



TASMANIAN STATE SERVICE NOTICES

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Tasmanian Government Gazette

Email text copy to
govt.gazette@mercurywalch.com.au

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

State Service Notices

Vacancy, Direct Selection and Staff Movement Notices

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

Order Information

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

Deadlines

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

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

Deadlines will be strictly adhered to

Subscription or account enquiries phone (03) 6232 2137.

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

EDUCATION

EARLY YEARS AND SCHOOLS

Disability Programs

Primary School Nurse (Northern Region) (3 Vacancies).

Applications Close:—Wednesday, 8 April 2015.

Salary:—\$75,612 – \$79,964 p.a.

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

Vacancy No. 969069.

Fixed-term full-time 76.00 hours per fortnight from (03) July 2015 for up to 3 years.
 Location:—Ravenswood.

Vacancy No. 969073.

Fixed-term full-time 76.00 hours per fortnight from (03) July 2015 for up to 3 years.
 Location:—Burnie.

Vacancy No. 969074.

Fixed-term full-time 76.00 hours per fortnight from (03) July 2015 for up to 3 years.
 Location:—East Devonport.

Provide clinical assessment, screening and support to individuals and groups and undertake early detection activities and provide supported referrals for students in the primary school setting. Participate in the development and implementation of health promotion activities in collaboration with key stakeholders.

Essential Requirements:—Registration with the Nursing and Midwifery Board of Australia. 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:—Current drivers licence. Relevant post-graduate qualification.

Enquiries to Anthony Millward, Department of Education, phone (03) 6165 5459, email *anthony.millward@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

EARLY YEARS AND SCHOOLS

Disability Programs

Primary School Nurse (Southern Region) (2 Vacancies).

Applications Close:—Wednesday, 8 April 2015.

Salary:—\$75,612 – \$79,964 p.a.

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

Vacancy No. 969076.

Fixed-term full-time 76.00 hours per fortnight from (03) July 2015 for up to 3 years.
 Location:—Bridgewater.

Vacancy No. 969075.

Fixed-term full-time 76.00 hours per fortnight from (03) July 2015 for up to 3 years.
 Location:—Clarence Plains.

Provide clinical assessment, screening and support to individuals and groups and undertake early detection activities and provide supported referrals for students in the primary school setting. Participate in the development and implementation of health promotion activities in collaboration with key stakeholders.

Essential Requirements:—Registration with the Nursing and Midwifery Board of Australia. 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:—Current drivers licence. Relevant post-graduate qualification.



RBF **Aspire** Program

MEMBER SCHOLARSHIPS



HURRY CLOSING SOON

**Don't miss your chance to
get your application in for the
RBF Aspire Program. Applications
close 5pm Friday 27 March 2015.**

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



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

Enquiries to Anthony Millward, Department of Education, phone (03) 6165 5459, email anthony.millward@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.

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

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EDUCATION

EARLY YEARS AND SCHOOLS

Disability Programs

Secondary School Nurse (Northern Region) (3 Vacancies).

Applications Close:—Wednesday, 8 April 2015.

Salary:—\$75,612 – \$79,964 p.a.

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

Vacancy No. 969078.

Fixed-term full-time 76.00 hours per fortnight from (03) July 2015 for up to 3 years.

Location:—Ravenswood.

Vacancy No. 969079.

Fixed-term full-time 76.00 hours per fortnight from (03) July 2015 for up to 3 years.

Location:—Ravenswood.

Vacancy No. 969077.

Fixed-term full-time 76.00 hours per fortnight from (03) July 2015 for up to 3 years.

Location:—Burnie.

Provide clinical assessment, screening and support to individuals and groups and undertake early intervention activities and provide short term support for students in the secondary school setting. Participate in the development and implementation of health promotion activities in collaboration with key stakeholders.

Essential Requirements:—Registration with the Nursing and Midwifery Board of Australia. 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:—Current drivers licence. Relevant post-graduate qualification.

Enquiries to Anthony Millward, Department of Education, phone (03) 6165 5459, email anthony.millward@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

EARLY YEARS AND SCHOOLS

Disability Programs

Secondary School Nurse (Southern Region) (2 Vacancies).

Applications Close:—Wednesday, 8 April 2015.

Salary:—\$75,612 – \$79,964 p.a.

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

Vacancy No. 969080.

Fixed-term full-time 76.00 hours per fortnight from (03) July 2015 for up to 3 years.

Location:—Clarence Plains.

Vacancy No. 969081.

Fixed-term full-time 76.00 hours per fortnight from (03) July 2015 for up to 3 years.

Location:—Bridgewater.

Provide clinical assessment, screening and support to individuals and groups and undertake early intervention activities and provide short term support for students in the secondary school setting. Participate in the development and implementation of health promotion activities in collaboration with key stakeholders.

Essential Requirements:—Registration with the Nursing and Midwifery Board of Australia. 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:—Current drivers licence. Relevant post-graduate qualification.

Enquiries to Anthony Millward, Department of Education, phone (03) 6165 5459, email anthony.millward@education.tas.gov.au.

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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.

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EDUCATION

LEARNING SERVICES

Learning Services (South)

Dodges Ferry Primary School

School Administration Clerk, Dodges Ferry Primary School (953513).

Applications Close:—Wednesday, 8 April 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 42.00 hours per fortnight, 40 weeks per year.

Location:—Dodges Ferry Primary School.

As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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 Andrew Bennett, Department of Education, phone (03) 6265 8116, email andrew.bennett@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Dover District High School

Education Facility Attendant, Dover District High School (2 Vacancies).

Applications Close:—Wednesday, 8 April 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.

Vacancy No. 953940.

Permanent part-time up to 15.00 hours per fortnight.

Location:—Dover District High School.

Vacancy No. 964813.

Permanent part-time up to 11.00 hours per fortnight.

Location:—Dover District High 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 Tracey Cameron, Department of Education, phone (03) 6298 1312, email tracey.cameron@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

South Hobart Primary School

Education Facility Attendant, South Hobart Primary School (2 Vacancies).

Applications Close:—Wednesday, 8 April 2015.

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

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

Vacancy No. 953689.

Permanent part-time 40.00 hours per fortnight.

Location:—South Hobart Primary School.

Vacancy No. 969630.

Permanent part-time 16.00 hours per fortnight.

Location:—South Hobart 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 Bev Thomas, Department of Education, phone (03) 6223 6040, email Bev.Thomas@education.tas.gov.au.

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent

through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Southern Support School

Bus Attendant, Southern Support School (954382).

Applications Close:—Wednesday, 8 April 2015.

Salary:—\$39,511 – \$48,474 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 40.00 hours per fortnight, 40 weeks per annum.

Location:—Southern Support School.

Duties:—Travel with students on school buses and supervise students with disabilities and/or developmental delays whilst they travel to and from school.

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:—Basic first aid skills.

Enquiries to Robyn Schreck, Department of Education, phone (03) 6165 6200, email robyn.schreck@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

Northern Support School

Advanced Skills Teacher, Northern Support School (960817).

Applications Close:—Wednesday, 8 April 2015.

Salary:—\$96,766 p.a.

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

Permanent full-time 70.00 hours per fortnight.

Location:—Northern Support School.

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

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

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

The Head of the State Service has determined that the person nominated for this 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 Craig Woodfall, Department of Education, phone (03) 6339 1453, email craig.woodfall@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

Northern Support School

Teacher Assistant, Northern Support School (305948).

Applications Close:—Wednesday, 8 April 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 30.00 hours per fortnight, 40 weeks per year.

Location:—Northern Support School.

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

Essential Requirements:—The Head of the State Service has determined that the person nominated for this 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 Samuel Baker, Department of Education, phone (03) 6339 1453, email samuel.baker@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

Perth Primary School

School Administration Clerk, Perth Primary School (952040).

Applications Close:—Wednesday, 8 April 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 50.00 hours per fortnight, 40 weeks per year.

Location:—Perth Primary School.

Description of Role:—As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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 Leanne Dunn, Department of Education, phone (03) 6398 2302, email leanne.dunn@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

Parklands High School

Advanced Skills Teacher, Parklands High School (200327).

Applications Close:—Wednesday, 8 April 2015.

Salary:—\$96,766 p.a.

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

Permanent full-time.

Location:—Parklands High School.

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

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

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

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

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

Enquiries to Suzanne Barnes, Department of Education, mobile (03) 6433 0206, email suzanne.barnes@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

School of Special Education, North-West

Teacher, School of Special Education North West Burnie (965551).

Applications Close:—Wednesday, 8 April 2015.

Salary:—\$55,827 – \$90,007 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Permanent full-time.

Location:—School of Special Education North West.

Description of the role:—To implement and manage appropriate learning programs for students with severe disabilities 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 Grace Brown, Department of Education, phone (03) 6433 3870, email grace.brown@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services Northern Region

Strahan Primary School

School Business Manager, Strahan Primary School (300881).

Applications Close:—Wednesday, 8 April 2015.

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

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time from 11 May 2015 to 31 January 2016.

Location:—Strahan Primary School.

Description of the role:—Co-ordinate the operations of a school office and support the Principal in the management of school administrative service and resources. Direct and supervise assigned non teaching staff. Provide advice to the Principal and other school staff on administrative and resource matters.

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

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

Enquiries to Monicka Lee, Department of Education, mobile (03) 6471 7282, email monicka.lee@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

Student Support

Autism Consultant Early Intervention Leader, Student Support (962591).

Applications Close:—Wednesday, 8 April 2015.

Salary:—\$96,766 p.a.

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

Fixed-term part-time 17.50 hours per fortnight from 20 April 2015 to 18 December 2015.

Location:—School Support (Northern Region).

Description of the role:—Support Departmental staff on a statewide basis in relation to the assessment, educational programming and management of students with Autism Spectrum Disorder.

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 Anne Stewart, Department of Education, phone (03) 6478 4326, email anne.m.stewart@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

*Children and Youth Services***Support Worker (multiple vacancies) (501645).**

Applications Close:—Wednesday, 8 April 2015.

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

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

Permanent full-time and part-time day work, See Note Below.

Location:—Children and Youth Services, Hobart.

Please Note:—3 Vacancies: 2 x permanent full-time day work. 1 x permanent part-time day work (30.4 hours per fortnight).

Other permanent full-time or part-time vacancies, and fixed term full-time and part-time vacancies, that may arise in the near future may also be filled from this selection process.

Duties:—Under the supervision of the Manager/Co-ordinator, provide support to children, young persons and families who are subject to intervention under the Children, Young Persons and Their Families Act, with the aim to enable children to grow up in a safe and supportive environment, including providing transport and supervision of client access visits.

Selection criteria includes:—A good knowledge of the tasks performed by Children and Youth Services or the ability to quickly acquire that knowledge.

Demonstrated personal qualities including sensitivity and perseverance and the ability to work in an environment subject to work pressure and change and maintain a high level of confidentiality.

Good written, verbal and interpersonal skills including conflict resolution and negotiation skills.

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

Desirable Requirements:—A relevant Vocational Education and Training qualification from the Community and Health Sector training area.

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

Enquiries to LeeAnn Russell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7666, email leeann.russell@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

Professional Officer, Allied Health (505672).

Applications Close:—Friday, 10 April 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 (part-time hours may be available by negotiation).

Location:—DHCS, Disability and Community Services, South.

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

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

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

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

Provide advice and consultation in the use of behaviour support methods and restrictive practises to service providers.

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

Demonstrated specialist skills in the disability field and contemporary knowledge of the specialist area.

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

Ability to design, implement and provide training programs and educational services to carers, service providers and the wider community.

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:—Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or Registered with the Occupational Therapy Board of Australia; or Registered with the Psychology Board of Australia; or A degree or diploma in Applied Science, Speech Pathology, or equivalent and eligibility for membership of the Speech Pathology Australia (SPA).

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

Enquiries to Wendy Wolf, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 1127, email wendy.wolf@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

DEM Clerical Support Officer (3 Vacancies).

Applications Close:—Wednesday, 8 April 2015.

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

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

Vacancy No. 512764.

Permanent part-time shift work, working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Patient Information Management Service, Launceston General Hospital.

Vacancy No. 512764.

Permanent part-time shift work, working 56 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Patient Information Management Service, Launceston General Hospital.

Vacancy No. 512764.

Permanent part-time shift work, working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Patient Information Management Service, Launceston General Hospital.

Duties:—Provide clerical support for the Department of Emergency Medicine (DEM) and LGH wards from within PIMS during normal business hours, weekends and after hours to midnight as required.

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

Enquiries to Tony Waller, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7554, email tony.waller@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

Registered Nurse (2 Vacancies).

Applications Close:—Wednesday, 8 April 2015.

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

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

Vacancy No. 504250.

Permanent part-time day work, working 24 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant.

Location:—Day Procedure Unit, LGH 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.

Vacancy No. 504270.

Permanent part-time day work, working 32 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant. To commence 10 May 2015.

Location:—Day Procedure Unit, LGH 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. Experience or interest in Endoscopy.

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

Enquiries to Sharon Stuart, Nurse Unit Manager, DPU, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8723, email dpunum@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 (519246).

Applications Close:—Wednesday, 8 April 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 shift worker (fully rotational), working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Northern Cardiac Unit, 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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Shelley Foale, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8712, mobile 0408 529 557, email shelley.foale@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

Staff Specialist (Anaesthetics) (504800).

Applications Close:—Wednesday, 8 April 2015.

Salary:—\$132,011 – \$184,815 pro rata, per annum.

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

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

Location:—Anaesthetics LGH.

Please note, applications submitted by agencies on behalf of individuals will not be accepted for this vacancy.

Duties:—To provide quality specialist medical services to the Launceston General Hospital (LGH) within the limits of specified clinical privileges.

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

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

Enquiries to Maurice Vialle, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7576, email maurice.vialle@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

Sterilising Department Technician (503629).

Applications Close:—Wednesday, 8 April 2015.

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

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

Fixed-term part-time shift work, working 60 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant. To commence As soon as possible until 20 February 2016.

Location:—Sterilising Department, LGH Charles Street, Launceston.

Duties:—The Sterilising Department Technician is responsible for decontamination, packaging, sterilisation and dispatch of theatre and ward equipment and sterile supplies appropriate to the specialist and general areas. Maintenance of clean and hygienic environment to ensure infection control standards are met within the Sterilising Department. Work in accordance with Australian Standard (AS) 4187.

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 willingness to work towards the relevant qualification.

Essential Requirements:—Nil.

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

in the following areas: crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Lynne Cleary, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7453, email lynne.cleary@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

Deloraine District Hospital and Community Health Service

Cleaner (Relief) (520675).

Applications Close:—Wednesday, 8 April 2015.

Salary:—\$42,777 – \$44,247 pro rata, per annum.

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

Fixed-term casual shift work, working as and when required. Notwithstanding, hours may be negotiated with the successful applicant. To commence As soon as possible until 13 April 2017.

Location:—Deloraine District Hospital and Community Health Service.

Duties:—Maintain a high standard of cleaning in allocated areas and removal of garbage in and around the Hospital areas.

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

Enquiries to Lester Jones, Director of Nursing/Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6701 2111, email lester.jones@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

Deloraine District Hospital and Community Health Service

Multi Skilled Domestic (Relief) (518715).

Applications Close:—Wednesday, 8 April 2015.

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

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

Fixed-term casual shift work, working as and when required. Notwithstanding, hours may be negotiated with the successful applicant. To commence As soon as possible until 13 April 2017.

Location:—Deloraine District Hospital and Community Health Service.

Duties:—Assist in food preparation and cleaning within the kitchen area and in maintaining a high standard of hygiene. Assist in the cleaning of allocated areas within the hospital in compliance with 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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Lester Jones, Director of Nursing/Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6701 2111, email lester.jones@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

Deloraine District Hospital and Community Health Service

Registered Nurse (Relief) (504321).

Applications Close:—Wednesday, 8 April 2015.

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

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

Fixed-term casual shift work working as and when required. Notwithstanding, hours may be negotiated with the successful applicant. To commence As soon as possible until 13 April 2017.

Location:—Deloraine District Hospital and Community Service.

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

Enquiries to Lester Jones, Director of Nursing/Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6701 2111, email lester.jones@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, SOUTH

Customer Service Officer (508188).

Applications Close:—Wednesday, 8 April 2015.

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

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

Permanent part-time day worker, working 14 hours per fortnight.

Location:—Medical Records, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is seeking a permanent part-time Customer Service Officer to work in Medical Records.

Duties:—In the role of Customer Services Officer you are expected to provide administration services in all facets of health information. Principally, you will be required to undertake day-to-day entry into the Digital Medical Record (DMR) ensuring medical information is scanned accurately and in a timely manner in accordance with Patient Information Management Services policies and procedures to ensure the continuation of client/patient care.

At all times you must ensure duties are to be carried out within the legal requirements related to strict patient confidentiality. Prospective applicants should have a strong knowledge of medical terminology and hospital processes.

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

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

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

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

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

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

Finance Services Officer (507761).

Applications Close:—Wednesday, 8 April 2015.

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

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

Fixed-term full-time day work, working 76 hours per fortnight commencing as soon as possible for six months.

Location:—Finance Administration.

The Tasmanian Health Organisation, South is seeking interest from suitable applicants for a fixed term full-time Finance Services Officer vacancy in Finance Administration located at Royal Hobart Hospital.

Duties:—In the role of Finance Services Officer you will work in a multi-skilled team environment providing high-level financial support related to hospital revenue. Your duties will include a range of financial and administrative tasks including maintaining finance records, in accordance with relevant service standards, legislation and Departmental policies and procedures.

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

Enquiries to David Bromfield, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7937, email david.bromfield@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

Medical Records Co-ordinator (519158).

Applications Close:—Wednesday, 8 April 2015.

Salary:—\$63,262 – \$72,204 p.a.

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

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

Location:—Patient Information Management Services (PIMS).

The Tasmanian Health Organisation, South is seeking a permanent Medical Records Co-ordinator to work in Patient Information Management Services (PIMS).

Duties:—In the role of Medical Records Co-ordinator you will be responsible for co-ordinating medical forms management and liaising with Committee members and Hospital staff to facilitate accurate, timely and appropriate processes.

You will also provide assistance with human resources co-ordination in the Medical Records Department of PIMS, co-ordinate specific tasks and engage in other relevant duties in support of the Manager, Medical Records, as required.

These duties will be carried out under the broad direction of the Manager, Medical Records and Manager, Patient Information Management Services (PIMS).

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

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

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

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

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

Nurse Unit Manager, Department of Medical Imaging (519719).

Applications Close:—Wednesday, 8 April 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, working 76 hours per fortnight.

Location:—Medical Imaging Department, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is seeking interest from suitably qualified applicants for a Nurse Unit Manager vacancy in the Medical Imaging Department.

Duties:—In the role of Nurse Unit Manager you will provide leadership to the Department of Medical Imaging, Royal Hobart Hospital.

You will be responsible for ensuring 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 Department of Medical Imaging.

You will lead and manage the co-ordination of overall patient care and you will also be responsible for managing the allocated human, material and financial resources for service delivery within the Department of Medical Imaging.

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

Enquiries to Lorraine Larcombe, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8767, email lorraine.larcombe@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

Complex Chronic and Community Services

Clinical Nurse Specialist, ASSAT ACAT Assessor (516477).

Applications Close:—Wednesday, 8 April 2015.

Salary:—\$81,214 – \$84,989 p.a.

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

Permanent full-time day worker; working 76 hours per fortnight. Commencing 27 July 2015.

Location:—Aged and Rehabilitation Services; Royal Hobart Hospital.

Please note: part-time hours may be available subject to negotiation with the successful applicant.

Duties:—The Clinical Nurse Specialist, ASSAT ACAT Assessor provides discipline specific expertise, support and advice within the multi-disciplinary Aged Services Southern Area Team (ASSAT), acute hospitals and Royal Hobart Hospital offsite units with regard to Aged Care Assessment Team (ACAT) assessment and services.

Desirable Requirements:—Post graduate qualifications or proven experience in the assessment and management of clients with aged care issues and dementia.

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

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

Enquiries to Heather Nichols, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7013, email heather.nichols@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

Complex Chronic and Community Services

Cook (Non Trade), Re-advertised (506670).

Applications Close:—Wednesday, 8 April 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 working on an as and when required basis for two years.

Location:—Midlands Multi Purpose Centre.

The Tasmanian Health Organisation, South is seeking applications for casual vacancies as a Cook (Non Trade) at the Midlands Multi-Purpose Centre.

Duties:—In the role of Cook (Non Trade) you are expected to ensure a high standard of food preparation for patients, residents, Meals on Wheels and staff of the Midlands Multi-Purpose Health Centre (MMPHC).

You will be responsible for preparing and delivering meals in accordance with the established procedures, processes and the Food Safety Plan. This includes:

Meeting the individualised dietary needs of patients, residents, community clients and staff.

Monitoring the use and storage of food, perishable goods and other consumables in accordance with the standards set out in the Food Safety Plan.

Conducting relevant audits within the kitchen/catering environment as per Food Safety Plan, the Continuous Quality Improvement Program and legislative requirements.

Desirable Requirements:—Certificate II in Hospitality.

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

Enquiries to Sandy Carmichael, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6254 5030, email sandy.carmichael@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

Complex Chronic and Community Services

Customer Service Officer, (2 vacancies) (520804).

Applications Close:—Wednesday, 8 April 2015.

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

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

Fixed-term part-time 45.6 hours per fortnight as a day worker, commencing as soon as possible for a period of 9 months.

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

Duties:—The successful applicants will demonstrate clerical experience with the ability to work within set Departmental policies and procedures.

The ability to enter data accurately and rapidly onto a computerised system with knowledge of health information systems an advantage.

Demonstrated ability to set priorities and work with flexibility, speed and accuracy in a public environment with a demanding schedule.

An ability to acquire a sound knowledge of medical terminology.

The ability to demonstrate a high level of interpersonal and communication skills.

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

Enquiries to Kylie Rinaldi, Department of Health and Human Services and Tasmanian Health Organisations, phone 6222 7520, email kylie.rinaldi@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Stafflink Recruitment Services, 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

Complex Chronic and Community Services

Registered Nurse (several vacancies) (508441).

Applications Close:—Wednesday, 8 April 2015.

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

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

Permanent part-time shift work (fully rotational). Hours to be negotiated with successful applicants.

Location:—Oncology Unit, Royal Hobart Hospital.

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

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

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

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

Enquiries to Katrina Hodge or Amir Tulumovic, Department of Health and Human Services and Tasmanian Health Organisations, mobile 0428 007 114, email katrina.hodge@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

Hotel Services and Logistics

Cleaner (507864).

Applications Close:—Friday, 10 April 2015.

Salary:—\$42,777 – \$44,247 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—Royal Hobart Hospital.

Duties:—Maintain a high standard of cleaning in allocated areas, removal of garbage and collection/distribution of linen.

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

Enquiries to Rob de Salis, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8211, email rob.desalis@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

Hotel Services and Logistics

Cleaner (510533).

Applications Close:—Friday, 10 April 2015.

Salary:—\$42,777 – \$44,247 pro rata, per annum.

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

Fixed-term casual shift work (fully rotational).

Location:—Royal Hobart Hospital.

Duties:—Maintain a high standard of cleaning in allocated areas, removal of garbage and collection/distribution of linen.

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

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

Enquiries to Rob de Salis, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8211, email rob.desalis@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
Hotel Services and Logistics

Food Services Officer (507997).

Applications Close:—Friday, 10 April 2015.

Salary:—\$42,777 – \$44,247 p.a.

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

Permanent full-time day work, not working weekends, but working public holidays.

Location:—South.

Duties:—Assist with the food preparation, production, plating service, warewashing, and cleaning duties in the provision of catering services to patients, visitors and staff of the hospital.

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

Enquiries to Ange Young, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6274 5204, email ange.young@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 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
Medicine Services

Administrative Assistant (508522).

Applications Close:—Wednesday, 8 April 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 45.6 hours per fortnight, as a day worker.

Location:—Department of Respiratory Medicine, Royal Hobart Hospital, Liverpool Street, Hobart.

Duties:—The Administrative Assistant will demonstrate strong communication skills and the ability to liaise effectively with all levels of professional staff, together with a proven ability to maintain confidentiality and communicate directly with patients in a tactful and diplomatic manner.

Demonstrated experience in performing clerical duties with a minimum typing speed of 60 wpm, preferably within a health care setting, and the ability to enter data accurately and rapidly onto a computerised system with knowledge of the hospital's patient information system modules or the ability to acquire that knowledge.

Knowledge of medical terminology and hospital funding sources, including compensable account classes and revenue raising procedures or the ability to acquire such knowledge.

Demonstrated ability to set priorities and work with flexibility, speed and accuracy in a public hospital environment with a demanding schedule.

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

Enquiries to Grace Mulholland, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 62227353, email rhh.respiratory@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: StaffLink Recruitment Services, 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
Surgical Services

Administrative Officer (520187).

Applications Close:—Wednesday, 8 April 2015.

Salary:—\$56,487 – \$60,553 p.a.

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

Permanent full-time day worker.

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

Duties:—The successful applicant will demonstrate the ability to provide leadership and training to other administrative staff, including mentor staff, appropriately delegate responsibilities and ensure the development of team members.

Demonstrated high level administrative skills including the ability to plan, set priorities and work effectively and efficiently to achieve set objectives and meet deadlines, both individually and as part of a team.

A demonstrated ability to function effectively in a health system environment, together with broad experience in contemporary office management practices and the ability to utilise hospital information systems and software applications, create and maintain databases and produce reports as required.

Well-developed written communication skills with the ability to prepare office correspondence, reports and other general documents.

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

Enquiries to Mary Condon-Williams, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 62227007, email mary.condon-williams@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: StaffLink Recruitment Services, 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

Surgical Services

Hospital Aide (509451).

Applications Close:—Wednesday, 8 April 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 part-time shift worker, working 44 hours per fortnight. Commencing as soon as possible for a period of 12 months.

Location:—Neurosurgery Unit, Royal Hobart Hospital.

Duties:—The Tasmanian Health Organisation, South is seeking applications from Hospital Aides interested in joining our Neurosurgery Unit. The Hospital Aide decontaminates and sterilises general and specialised equipment within infection control guidelines. They maintain the cleanliness of specialised equipment, including cleaning of the surrounding environment within infection control guidelines and operate sterilising equipment appropriate to specialty area. They monitor equipment and stock levels, initiating appropriate action as required.

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

Enquiries to Andrea Hitchens, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8316, email rhcnmneuro@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

Surgical Services

Registered Nurse (2 vacancies) (518483).

Applications Close:—Wednesday, 8 April 2015.

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

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

Permanent part-time shift work (fully rotational) working 64 hours per fortnight.

Location:—Neurosurgery Unit, Royal Hobart Hospital.

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

Duties:—The Tasmanian Health Organisation, South is seeking applications from Registered Nurses interested in

joining our Neurosurgery Nursing Team. The Registered Nurse strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with patients/clients, their families and other health professionals.

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

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

Enquiries to Andrea Hitchens, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8316, email rhcnmneuro@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

Surgical Services

Supplies Co-ordinator (510539).

Applications Close:—Wednesday, 8 April 2015.

Salary:—\$56,487 – \$60,553 p.a.

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

Fixed-term full-time day work, commencing as soon as possible for a period of 12 months.

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

Duties:—Demonstrated understanding of decontamination, sterilisation, handling and storage of sterile equipment in accordance with current Australian Standards.

Demonstrated knowledge, or ability to obtain knowledge pertaining to high level medical terminology in relation to surgical equipment, instruments, stock and consumables.

Well-developed written and verbal communication skills, including the ability to liaise effectively with surgical staff and suppliers to achieve organisational outcomes.

Demonstrated computer skills including experience in using finance and stock maintenance systems and databases, word processing and report production.

Demonstrated knowledge and/or experience of contemporary stores procedures including stock management, procurement and inventory control.

Demonstrated ability to exercise initiative and judgement in the performance of complex tasks whilst working effectively both as individually and as a member of a team.

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

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

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: StaffLink Recruitment Services, 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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JUSTICE

COMMUNITY CORRECTIONS

Southern Region

Community Services Order Supervisor (2 Vacancies).

Applications Close:—Wednesday, 15 April 2015.

Salary:—\$39,511 – \$48,474 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Vacancy No. 356344.

Permanent part-time minimum 8 hours per fortnight.

Location:—Hobart.

Vacancy No. 355164.

Fixed-term casual hours as required for 12 months.

Location:—Hobart.

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

Duties:—Advise, direct and encourage people undertaking Community Service Orders to complete their orders, providing clear practical demonstration to clients in the type of work required. Initiate and maintain contact with individuals and representatives or organisations receiving assistance from Community Service Order programs and to advise the appropriate Probation Officer of any change in their circumstances or needs. Transport people undertaking Community Service Orders and equipment to work sites as required and to ensure that equipment supplied is used safely, in accordance with Workplace Health and Safety Standards.

Essential Requirements:—A current Tasmanian Drivers Licence.

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

Desirable Requirements:—Current First Aid Certificate.

Enquiries to Erin Derkley, Acting CSO Co-ordinator, Community Corrections, Department of Justice, phone (03) 6165 6686, email erin.derkley@justice.tas.gov.au.

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

For further information, please download a copy of the

Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Erin Derkley on (03) 6165 6686.

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

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

JUSTICE

MAGISTRATES COURT

Hobart

Court Clerk (350163).

Applications Close:—Wednesday, 8 April 2015.

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

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time 29.40 hours per fortnight, working every Monday and Tuesday for the period 8 April 2015 until 15 February 2016.

Location:—Hobart.

Duties:—Co-ordinate the day to day activities of the court, including pre-court checking, preparation and organisation of documents, exhibits, correspondence, statistics and liaison with Court Security. Ensure the proper and accurate recording and monitoring of court proceedings, including the monitoring and operation of technical equipment, together with the completion of all court records and associated correspondence. Provide a comprehensive level of administrative support and assistance to the Magistrate including Chambers filing and under direction from the Magistrate provide acts; statutory rules; sentencing materials and other resources as required.

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

Enquiries to Marissa Priest, Team Leader Court Clerks, Magistrates Court, Department of Justice, phone (03) 6165 7135, email marissa.priest@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Marissa Priest on (03) 6165 7135.

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

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

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

*Operations***Trainee Firefighter (520000).**

Applications Close:—Thursday, 9 April 2015.

Salary:—\$53,419 – \$71,225 p.a.

Tasmania Fire Fighting Industry Employees Award 2000, Trainee Firefighter.

Permanent full-time.

Location:—NORTH or NORTH WEST TASMANIA.

All applications close at 9.00am, Thursday, 9 April 2015.

Duties:—Gain the necessary knowledge, skills and attributes required for promotion to a position of Firefighter.

Essential Requirements:—Meet the medical requirements of the Tasmania Fire Service;

Able to work effectively at heights and in confined spaces;

Hold a vehicle licence that enables the incumbent to drive all TFS fire appliances. (A medium rigid (MR) endorsement is required under current licensing requirements);

The Head of the State Service has determined that a person nominated for appointment as a Firefighter is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following conviction checks are to be conducted:—Arson and fire setting; Sexual offences; Crimes involving dishonesty (e.g. theft, burglary, breaking and entering, fraud); Crimes involving deception (e.g. obtaining an advantage by deception); Making false declarations; Violent crimes and crimes against the person and Malicious damage and destruction to property.

Accordingly a person nominated for appointment to a position of Firefighter will be required to provide a Record of Convictions in relation to the above from Tasmania Police prior to appointment.

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

Your application will include a completed Application for Employment form (including selection criteria), resume, cover letter and a copy of your current unrestricted driver's licence. All employment documentation is available by visiting www.jobs.tas.gov.au and selecting the relevant link.

Enquiries to Gerald Kutzner on (03) 6230 8689.

Electronic applications are preferred. Email firefighterjobs@fire.tas.gov.au.

Hard copy written applications to 'Trainee Firefighter Recruitment,' Tasmania Fire Service, G.P.O. Box 1526, Hobart 7001.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

*Service Tasmania Operations***Customer Services Officer (3 positions).**

Applications Close:—Wednesday, 8 April 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Vacancy No. 707337, 707338 and 707339.

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

Location:—Hobart.

707337, Fixed-term full-time (73.5 hours per fortnight).

707338 and 707339, Fixed-term part-time (44 hours per fortnight).

Occupants will work Monday to Friday, on a rotational roster. The work pattern may change from time to time to meet business needs.

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

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

Duties:—Responsible for responding to a wide range of customer enquiries and the delivery of excellent customer service by providing first point of contact for clients and customers contacting Government services. Working both individually and as part of a team to ensure customer expectations are met or exceeded on every occasion by providing a professional, efficient and quality Contact Centre service to Service Tasmania clients and members of the public. Undertake a range of administrative activities to provide customers and clients with service details, service developments and advice on appropriate or correct services or products in a professional and competent manner.

Applicants should submit an Application for Employment form, a statement addressing the selection criteria and current resume.

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 Belinda.Stevanovich@dpipwe.tas.gov.au, phone 0418 567 496, email belinda.stevanovich@dpipwe.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

*Service Tasmania Operations***Relief Client Service Officer (2 positions).**

Applications Close:—Wednesday, 8 April 2015.

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

Tasmanian State Service Award, General Stream, Band 3.

Vacancy No. 703080 and 707335 (2 positions).

Fixed-term part-time (36.75 hours per fortnight) from 5/6/15 to 4/6/16, or until the return of the substantive occupant, whichever is the sooner.

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

Occupants will work Monday to Friday, on a rotational roster. The work pattern may change from time to time to meet business needs.

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

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

Duties:—To provide accurate and efficient client focused services for a broad range of Government business transactions and information services including collection and receipt of monies and providing information. To provide relief to the Service Tasmania shops within their region as required.

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

Desirable Requirements:—12 months' experience in a

customer service environment.

Applicants should submit an Application for Employment form, a statement addressing the selection criteria and current resume.

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 Sue Quarrell, phone (03) 6777 2329, email sue.quarrell@dpipwe.tas.gov.au.

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

Tasmanian Government Senior Executive Service

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Shared Services

Asset Management

Director, Asset Management Services (500686).

Applications Close:—Friday, 10 April 2015.

Salary:—\$118,939 – \$130,833 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 Fixed Term for 3 years.

Location:—Hobart.

Shared Services was established to provide a suite of corporate services to the Department of Health and Human Services (DHHS) and three Tasmanian Health Organisations (THOs) the four client agencies. Asset Management Services (AMS) is responsible for the planning, delivery and management of the Department's asset portfolio, to provide optimal support and amenity to staff and clients in a manner that minimises total (capital and lifecycle) costs, consistent with the delivery of quality services and compliance with relevant codes, regulations and statutes.

The Director, Asset Management Services manages the AMS unit with primary responsibility for strategic planning, assessment, procurement, management and sustainability of a specialist asset portfolio that is the most complex and extensive in the State public sector and which supports current and emerging health service delivery requirements.

The Director utilises expertise and professional experience across the spectrum of asset management functions to provide definitive advice to Government, participate in national and inter-jurisdictional debates, support and engage key stakeholders and to form effective relationships with both Government and private sector interests.

Desirable Requirements:—A tertiary level qualification in Engineering, Architecture or a similar Facilities Management related discipline. Strong customer focus and outcome driven approach to Asset Management. Extensive experience in managing a broad and complex property portfolio with significant infrastructure and operational requirements that relate to a portfolio of property that ranges from acute care hospital sites with Theatres, ICU's, Radiological sites, to rural hospitals, office accommodation and ambulance stations.

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

Enquiries to Ross Smith, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 3805, email ross.j.smith@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Specialist Optometrist	R. Youd	6 months	02.03.15
Health & Human Services & Tasmanian Health Organisations	Radiographer	V. Nguyen	6 months	23.02.15
Health & Human Services & Tasmanian Health Organisations	Paramedic	C. Cuppari	6 months	25.02.15
Health & Human Services & Tasmanian Health Organisations	Staff Specialist - Anatomical Pathology	K. Whale	6 months	11.02.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Treloar	6 months	15.03.15
Health & Human Services & Tasmanian Health Organisations	Admissions Officer. Client Services	P. Brewster	6 months	09.02.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	L. Chen	6 months	22.03.15
Health & Human Services & Tasmanian Health Organisations	Pathology Data Entry Clerk	K. Bannister	3 months	02.03.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	P. Alford	6 months	15.03.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Templeton	6 months	15.03.15
Premier & Cabinet	Finance Officer	M. McCall	6 months	12.03.15
Primary Industries, Parks, Water & Environment	Shop Manager	D. Dunn	6 months	23.03.15
Port Arthur Historic Site Management Authority	Tour Guide	R. Atkins	6 months	16.03.15

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Justice	Project and Policy Officer	B. Bowes	15 months	30.03.15

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	T. Blackwood	Clinical Nurse Educator - Transition to Practice	08.02.15
Health & Human Services & Tasmanian Health Organisations	E. Hinds	Senior Medical Scientist	14.12.14
Justice	M. Kitto	Human Resources Advisor	23.03.15

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	Registered Nurse	C. Firth	15.03.15
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	L. McCulloch	14.03.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	S. Eapen	10.03.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Allen	02.02.15
Health & Human Services & Tasmanian Health Organisations	DHHS Employee	A. Taylor	11.03.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Dunn	15.03.15
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	G. Weatherall	13.03.15
Health & Human Services & Tasmanian Health Organisations	Hospital Aide	M. Littleford-Schacht	01.03.15
Premier & Cabinet	Executive Officer	B. Hardman	25.03.15
Premier & Cabinet	Project/Policy Officer	C. Jackson	26.03.15
Primary Industries, Parks, Water & Environment	Senior Quarantine Officer	K. Graham	25.03.15
Primary Industries, Parks, Water & Environment	Fire Fighter	S. Robertson	09.03.15
Primary Industries, Parks, Water & Environment	Field Officer	N. Norris	18.03.15
State Growth	Human Resource Officer	M. Kitto	20.03.15

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Stock Officer (Public Health/Animal Welfare)	R. Chandler	25.03.15
Primary Industries, Parks, Water & Environment	Principal Advisor (Research and Assessment)	S. Harris	25.03.15
Primary Industries, Parks, Water & Environment	Training and Development Coordinator	C. Leitch	18.03.15
Primary Industries, Parks, Water & Environment	Water Ranger	G. Reid	13.03.15



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