.

Location:—Huonville High School.

To assist the Principal in the general educational leadership, management and administration 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 Alison Grant, Department of Education, phone (03) 6264 0800, email [alison.grant@education.tas.gov.au](mailto:alison.grant@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)*

##### Elizabeth College

#### ***Teacher (Pre-tertiary Legal), Elizabeth College (966849).***

Applications Close:—Friday, 20 March 2015.

Salary:—\$54,732 – \$88,242 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher. Permanent full-time 70.00 hours per fortnight.

Location:—Elizabeth College.

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 Dianne Purnell, Department of Education, phone (03) 6235 6505, email [dianne.purnell@education.tas.gov.au](mailto:dianne.purnell@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*

##### Deloraine High School

#### ***School Business Manager, Deloraine High School (952888).***

Applications Close:—Friday, 20 March 2015.

Salary:—\$77,012 – \$79,354 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.50 hours per fortnight.

Location:—Deloraine High School.

Manage the operations of the school office and co-ordinate the school administrative service and assigned resources. Provide authoritative advice and support to the Principal and senior staff on administrative, resource and service management. Develop and implement operational solutions to meet administrative service requirements.

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 Benjamin Frerk, Department of Education, phone (03) 6352 2477, email [benjamin.ferk@education.tas.gov.au](mailto:benjamin.ferk@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*

Ravenswood Heights Primary School

**Aboriginal Education Worker, Ravenswood Heights Primary School (964468).**

Applications Close:—Friday, 20 March 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time 35 hours per fortnight, 40 weeks per year. As soon as possible to 18 December 2015.

Location:—Ravenswood Heights Primary School.

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

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

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

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

Enquiries to Zachary Taylor, Department of Education, phone (03) 6339 1066, email zachary.taylor@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*

Boat Harbour Primary School

**Education Facility Attendant, Boat Harbour Primary School (300042).**

Applications Close:—Friday, 20 March 2015.

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

Education Facility Attendant Salaries and Conditions of Employment Industrial Agreement 2013.

Permanent part-time 61.60 hours per fortnight.

Location:—Boat Harbour 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 Cheryl Kingston, Department of Education, phone (03) 6445 1187, email cheryl.kingston@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*

Hellyer College

**Administrative Assistant, Hellyer College (966522).**

Applications Close:—Friday, 20 March 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 29.40 hours per fortnight.

Location:—Hellyer College.

Description of the role:—To undertake various administrative and clerical duties that support the function of a campus, team or business unit, including providing a client focussed reception service. Assist with operational processes including the maintenance of databases and related 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.

Enquiries to Jan Robertson, Department of Education, phone (03) 6435 5200, email jan.robertson@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*

#### Montello Primary School

#### ***Advanced Skills Teacher, Montello Primary School (200261).***

Applications Close:—Friday, 20 March 2015.

Salary:—\$94,869 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Montello 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 Denise Wotherspoon, Department of Education, phone (03) 6432 2755, email denise.wotherspoon@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*

#### Don College

#### ***Teacher Assistant, Don College (2 Vacancies).***

Applications Close:—Friday, 20 March 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No.:—965584.

Fixed-term part-time 13 hours per fortnight, As soon as possible until 19 November 2015.

Location:—Don College.

Vacancy No.:—965498.

Fixed-term part-time 13 hours per fortnight, As soon as possible until 19 November 2015.

Location:—Don College.

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.

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

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 John Thompson, Department of Education, phone (03) 6424 0200, email john.thompson@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 ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Disability, Housing and Community Services*

#### ***Nurse Unit Manager, CHaPS (500824).***

Applications Close:—Friday, 20 March 2015.

Salary:—\$88,861 – \$95,153 p.a.

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

Permanent full-time day work (part-time hours may be considered by negotiation).

Location:—Children and Youth Services, Child Health and Parenting Services, North.



Duties:—The Nurse Unit Manager:—Provides leadership to the Child Health and Parenting Services.

Ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within the Child Health and Parenting Service.

Leads and manages the co-ordination of overall client care and is responsible for managing the allocated human, material and financial resources for service delivery within the Child Health and Parenting Service.

Selection criteria includes:—Demonstrated advanced clinical knowledge, skills and experience in child and family health nursing.

Comprehensive knowledge of and experience in contemporary nursing management practice, including: clinical governance; clinical risk management; evidence based practice; research; clinical standards; ethics; and legislation.

Demonstrated capability to promote a shared vision and purpose, and positively influence others (internally and externally) to ensure optimal client outcomes and build a culture of success, commitment and active contribution by all staff within the practice area.

Demonstrate capability to be focussed on: understanding the business of the organisation; the business unit and the practice area; and delivering the best care outcomes within the available resources.

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

Desirable Requirements:—Relevant post-graduate qualification.

Post-graduate qualifications in Child and Family Health Nursing and health management.

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

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

Enquiries to Jenny Garden, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2130, email [jenny.garden@dhhs.tas.gov.au](mailto:jenny.garden@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 ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Disability, Housing and Community Services*

Disability and Community Services

**Senior Occupational Therapist (505693).**

Applications Close:—Friday, 20 March 2015.

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

Allied Health Professionals (Tasmanian State Service)

Agreement 2014, DHHS and THO Allied Health Professional, Level 3.

Permanent part-time day work (60.8 hours per fortnight).

Location:—DHCS, Disability and Community Services (DAAT), South.

Duties:—Provide specialist habilitation services to people with disabilities in a range of settings within a multidisciplinary model.

Provide and co-ordinate supportive and specialist educational and consultancy services to carers, service providers and the wider community.

Initiate and facilitate the establishment and development of services and resources for clients.

Initiate and develop professional and policy advice on specialist Occupational Therapy services and related issues for senior and corporate management.

Selection criteria includes:—Relevant post graduate experience working with people with disabilities and a well developed ability to effectively design and manage specialist programs.

Ability to demonstrate by example, actions and behaviours valued by the community, which enhances the image of people with disabilities.

Demonstrated specialist skills in the disability field and contemporary knowledge of Occupational Therapy, including complex behaviour support skills and knowledge and the physical capacity to undertake this role.

Highly developed interpersonal skills and communication, negotiation and conflict resolution skills.

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

Desirable Requirements:—Current Driver's Licence.

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

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

Enquiries to David Wrightson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 1127, email [david.wrightson@dhhs.tas.gov.au](mailto:david.wrightson@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 ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

**Administrative Assistant, Infection Prevention and Control Unit (503582).**

Applications Close:—Friday, 20 March 2015.

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

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

Permanent part-time day work, working 68 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Infection Prevention and Control Unit, Launceston General Hospital.

Duties:—To support the Nurse Manager, Infection Prevention and Control Unit (IPCU), the Administrative Assistant, IPCU:—Provides high level administrative and clerical support to the Nurse Manager, IPCU and unit staff.

Co-ordinates the provision of office administration and clinical liaison support services for the IPCU.

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

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

Enquiries to Karen Turnbull, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7715, email karen.turnbull@dhhs.tas.gov.au.

Please do not send applications to the Contact Person.

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

#### **Clinical Nurse Educator (2 Vacancies).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$84,989 – \$90,857 pro rata, per annum.

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

Vacancy No.:—516775.

Permanent part-time day work, working 12 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant.

Location:—Ward 5B, LGH Charles Street, Launceston.

Vacancy No.:—516777.

Permanent part-time day work, working 12 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant.

Location:—Day Procedure Unit, LGH Charles Street, Launceston.

Duties:—The role of the Clinical Nurse Educator is to facilitate and support the development of the nursing workforce and ancillary staff as a part of the health care team by planning, promoting, co-ordinating, implementing and evaluating education programs in the clinical inpatient surgical wards 5A and 5B and Day Procedure Unit.

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

Desirable Requirements:—Holds or is working towards relevant post graduate qualifications.

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

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

Enquiries to Cassandra Sampson, Nursing Director Surgery, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8707, email [cassandra.sampson@dhhs.tas.gov.au](mailto:cassandra.sampson@dhhs.tas.gov.au).

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

#### **Clinical Nurse Educator (516772).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$84,989 – \$90,857 p.a.

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

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

Location:—Ward 5D, Launceston General Hospital, Charles Street, Launceston.

Duties:—The role of the clinical nurse educator is to facilitate and support the development of the nursing workforce by planning, promoting, co-ordinating, implementing and evaluating education programs in the clinical setting/ward/unit.

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

Desirable Requirements:—Relevant post graduate qualifications.

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

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

Enquiries to Emily Shepherd, Nurse Unit Manager, Ward 5D, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7296, email [emily.shepherd@dhhs.tas.gov.au](mailto:emily.shepherd@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

**Hospital Aide (516755).**

Applications Close:—Friday, 20 March 2015.

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

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

Permanent part-time shift worker (not working weekends or public holidays) working 16 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 5D and Ward 6D, Launceston General Hospital, Charles Street, Launceston.

Duties:—The role of the Hospital Aide is to assist with ensuring adequate ward consumables are available and cleaning of essential ward resources are attended to, in accordance with the Statement of Duties, to enable effective patient flow and delivery of a high standard of patient care in the hospital.

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

Essential Requirements:—Nil.

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

Enquiries to Emily Shepherd, Nurse Unit Manager, Ward 5D, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7296, email [emily.shepherd@dhhs.tas.gov.au](mailto:emily.shepherd@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

**Registered Nurse (504441).**

Applications Close:—Friday, 20 March 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 worker, working 48 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Specialist Clinics, Launceston General Hospital, Charles Street, Launceston.

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

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

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

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

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

Enquiries to Jan Coull, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7198, email [jan.coull@dhhs.tas.gov.au](mailto:jan.coull@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

**Technical Officer (503683).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$56,487 – \$60,553 pro rata, per annum.

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

Fixed-term part-time shift work, working 68 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. Commencing as soon as possible until 31 December 2015.

Location:—Pathology Department, Launceston General Hospital.

Duties:—In accordance with conventional practices, methods and standards, the Technical Officer provides support to pathologists and scientists for the efficient operation of the Pathology Department.

Ensure prescribed procedures and techniques are applied when performing routine and specialised tests.

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

Desirable Requirements:—IATA Dangerous Good Shipping Certification or the ability to gain certification.

Essential Requirements:—An Associate Diploma from a recognised tertiary institution, or an equivalent qualification, appropriate to the nature of the work. Current Driver's Licence.

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

Enquiries to Peter Dadson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7668, email [peter.dadson@dhhs.tas.gov.au](mailto:peter.dadson@dhhs.tas.gov.au).

Please do not send applications to the Contact Person.

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

Community Nursing Service

#### **Health Care Assistant (507480).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$47,227 – \$48,915 pro rata, per annum.

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

Fixed-term casual shift work working as and when required. Notwithstanding, hours may be negotiated with the successful applicant. To commence 29 March 2015 until 25 March 2017.

Location:—Kelham Street, Launceston.

Duties:—Under supervision, and in accordance with Agency policy, legal, regulatory and funded program requirements, the Health Care Assistant provides high quality care and support to community and/or facility based clients and assists with a range of daily living activities that a person would normally do for themselves.

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

Essential Requirements:—Current Driver's Licence.

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

check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Kelley French, A/NUM, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5018, email [kelley.french@dhhs.tas.gov.au](mailto:kelley.french@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

Community Palliative Care

#### **Registered Nurse (504991).**

Applications Close:—Friday, 20 March 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 work, working 64 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant. To commence 13 April 2015 until 10 October 2015.

Location:—Allambi Health Centre, Howick Street, Launceston.

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

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

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

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

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

Additional Information:—Who are we.

Palliative care is care provided for people of all ages who have a life limiting illness, with little or no prospect of cure, and for whom the primary treatment goal is quality of life.

The Community Palliative Care Service, THO-North, Primary Health, is based in Launceston, and covers the (03) area of Tasmania.

We use a team approach to address the needs of patients and their carers, and work with health professionals across all health settings bringing knowledge, skills and expertise to enhance the care they provide. The palliative care team include palliative care medical specialists, nurses, social workers, occupational therapist and volunteers.

The Tasmanian Health Organisation (North) has been provided with THAP, BAPC funding to support a number of workforce initiatives to build capacity across the health care system in the way palliative care is delivered.

The workforce development model being trialled in the THO North, Registered Nurse Clinical Rotation (RNCR), builds on the PEPA experience and will provide generalist nurses with an extended clinical placement immersed within the Specialist Palliative Care team (North) supported by a 6 month Training and Professional Development Program.

Our aim.

1. To implement a registered nurse clinical rotation workforce development model.

2. To contribute towards the understanding and practice amongst primary provider registered nurses in the delivery of a Palliative Approach to Care.

3. To build capacity and strengthen the role of the primary provider palliative care service system.

Enquiries to Linda Johnstone, NUM, Palliative Care, Department of Health and Human Services and Tasmanian Health Organisations, Allambi Health Centre, phone (03) 6336 5544, email [linda.johnstone@dhhs.tas.gov.au](mailto:linda.johnstone@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

George Town Hospital and Community Centre

#### **Cleaner/Kitchen Hand (518489).**

Applications Close:—Friday, 20 March 2015.

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

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

Permanent part-time shift work, working 36 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant.

Location:—45 Anne Street, George Town.

Duties:—Assist in the cleaning of allocated areas in compliance with Australian Safety and Quality Health Care Standards, Agency policies and other established standards and protocols. Carry out and assist in food preparation and cleaning within the kitchen area, maintaining a high standard of hygiene in compliance with Australian Safety and Quality Health Care Standards, Agency policies and other established standards and protocols.

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

Essential Requirements:—Nil.

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

Enquiries to Lisa O'Toole, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6702 6020, email [lisa.otoole@dhhs.tas.gov.au](mailto:lisa.otoole@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

#### **Human Resources Advisor (518256a).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$76,051 – \$78,350 pro rata, per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5.

Fixed-term full-time day worker, working 76 hours per fortnight until November 2015.

Location:—11 Alexandra Road Ulverstone.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Human Resources Advisor to join our HR Team in THO-North West to cover maternity leave backfill until November 2015.

In this position you will work closely with the Director Human Resources and other HR staff to develop and implement human resource practices, policies and procedures while providing high level specialist advice and support to managers and employees on contemporary employee management issues.

Day to day duties will include providing generalist advice and support employees and managers in relation to performance development agreements, grievances, learning and development, industrial relations, Award and Agreement interpretation and workplace diversity.

Do you have?

Demonstrated high level human resource management skills.

Working knowledge of State Government Industrial frameworks.

Strong and effective relationship management skills.

Knowledge and experience in interpreting awards, employment law and policy.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

Desirable Requirements:—Relevant tertiary qualifications in HR or Law and post-graduate work experience in Human Resources and/or Industrial Relations.

Essential Requirements:—Nil.

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

Enquiries to Brendan Holland, Director Human Resources, Department of Health and Human Services and Tasmanian Health Organisations, phone 6490 8960, email [Brendan.holland@dhhs.tas.gov.au](mailto:Brendan.holland@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mental Health North West*

#### **Community Mental Health Nurse (502839).**

Applications Close:—Friday, 20 March 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, working 76 hours per fortnight.

Location:—Parkside, Burnie.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Registered Nurse 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.

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.

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. Current Driver's Licence.

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

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

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

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Primary Health North West*

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

Applications Close:—Friday, 20 March 2015.

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

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

Fixed-term part-time day worker, working 30 hours per fortnight until November 2015.

Location:—Community Health Ulverstone.

Who are we?

The Tasmanian Health Organisation, North West is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community in Tasmania's beautiful North West. We are committed to providing the highest levels

of healthcare and services and our values are Person Centred Care, Respect, Integrity, Dedication, and Excellence.

Who are we looking for?

We are seeking a motivated 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.

Do you have?

Current Registration.

Current Driver's Licence.

Ability to function instructively as a member of an interdisciplinary team.

Expertise, formal training and/or experience in assessment and management of clients with dementia,.

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 to the Australian Association for 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 and crimes involving dishonesty. 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 Organisations, phone (03) 6429 8400, email [cheryl.ray@dhhs.tas.gov.au](mailto:cheryl.ray@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Statewide Mental Health Services*

### **Administrative Assistant (516517).**

Applications Close:—Friday, 20 March 2015.

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

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

Permanent part-time day work, working 38 hours per fortnight.

Location:—Clare House, New Town.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Administrative Assistant:

Provides day to day administrative support to the Child and Adolescent Mental Health Service Team.

Contributes towards optimal administrative and business support processes at the local level.

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

Enquiries to Anne Easter, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 0588, email [anne.easter@dhhs.tas.gov.au](mailto:anne.easter@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Statewide Mental Health Services*

### **Social Worker (516252).**

Applications Close:—Friday, 27 March 2015.

Salary:—\$83,105 – \$91,756 p.a.

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

Permanent full-time day work.

Location:—Clare House, New Town.

PLEASE NOTE: The Statement of Duties associated with this role is generic for all Social Work roles in Mental Health Services. When addressing the selection criteria please address it from a Child and Adolescent perspective only.

Duties:—As part of a multidisciplinary team delivering high quality mental health services in accordance with Mental

Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Social Worker will:

Undertake the delivery of quality care to clients of the Child and Adolescent Mental Health Service based on best practice principles and within a collaborative and multi-disciplinary framework.

Provide a specialist assessment and treatment service to clients of Child and Adolescent Mental Health Service and their families or carers.

Promote community awareness in relation to mental health and act as a consultant to other agencies with regard to the support and management of clients with mental health needs.

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Ben McGregor, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 0588, email [ben.mcgregor@dhhs.tas.gov.au](mailto:ben.mcgregor@dhhs.tas.gov.au) or Anne Easther, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 0588, email [anne.easther@dhhs.tas.gov.au](mailto:anne.easther@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Clinical Support Services*

#### ***Clinical Lead, Community Outreach and Outpatient Services Team (522121).***

Applications Close:—Friday, 20 March 2015.

Salary:—\$95,983 – \$101,483 p.a.

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

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

Location:—Social Work.

The Tasmanian Health Organisation, South is seeking applications for a Clinical Lead, Community Outreach and Outpatient Services Team vacancy.

Duties:—In the role of Clinical Lead, Community Outreach and Outpatient Services Team you are expected to provide leadership, professional support and oversight of best practice standards for community based and outreach social work services in accordance with Australian Association of Social Workers Practice Standards for Social Workers and Code of Ethics.

You will also:—assist the Discipline Lead Social Work Services with operational requirements such as the co-ordination and management of overall Social Work Services, including recruitment, supervision and support of staff and students.

Participate as a member of the Social Work Services management team in the provision of strategic direction, development of policies and the delivery and evaluation of specialist Social Work Services across the continuum of care for people of the southern region of Tasmania and the Royal Hobart Hospital.

Essential Requirements:—Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers. Current Driver's Licence.

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

Enquiries to Barbara Moerd, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 62228440, email [barbara.moerd@dhhs.tas.gov.au](mailto:barbara.moerd@dhhs.tas.gov.au).

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

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

If you are applying online you do not need to upload an Application for Employment form.

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Clinical Support Services*

#### ***Medical Scientist, Graduate (510292).***

Applications Close:—Friday, 20 March 2015.

Salary:—\$51,797 – \$83,520 p.a.

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

Fixed-term full-time shift worker (fully rotational), working 76 hours per fortnight commencing as soon as possible for two years.

Location:—Core Laboratory, Pathology Services.

The Tasmanian Health Organisation, South is seeking applications for a Medical Scientist, Graduate vacancy located at Royal Hobart Hospital.

The Medical Scientist, Graduate position is designed for a university graduate who has successfully completed a Bachelor of Applied Science (Medical Laboratory Science) within the last 1-2 years.

Duties:—The successful applicant will be trained in all areas of this multidisciplinary laboratory and is expected to gain sufficient competency to be able to work as a sole scientist on the out of hours roster.

Your duties will include performing routine and specialised



tests; reporting results, maintenance of protocols, equipment, quality control and supplies of consumables; maintaining up-to-date and accurate records; and assisting in the evaluation and development of new techniques.

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

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

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

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

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

If you are applying online you do not need to upload an Application for Employment form.

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Clinical Support Services*

#### **Orthotist/Prosthetist (506089).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$51,797 – \$83,520 pro rata, per annum.

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

Fixed-term full-time day work, working 76 hours per fortnight commencing as soon as possible until 1 March 2016.

Location:—Orthotics/Prosthetics North, Charles Street, Launceston.

The Tasmanian Health Organisation, South is seeking applications for an Orthotist/Prosthetist vacancy located in Launceston.

Duties:—In the role of Orthotist/Prosthetist you will perform patient assessments, formulate prescriptions and institute therapeutic and prophylactic interventions for clients, principally through the provision of orthoses and prostheses. You are expected to contribute to the enhancement of client treatment and rehabilitative processes as directed by senior clinicians and by OPST State and Regional Managers.

Desirable Requirements:—Current Driver's Licence.

Involvement in the AOPA CPD program (ie. Maintenance of AOPA membership).

Essential Requirements:—A bachelor of Prosthetics and Orthotics or an equivalent tertiary Prosthetic and Orthotic qualification.

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

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

Enquiries to Richard Dyson-Holland, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7377, email richard.dyson-holland@dhhs.tas.gov.au.

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

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

If you are applying online you do not need to upload an Application for Employment form.

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Clinical Support Services*

#### **Senior Physiotherapist, Critical Care/Acute Cardiorespiratory Services (508320).**

Applications Close:—Friday, 20 March 2015.

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

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

Fixed-term full-time day work, working 76 hours per fortnight commencing 5 May 2015 until 13 February 2016.

Location:—Physiotherapy, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is currently seeking applications for a fixed term (maternity leave) vacancy as a Senior Physiotherapist, Critical Care/Acute Cardiorespiratory Services.

Are you passionate about cardiorespiratory and critical care physiotherapy? Do you have the skills, experience and potential to provide contemporary evidence-based physiotherapy services to the intensive care unit and other acute areas, as part of the multidisciplinary team, at the Royal Hobart Hospital, the largest public teaching hospital in Tasmania? If so, this is the opportunity for you.

Duties:—In the role Senior Physiotherapist – Critical Care/Acute Cardiorespiratory Services you are expected to provide and maintain optimal physiotherapy care to intensive care and other acute cardiorespiratory patients at the Royal Hobart Hospital (RHH) within an Area Health Services Framework and in accordance with Agency Policy and Procedures.

As part of the physiotherapy Cardiorespiratory Team, the successful applicant will meet all of the selection criteria for this position (as outlined in the linked Statement of Duties) and will possess strong skills or potential in clinical supervision, teaching and training, team work and quality improvement.

Occasional weekend work will be required.

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

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

Enquiries to Elisabeth Pilgrim, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8634, email [elisabeth.pilgrim@dhhs.tas.gov.au](mailto:elisabeth.pilgrim@dhhs.tas.gov.au).

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

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

If you are applying online you do not need to upload an Application for Employment form.

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## JUSTICE

### CONSUMER AFFAIRS AND FAIR TRADING

#### **Disputes and Investigation Officer (356703).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$77,012 – \$79,354 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.50 hour per fortnight.

Location:—Southern Region.

Duties:—Objective, Supporting the Director, Consumer Affairs and Fair Trading and the Residential Tenancy Commissioner the role of a Disputes and Investigation Officer primarily is to investigate complaints and assist in the resolution of disputes arising under the Residential Tenancy Act 1997 relating to security deposits, unfair rent increases, orders for repairs and boarding premises. Complaints relating to matters of consumer detriment and the drafting of relevant recommendations to the Commissioner are also key objectives.

Enquiries to Laurie Sparkes, Acting Manager Rental Services, Consumer Affairs and Fair Trading, Department of Justice, phone (03) 6165 4348, email [laurie.sparkes@justice.tas.gov.au](mailto:laurie.sparkes@justice.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, email [applications@justice.tas.gov.au](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 Laurie Sparkes on (03) 6165 4348.

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

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

## JUSTICE

### SUPREME COURT

#### *Hobart*

#### **Transcription Typist (356591).**

Applications Close:—Friday, 20 March 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 26 hours per fortnight.

Location:—Hobart.

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

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

Desirable Requirements:—Typing speed of 80 words per minute and experience in the use of court recording systems.

Enquiries to Stuart Baker, Supervisor Transcribing Services (South), Supreme Court, Department of Justice, phone (03) 6165 7472, email [stuart.baker@supremecourt.tas.gov.au](mailto:stuart.baker@supremecourt.tas.gov.au).

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

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

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

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

## POLICE AND EMERGENCY MANAGEMENT

### CORPORATE SERVICES

#### *Office of the Director*

#### **Administrative Assistant (002951).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time for 12 months.

Location:—Hobart.

Duties:—Manage the administrative functions of the office of the Commander/Director including the provision of high level executive assistance, maintenance of information systems, research and advice in relation to work practices and procedures.

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

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 Kirsten Bromfield, District Executive Officer, Department of Police and Emergency Management, G.P.O. Box 308, HOBART TAS, 7001, phone (03) 6173 2308, email [Kirsten.Bromfield@police.tas.gov.au](mailto:Kirsten.Bromfield@police.tas.gov.au).

Applications to Co-ordinator, Employee Services, Department of Police and Emergency Management, G.P.O. Box 308, HOBART TAS, 7001, phone (03) 6173 2071, email [Applications@police.tas.gov.au](mailto:Applications@police.tas.gov.au).

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

## POLICE AND EMERGENCY MANAGEMENT

### WESTERN DISTRICT

#### *Ulverstone Police Station*

#### **Clerical Support Officer (001273).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$50,767 – \$54,369 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Ulverstone.

Duties:—Contribute to the operational effectiveness of the Western District by ensuring timely and accurate clerical, administrative, keyboard and data entry processes are undertaken.

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

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

Enquiries to Mr Phillip Chadwick, District Executive Officer, Department of Police and Emergency Management, G.P.O. Box 308, HOBART TAS, 7001, phone (03) 6477 7259, email [Phillip.Chadwick@police.tas.gov.au](mailto:Phillip.Chadwick@police.tas.gov.au).

Applications to Co-ordinator, Employee Services, Department of Police and Emergency Management, G.P.O. Box 308, HOBART TAS, 7001, phone (03) 6173 2071, email [Applications@police.tas.gov.au](mailto:Applications@police.tas.gov.au).

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

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### CORPORATE SERVICES

#### *Finance*

#### **Manager (Budget Services) (702754).**

Applications Close:—Friday, 27 March 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:—Lead the Budget Services Section team in: maintaining and developing policies, procedures and systems to support effective budget development and management across the Department; providing specialist advice, analysis and support to senior managers and staff on aspects relating to the management of the Department's budget; and maintaining effective relationships with Divisions and external stakeholders.

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

Desirable Requirements:—Tertiary qualifications in a relevant discipline with membership of the Australian Society of CPAs or the Institute of Chartered Accountants or other professional accounting body. A working knowledge of the public sector finance system would be well regarded.

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

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

Enquiries to Adrian Pearce, phone (03) 6165 3115, email [Adrian.pearce@dpipwe.tas.gov.au](mailto:Adrian.pearce@dpipwe.tas.gov.au).

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

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### PARKS AND WILDLIFE SERVICE

#### *Operations*

#### **Fire Management Officer (Policy) (705596).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

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

Duties:—As a member of the Fire Management Section, liaise with Regional Managers and their staff to develop and support implementation of fire management policies and

procedures. Audit compliance with fire management policies and procedures. Track trends and needs and develop appropriate responses.

**Desirable Requirements:**—A nationally accredited Certificate IV or Diploma in Public Safety would be an advantage. Qualifications in training and assessment. An ability to pass the PWS fire fighter fitness assessment at the 'Moderate' level. Tasmanian Driver's Licence Class C or equivalent.

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 David Taylor, phone (03) 6165 4246, email david.taylor@parks.tas.gov.au.

Applications to Manager, Human Resources Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6165 3178, fax (03) 6233 3682, email job.applications@dipwe.tas.gov.au.

## STATE GROWTH

### TRANSPORT, REGULATORY AND CUSTOMER SERVICES

#### *Racing Services Tasmania*

#### **Stipendiary Steward (372008).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 5 years.

Location:—Launceston.

**Duties:**—Assist the Chairman of Stewards in the conduct of race meetings, including swabbing and identification of racing animals and persons, inquiries and the preparation of reports.

Adhere to set procedures in the conduct of swabbing activities.

Conduct stable and kennel inspections and race trials.

Check race field information for eligibility, general race conditions and accuracy and maintain registers of databases.

Liaise with and provide advice to clubs, officials and industry participants on regulatory matters.

Guide and mentor RST staff in relation to regulatory matters and complex issues.

Undertake general office duties relating to the day-to-day administration of stewards' records.

Assist the Racing Operations Manager as required.

**Essential Requirements:**—A current driver's licence.

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. The following checks are to be conducted:—Conviction Check, Crimes of violence, Sex related offences, Serious drug offences and Crimes involving dishonesty.

Enquiries to Glenda Attenborrow, Executive Officer, Department of State Growth, 2nd Floor, Henty House, Civic Centre Launceston, phone (03) 6777 1904, email Glenda.Attenborrow@stategrowth.tas.gov.au.

Applications to Human Resources, HR Operations, Department of State Growth, 22 Elizabeth Street, Hobart, phone 6166 3306, fax (03) 6233 5337, email recruitment@stategrowth.tas.gov.au.

## STATE GROWTH

### OFFICE OF THE CO-ORDINATOR-GENERAL

#### **Executive Assistant and Office Administrator (372636).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Launceston.

**Duties:**—Act as the primary point of contact for the Office of the Co-ordinator-General and provide high-level client service including liaison with interstate and overseas businesses and public sector organisations, State and Federal Ministerial Officers, senior Government Staff and a range of industry and community groups on behalf of the Co-ordinator-General.

Provide high-level administrative and executive support to the Co-ordinator-General including managing the flow of information; referral of matters for comment or further action to the appropriate branch or officer; managing items submitted to the Co-ordinator-General; research of files and other material; preparation of correspondence, presentations and word processing.

Co-ordinate, collate and report on Ministerial correspondence for the Office including liaison with the staff from Government Agencies including Ministerial Liaison Units regarding content and timeliness of draft replies.

Manage the Co-ordinator-General's diary and work schedule and the setting up of more complex meetings, seminars and workshops for the Office.

Organisation of investment delegations, conferences, travel and other related items including preparation of background material, co-ordination of delegates and of briefing papers.

Undertake project and budget management tasks at the discretion of the Co-ordinator-General including monitoring and reporting of expenditure against budget and the purchase of materials and supplies.

Work with key personnel within the Department of State Growth to co-ordinate, monitor, manage information and undertake other duties to support the efficient operation of the Office.

Provide administrative support to the team, including co-ordinating, monitoring and reporting of ministerials, co-ordinating incoming and outgoing RTI applications, and sourcing internal review information.

Co-ordinate, manage and update the Co-ordinator-General's website in consultation with other stakeholders and other website liaison officers.

Organise travel, accommodation, hire cars, Departmental loaner cars, co-ordinate cab-charge vouchers, managing stationery and the payment of invoices and preparation of purchase orders.

Undertake special projects and duties not included in this document, allocated at the direction of the Co-ordinator-General, where such duties will likely require multi-skilling and flexibility within the classification and skill set applicable to this role.

**Desirable Requirements:**—Demonstrated experience in office administration and procedures within an executive environment.

Driver's license.

Enquiries to John Perry, Co-ordinator General, Department of State Growth, Cornwall Square, Cnr Cimitero and St Johns Street, Launceston, phone (03) 6777 2804, email john.perry@stategrowth.tas.gov.au.

Applications to Human Resources, HR Operations, Department of State Growth, 22 Elizabeth Street, Hobart, phone 6166 3306, fax (03) 6233 5337, email recruitment@stategrowth.tas.gov.au.

## Tasmanian Government Senior Executive Service

HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### **Deputy Project Director, RHH Redevelopment (522173).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$118,939 – \$136,780 p.a.

Senior Executive, Level 1, Payment of Salary above the base salary of the advertised range is subject to an annual performance assessment.

Senior Executive Full-time commencing As soon as possible to 31 August 2018.

Location:—Royal Hobart Hospital.

The Royal Hobart Hospital Redevelopment Project is the most significant and complex capital development infrastructure in the Hospital's history and is one of the largest undertaken in Tasmania. The Deputy Project Director will deputise for and support the Project Director and play a key role in ensuring the delivery of K-Block within the specified scope, budget and timeframes. The Deputy Project Director provides high level advice to the Project Director, Executive Steering Committee and Ministers.

Essential Requirements:—Satisfactory completion of an appropriate course of study from a recognised tertiary institution and/or equivalent extensive 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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Mathew Healey, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 3821, mobile 0419 359 542, email [mathew.healey@dhhs.tas.gov.au](mailto:mathew.healey@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 ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### **Project Director, RHH Redevelopment (522172).**

Applications Close:—Friday, 20 March 2015.

Salary:—\$169,326 – \$194,725 p.a.

Senior Executive, Level 3, Payment of Salary above the base salary of the advertised range is subject to an annual performance assessment.

Senior Executive Full-time commencing as soon as possible to 31 August 2018.

Location:—Royal Hobart Hospital.

The Royal Hobart Hospital Redevelopment Project is the most significant and complex capital development infrastructure in the Hospital's history and is one of the largest undertaken in Tasmania. The delivery of the new inpatient precinct known as K-Block is integral to ensuring that the hospital can continue to meet the changing health needs of Tasmania. The Project Director is responsible for the delivery of K-Block within the specified scope, budget and timeframes. The State Government has entered into a Managing Contractor contract with John Holland Fairbrother for the construction and commissioning of K-Block. The Project Director is responsible to the Executive Steering Committee and the Secretary of the Department of Health and Human Services (as the Project Sponsor) and will provide professional, authoritative advice and leadership to deliver the new inpatient precinct known as K-Block within the specified scope, budget and timeframes.

The role of Project Director presents an exciting opportunity to lead a significant capital development program critical to the State's health system. The Project Director will be empowered to deliver and will report directly to the Executive Steering Committee.

The Project Director will have substantial experience in the management of legal, financial, intergovernmental and governance functions, and a demonstrated ability to lead a diverse workforce within a complex acute health setting.

Your experience in managing complex projects will be fundamental to your success in this role, with the position responsible for the achievement of milestones and the delivery of outputs and outcomes. Your ability to provide strategic leadership, translate strategy into practical application, and ensure compliance with intergovernmental agreements will also be essential.

Essential Requirements:—Satisfactory completion of an appropriate course of study from a recognised tertiary institution and/or equivalent extensive 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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Mathew Healey, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 3821, mobile 0419 359 542, email [mathew.healey@dhhs.tas.gov.au](mailto:mathew.healey@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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## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Theatre Attendant	W. Coulter	6 months	09.03.15
Health & Human Services & Tasmanian Health Organisations	Clinical Nurse Consultant	I. Kim	6 months	02.03.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	R. Underhayes	6 months	06.03.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	L. Acheson	6 months	01.03.15
Justice	Senior Inspector of Mines	Y. Veenendaal	6 months	13.04.15

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Police & Emergency Management	A. Maher	Senior Clerical Officer Southern Region	04.03.15

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Allied Health Assistant	F. Stephenson	05.03.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	S. Aravindakshan	14.02.15
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	J. Leary	17.02.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	D. Payyappilly Joseph	28.02.15
Health & Human Services & Tasmanian Health Organisations	Community Mental Health Nurse	L. Lee-Archer	28.02.15
Health & Human Services & Tasmanian Health Organisations	Physiotherapist	S. Lyons	28.02.15
Health & Human Services & Tasmanian Health Organisations	Cleaner	M. O'Byrne	28.02.15
Health & Human Services & Tasmanian Health Organisations	Domestic Services Officer	L. McRedmond	06.03.15
Health & Human Services & Tasmanian Health Organisations	Occupational Therapist	J. Tait Van Leuven	27.02.15
Health & Human Services & Tasmanian Health Organisations	Senior Occupational Therapist	C. MacSporran	04.02.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Devereaux	28.02.15
Health & Human Services & Tasmanian Health Organisations	Activity Therapist	S. Barber	25.02.15
Health & Human Services & Tasmanian Health Organisations	Nurse Unit Manager	R. Ayton	28.02.15
Health & Human Services & Tasmanian Health Organisations	Director Medical Imaging	M. Carr	27.02.15
Health & Human Services & Tasmanian Health Organisations	Physiotherapy Receptionist	V. Stopford	30.01.15
Justice	Prison Administration Clerk	M. Evans	01.03.15
Justice	Transcription Typist	G. Brush	04.03.15
Police & Emergency Management	Information and Communication Technology Officer	A. Ashvini	06.03.15

### *Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Administrative Assistant	R. Campain	11.03.15
Primary Industries, Parks, Water & Environment	Client Service Officer	F. McLeod	11.03.15
Primary Industries, Parks, Water & Environment	Business Manager	L. Bailey	28.02.15



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