



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
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INCLUDING G.S.T.

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

## Vacancies—General Information

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

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

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

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

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

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

### Further Information

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

### Submission of Applications

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

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

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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

## Tasmanian Government Gazette

### Email text copy to

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

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

### State Service Notices

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

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

#### Order Information

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

#### Deadlines

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

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

**Deadlines will be strictly adhered to**

**Subscription or account enquiries phone (03) 6232 2137.**

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

#### EDUCATION

#### **Executive Assistant - Government Education and Training International (968046)**

Applications Close:- Friday, 26 June 2015.

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

Tasmanian State Service Award, General Stream Band 3.

Fixed-Term full-time 73.50 hours per fortnight from 09/09/2015 to 08/03/2016

Location:- Hobart

Description of Role:- Provide high level administrative, secretarial and organisational support to the Executive Manager, including liaison between the Executive Manager and outside Agencies. Manage the flow of information and correspondence to and from that office including confidential correspondence and reports.

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 Anne Ripper, Department of Education, phone 03 6165 6100, email *anne.ripper@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 & Staffing Services), Department of Education, GPO 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

#### CORPORATE SERVICES

#### *Facility Services*

#### **Education Facility Attendant - Facility Operations North (2 Vacancies)**

Applications Close:- Friday, 26 June 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.:- 967434

Permanent part-time 25.60 hours per fortnight

Location:- Alanvale Campus

Vacancy No.:- 967294

Permanent full-time 80 hours per fortnight

Location:- Alanvale Campus

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

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 Michael O'Toole, Department of Education, phone 03 6777 2680, email *michael.otoole@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 & Staffing Services), Department of Education, GPO 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

##### CORPORATE SERVICES

###### *Facility Services*

#### **Education Facility Attendant - Facility Operations North-West (967523)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$40,063 – \$45,264 p.a.

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

Permanent full-time 80.00 hours per fortnight

Location:- Devonport Campus

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

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 Michael O'Toole, Department of Education, phone 03 6777 2680, email michael.otoole@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 & Staffing Services), Department of Education, GPO Box 169, Hobart, 7001, phone (03) 6165 6285.

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

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

#### EDUCATION

##### LEARNING SERVICES

###### *Learning Services Northern Region*

###### *Hellyer College*

#### **Administrative Manager - Hellyer College (966625)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream Band 6.

Permanent full-time 73.50 hours per fortnight

Location:- Hellyer College

Description of the role:- In conjunction with the Principal and as a member of the Senior Management Team, undertake a leadership role in the management of the administrative and non-teaching support service functions within the College, including management of contractor and vendor liaison.

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:- Membership of relevant professional organisation and/or relevant academic qualifications.

Enquiries to Ann Walker, Department of Education, phone 03 6435 5200, email ann.walker@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 & Staffing Services), Department of Education, GPO 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

##### OFFICE OF THE SECRETARY

#### **Administration Officer - Ministerial Services (969687)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream Band 3.

Permanent full-time 73.50 hours per fortnight

Location:- Hobart

Provide high level clerical and administrative support to Ministerial Services. Contribute to the efficient operation of the team including the provision of high level client service.

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 Kirsty Henderson, Department of Education, phone 03 6165 5753, email Kirsty.Henderson@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 & Staffing Services), Department of Education, GPO 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

OFFICE OF THE SECRETARY

*Corporate Services*

Ministerial and Co-ordination Unit

### **Ministerial Support Officer - Ministerial and Coordination Unit (961893)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream Band 4.

Fixed-Term full-time 73.50 hours per fortnight, from ASAP for a period of six months

Location:- Hobart

Description of Role:- As part of a small client-focussed team, provide a comprehensive level of administrative co-ordination and support to departmental and Ministerial staff in relation to matters involving the Minister for Education and Training.

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 Kirsty Henderson, Department of Education, phone 03 6165 5753, email Kirsty.Henderson@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 & Staffing Services), Department of Education, GPO 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.

Department of Health and Human Services and Tasmanian Health Organisations

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

DEPARTMENT OF HEALTH AND HUMAN SERVICES

### **Research and Policy Officer (519720)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$76,051 – \$78,350 p.a.

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

Permanent full-time day work

Location:- Hobart

We are seeking a Research and Policy Officer to join our team at the Commissioner for Children's Office. Established under Part 9 of the Children, Young Persons and Their Families Act 1997, the Commissioner for Children is an independent statutory authority whose officers assist in promoting the best interests of children in Tasmania. Under the general supervision of the Senior Policy Consultant, the Research and Policy Officer:

provides high quality, accurate and timely advice and research assistance to the Senior Policy Consultant in matters relating to the health, welfare, care, protection and development of children and young people in Tasmania.

undertakes research, analyses data and provides policy advice across a wide range of issues relevant to the wellbeing of children and young people in Tasmania, taking account of International Conventions and the national and state legislative and policy frameworks.

provides research and comment on legislation, policy development and service delivery in matters relating to the health, welfare, care, protection and development of children and young people in Tasmania and liaison with government and non-government agencies and members of the public.

If this sounds like you please apply!

Desirable Requirements:- Tertiary Qualifications in Law, Social Work or a related behavioural science.

Essential Requirements:-

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

Enquiries to Annie McLean, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 2731, email annie.mclean@childcomm.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, GPO Box 125, Hobart, Tasmania, 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

DEPARTMENT OF HEALTH AND HUMAN SERVICES

*Population Health*

Office of the Chief Medical Officer

### **Manager, Clinical Support & Cancer Services Development (519989)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$108,315 – \$114,930 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream Band 8.

Permanent full-time day work

Location:- Hobart

The Clinical Support Section is dedicated to providing collaborative, whole-of-Agency leadership on matters that affect the delivery of safe, high quality health services to the people of Tasmania.

The Manager, Clinical Support & Cancer Services Development is responsible for providing operational oversight of the daily activities in the Clinical Support Section. This position provides high level expert advice to the principal medical advisor and senior management in relation to the ongoing implementation of the Cancer Framework and Strategic Plan objectives. This includes providing high level authoritative and clinical strategic advice in relation to blood and blood matters, organ and tissue donation and major clinical initiatives and projects.

The Manager, Clinical Support & Cancer Services Development will represent Tasmania on state and national committees and will work collaboratively with a number of key stakeholders including DonateLife Tasmania and Pathology providers.

This position requires regular intrastate and interstate travel.

Desirable Requirements:- Degree or relevant tertiary qualification in a relevant discipline.

Essential Requirements:-

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

Enquiries to Tony Lawler, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 1015, email [anthony.lawler@dhhs.tas.gov.au](mailto:anthony.lawler@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, GPO Box 125, Hobart, Tasmania, 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

DEPARTMENT OF HEALTH AND HUMAN SERVICES

*Strategic and Portfolio Services*

#### **Senior Policy Analyst (519766)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$83,601 – \$94,132 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream Band 6.

Permanent full-time day work

Location:- Hobart

The Government Relations and Strategic Policy (GRASP) team are looking for a Senior Policy Analyst. This position is responsible for developing high-level, strategic advice regarding government relations and strategic policy issues for the portfolio Ministers, the Secretary and other key stakeholders. It provides input into the negotiation, management and implementation

of intergovernmental agreements. The position also develops, researches and analyses submissions, applications and business cases related to intergovernmental agreements.

For a full list of duties see the attached Statement of Duties.

Desirable Requirements:- Bachelor degree in a relevant course of study.

Essential Requirements:-

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

Enquiries to Cheryl Garrett, Department of Health and Human Services and Tasmanian Health Organisations, phone 03 6166 3773, email [cheryl.garrett@dhhs.tas.gov.au](mailto:cheryl.garrett@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, GPO Box 125, Hobart, Tasmania, 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 WEST

*Primary Health North West*

#### **Home Help Personal Carer (502657)**

Applications Close:- Friday, 26 June 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 day worker, working as and when required

Location:- Burnie/Wynyard

Who are we?

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

Who are we looking for?

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

Ideally you will hold a Home Care/Personal Care certificate such as a Certificate III in Aged Care or be working towards the same.

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

Do you have?

Home Care/Personal Care certificate or equivalent experience

Current Driver's Licence

First Aid Certificate

What can we offer?

Flexible work/life balance

Attractive Salary Package

Dynamic team environment

Commitment to ongoing professional development

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

Desirable Requirements:-

First Aid Certificate.

Essential Requirements:- Current Driver's Licence.

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

Enquiries to Nicola Pearson, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone 03 6434 6454, email nicola.pearson@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION - NORTH WEST

*Primary Health North West*

### **Registered Nurse - Community (502617)**

Applications Close:- Friday, 26 June 2015.

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

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

Permanent part-time shift worker, working 32 hours per fortnight

Location:- Community Health Smithton

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Registered Nurse who is passionate about the greatest quality of care, ensuring that you collaborate with members of the

multidisciplinary healthcare team. Within the dynamic multidisciplinary team, you will contribute to a strong professional team approach through open communication and a positive supportive environment.

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

Do you have?

Current Registration

Current Drivers Licence

Sound interpersonal and communication skills

Knowledge of continuous quality improvement

Ability to undertake client education

What can we offer?

Flexible work/life balance

Attractive Salary Package

Dynamic team environment

Commitment to ongoing professional development

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

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

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

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

Enquiries to Sharan McLaren, Director of Nursing, Department of Health and Human Services and Tasmanian Health Organisations, phone 03 6452 4650, email sharan.mclaren@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION - SOUTH

*Statewide Mental Health Services*

### **Occupational Therapist - Adult Community Mental Health Service (505137)**

Applications Close:- Friday, 26 June 2015.

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

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

Fixed-Term part-time day work, working 60.8 hours per fortnight, commencing 22 August 2015 until 10 July 2016

Location:- South

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

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

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

Enquiries to Sharmayne Batt, Department of Health and Human Services and Tasmanian Health Organisations, mobile 0439 011 203, email sharmayne.batt@dhhs.tas.gov.au.

You are encouraged to apply online. When applying online please do not send a duplicate hard copy application.

If you are not able apply online please forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Organisation – South, GPO Box 1061, Hobart, Tasmania 7001.

Please do not send applications to the contact person.

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

TASMANIAN HEALTH ORGANISATION - SOUTH

##### *Statewide Mental Health Services*

#### **Registered Nurse - Alcohol and Drug Service (501034)**

Applications Close:- Friday, 3 July 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 work (fully rotational)

Location:- South

PLEASE NOTE:

Part time hours will also be considered.

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 a dynamic and experienced nurse to join the Alcohol and Drug Service (ADS) inpatient withdrawal unit. This position will afford the successful applicant the opportunity to apply their clinical skills and experience in the withdrawal with flexible options to work across pharmacotherapy services as well. Previous experience in an ADS setting is preferred and the successful applicant will receive a supported orientation and training program. In addition to this, guidance from senior experienced Registered Nurses for initiating, implementing and evaluating quality nursing care will be provided.

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

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

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

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

You are encouraged to apply online. When applying online please do not send a duplicate hard copy application.

If you are not able apply online please forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Organisation – South, GPO Box 1061, Hobart, Tasmania 7001.

Please do not send applications to the contact person.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

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

TASMANIAN HEALTH ORGANISATION - SOUTH

##### *Clinical Support Services*

#### **Clinical Manager/Patient Flow Manager - After Hours Nurse Manager (509147)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$95,153 – \$99,594 pro rata, per annum.

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

Permanent part-time shift worker (fully rotational), working 16 hours per fortnight

Location:- Access and Patient Flow Unit, Royal Hobart Hospital

The Tasmanian Health Organisation – South is seeking interest from suitably qualified applicants for a Clinical Manager/Patient Flow Manager (After Hours Nurse Manager) vacancy.

This is a dual titled position to facilitate the occupants working as either the Clinical Manager or the Patient Flow Manager during the after-hours period on each rostered shift, and inclusive of day work during business hours as Patient Flow Manager.

Duties:- In the role of Clinical Manager/Patient Flow Manager (After Hours Nurse Manager) you are expected to provide leadership, oversight and management of the activities of the health service/facility after-hours. You will support the efficient and effective provision of care, based on clinical standards and best practice principles, within a collaborative and multidisciplinary framework by coordinating patient flow and management functions within the health service/facility.

Desirable Requirements:-

Relevant post graduate qualifications

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

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

Enquiries to Lorraine Larcombe, Department of Health and Human Services and Tasmanian Health Organisations, phone

(03) 6222 8767, email [lorraine.larcombe@dhhs.tas.gov.au](mailto:lorraine.larcombe@dhhs.tas.gov.au).

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

If you are not able apply online please forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Organisation – South, GPO Box 1061, Hobart, Tasmania 7001 or email [bernadette.burke@dhhs.tas.gov.au](mailto:bernadette.burke@dhhs.tas.gov.au).

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION - SOUTH

*Complex Chronic and Community Services*

**Clinical Nurse Consultant - Adolescent and Young Adult Cancer Care (52252)**

Applications Close:- Friday, 26 June 2015.

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

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

Fixed-Term part-time day worker, working 64 hours per fortnight. Commencing asap until 30 June 2017.

Location:- Cancer Services, Royal Hobart Hospital

Duties:- In partnership with the cancer health care team, The Clinical Nurse Consultant (CNC) - Adolescent and Young Adult Cancer Care provides a nurse consultancy and coordination service to facilitate the care of adolescent and young adults who are undergoing treatment for cancer across the state of Tasmania. The CNC facilitates and enhances the continuity and quality of care for patients and families/carers through supporting and participating in a multidisciplinary approach to cancer care.

Desirable Requirements:-

Holds or working towards relevant post-graduate tertiary qualifications.

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

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

Enquiries to Louise Nicholson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8238, email [louise.nicholson@dhhs.tas.gov.au](mailto:louise.nicholson@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 - South, GPO Box 1061, Hobart, Tasmania, 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*

**Radiation Therapist - Clinical Applications Specialist (521387)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$99,674 – \$107,944 pro rata, per annum.

Radiation Therapists (State Service) Union Agreement 2012, Radiation Therapist Level 3.

Permanent part-time day work (with on-call), working 22.8 hours per fortnight.

Location:- Radiation Oncology, Royal Hobart Hospital

Duties:- In collaboration with the Oncology Electronic Medical Record (EMR) project team this position will lead the ongoing development of the radiotherapy information system at the Royal Hobart Hospital (RHH) to facilitate workflow and processes across Cancer Services.

Work in close partnership with the vendor and staff within radiation oncology to provide clinical workflow consultation, design and analysis in the enhancement of the Oncology EMR. Provide support for users using specialised radiation oncology and ARIA information system knowledge. Act as a liaison between the vendor, EMR project team and all staff. Assist in the change management for the transition to electronic workflow and be accountable for process improvements and system enhancements.

Essential Requirements:- Registered with the Medical Radiation Practice Board of Australia.

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

Enquiries to Bronwyn Hilder, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8616, email [bronwyn.hilder@dhhs.tas.gov.au](mailto:bronwyn.hilder@dhhs.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Recruitment Services, Tasmanian Health Organisation - South, GPO Box 1061, Hobart, Tasmania, 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*

**Staff Specialist - Clinical Trials (520796)**

Applications Close:- Friday, 10 July 2015.

Salary:- \$140,592 – \$213,700 pro rata, per annum.

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

Fixed-Term part-time day worker, working 38 hours per fortnight. Commencing asap until 05 August 2016

Location:- Cancer Services, Royal Hobart Hospital.

Please note that access to the Senior Specialist Medical Practitioner salary range \$202,452 - \$213,700 is subject to the successful applicant satisfying the criteria for Senior Specialist Medical Practitioner Level 1, 2 or 3 as described in the Salaried



#### Medical Practitioners Interim Agreement 2015.

Duties:- The Staff Specialist Clinical Trials will provide high level strategic leadership and direction with regard to Cancer Services Clinical Trials including oversight of clinical governance, professional and clinical matters, external network development and internal service integration.

The successful applicant will have a sound knowledge of the philosophy, principles and contemporary conduct of Cancer Clinical Trials with a demonstrated ability to provide ongoing support, consultancy, advice and education to other practitioners and services within the THS and develop clinical research capacity.

The successful applicant will work collaboratively with the Cancer Services Management Group in relation to strategic planning and direction of the service.

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

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

Enquiries to Dr Rosemary Harrup, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8157, email [rosemary.harrup@dhhs.tas.gov.au](mailto:rosemary.harrup@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 - South, GPO Box 1061, Hobart, Tasmania, 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

##### *Oral Health Services (Statewide)*

##### Oral Health South

#### **Area Manager - South (513125)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$99,415 – \$103,948 p.a.

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

Permanent full-time day worker, 76 hours per fortnight, commencing October

Location:- Oral Health Services Tasmania (South), New Town

Duties:- Manage human, financial and physical resources assigned to the region and provide effective supervision and leadership to all staff.

Develop, monitor and review the operations of OHST in the area and ensure that service delivery units comply with stated Oral Health Services and Agency policies and standards.

Provide high level advice to the Group Manager - OHST, Clinical Director and senior management regarding policy directions, performance standards and objectives and assist in the development and reporting against performance indicators to measure the effectiveness and efficiency of OHST in the

region.

Collaborate in the development and implementation of strategies for the effective use of information technology.

Ensure the provision of a high standard of direct care service delivery in accordance with Agency policies and relevant standards applicable to OHST. This will include the development and implementation of ongoing quality improvement activities.

Provide leadership, direction and support to staff and coordinate the implementation of performance processes.

#### Essential Requirements:-

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

Enquiries to Emma Bridge, Group Manager - Oral Health Services Tasmania, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 61665424, email [emma.bridge@dhhs.tas.gov.au](mailto:emma.bridge@dhhs.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Organisation - South, GPO Box 1061, Hobart, Tasmania, 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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#### JUSTICE

##### OFFICE OF THE OMBUDSMAN AND HEALTH COMPLAINTS COMMISSIONER

#### **Senior Investigation and Review Officer (356218)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream Band 6.

Permanent full-time working 73.5 hours per fortnight.

Location:- Hobart

Duties:- Assist the Ombudsman in the fulfilment of the Ombudsman's responsibilities under the Right to Information Act 2009. Conduct reviews under the Right to Information Act 2009. This will include high level negotiations with senior managers and officials of public authorities.

Desirable Requirements:- A Current Drivers Licence.

Enquiries to Richard Connock, Ombudsman and Health Complaints Commissioner, phone (03) 6166 4566, email [ombudsman@ombudsman.tas.gov.au](mailto:ombudsman@ombudsman.tas.gov.au).

Applications to Recruitment & Establishment, Human Resources, Department of Justice, GPO Box 825, Hobart, Tas 7001, phone (03) 6165 4908, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Lianne Jager or Kerry Bain on (03) 6166 4566.

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

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

JUSTICE

TASMANIA PRISON SERVICE

*Sentence Management Support & Reintegration*

**Senior Facilitator Programs (356724)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$58,394 – \$94,996 p.a.

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

Permanent full-time working 73.5 hours per fortnight

Location:- Risdon Prison

Additional Information:- Shortlisted applicants will be required to undertake psychological assessment prior to the interview being conducted.

Duties:- Take responsibility for, and lead all aspects of day to day coordination and implementation of assigned area of program activity, its delivery and associated report writing, assessments and quality assurance (Australia Program and Facilitation Standards 2012). Provide leadership, daily work instruction, clinical direction, and guidance to less qualified or experienced associates in the specific discipline area of expertise.

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

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

Enquiries to Andrew Verdouw, Team Leader Intervention Programs, Tasmania Prison Service, Department of Justice, phone (03) 6216 8180, email [andrew.verdouw@justice.tas.gov.au](mailto:andrew.verdouw@justice.tas.gov.au).

Applications to Recruitment & Establishment, Human Resources, Department of Justice, GPO Box 825, Hobart, Tas 7001, phone (03) 6165 4908, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Andrew Verdouw on (03) 6216 8180.

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.

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

*Properties and Procurement*

**Procurement and Policy Consultant (001749)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream Band 6.

Permanent full-time

Location:- Hobart

Objectives:- This role is primarily responsible for providing high level procurement, contracting and grants management advisory services to non-specialists and senior management to support Business Units deliver their objectives.

The role will play an important role in policy development and implementation across a broad spectrum of topics including projects and business improvement activities within the responsibility of the Properties and Procurement Branch.

Desirable Requirements:- Knowledge and/or experience in procurement and contracting, corporate policy development, implementation and analysis.

Enquiries to Tony Prenter, Manager Properties and Procurement, Department of Premier and Cabinet, phone (03) 6232 7448, email [Tony.Prenter@dpac.tas.gov.au](mailto:Tony.Prenter@dpac.tas.gov.au).

Applications to Sarah Warner, HR Consultant, Department of Premier and Cabinet, GPO BOX 123, Hobart, TAS 7001, phone (03) 6270 5599, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

*Properties and Procurement*

**Senior Property Consultant (001963)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream Band 6.

Permanent full-time

Location:- Hobart

Objectives:- The role is primarily responsible for the provision of contemporary property and facilities management practices for the Department and Ministerial and Parliamentary Support (MPS) ensuring compliance with legislative requirements.

The role will play an important role in providing specialist authoritative and consultative advice to senior management on complex property and facilities matters including leasing, office refurbishment projects and associated activities.

Desirable Requirements:-

Knowledge and/or experience in contemporary property and facilities management practices.

A current motor vehicle driver's licence.

Enquiries to Tony Prenter, Manager Properties and Procurement, Department of Premier and Cabinet, GPO Box 123, Hobart, TAS 7001, phone (03) 6232 7448, email [Tony.Prenter@dpac.tas.gov.au](mailto:Tony.Prenter@dpac.tas.gov.au).

Applications to Sarah Warner, HR Consultant, Department of Premier and Cabinet, GPO Box 123, Hobart, TAS 7001, phone (03) 6270 5599, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

PREMIER AND CABINET

TMD

CSRM

**Major Procurement Consultant (001994)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream Band 6.

Permanent full-time

Location:- Hobart

Objectives:- Provide high-level procurement and contract advisory services to support TMD in delivering whole-of-Government information and communications technology (ICT) and business process services.

Undertake high level research and provide policy advice and support on issues which impact on telecommunications or ICT agreements or outcomes relating to any telecommunications or IT projects in which the Government may be involved.

Desirable Requirements:- Tertiary qualifications in a relevant discipline would be an advantage.

Enquiries to Katie Ault, Manager Commercial Strategy, Department of Premier and Cabinet, phone (03) 6166 3022, email [Katie.Ault@dpac.tas.gov.au](mailto:Katie.Ault@dpac.tas.gov.au).

Applications to Sarah Warner, HR Consultant, Department of Premier and Cabinet, GPO Box 123, Hobart, Tasmania 7001, phone (03) 6270 5599, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

CORPORATE SERVICES

*Information Services*

**Senior Software Developer (707389)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$77,012 – \$79,354 p.a.

Tasmanian State Service Award, ICT Level 2.

Fixed-Term full-time ASAP for 12 Months

Location:- Hobart

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

Applicants should note that while this vacancy has been advertised as full time, DPIPWE may be prepared to negotiate a part-time arrangement with the successful applicant.

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

Duties:- Work as member of the Aboriginal Heritage Register Development Project team to develop business software as required, and to also undertake business system support activities for ISB agreed to by Project Manager, Aboriginal Heritage Register Development Project and Manager, Business Software Development and Support.

Desirable Requirements:- An understanding of contemporary natural resource management practices, particularly related to management of aboriginal heritage.

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

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

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

Enquiries to Anita Yan, phone (03) 6165 4468, email [anita.yan@dpipwe.tas.gov.au](mailto:anita.yan@dpipwe.tas.gov.au).

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

EPA DIVISION

*Environmental Operations*

**Section Head Northern Regulation (706838)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$100,355 – \$104,931 p.a.

Tasmanian State Service Award, Professional Stream Band 3.

Permanent full-time

Location:- Launceston

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

Duties:- As a professional manager, manage the human, physical, financial and information resources of the Northern Regulation Section of the Environmental Operations Branch to ensure that the activities that are regulated by the Section are assessed and managed in accordance with the requirements of the Environmental Management and Pollution Control Act 1994 and Government policy.

Provide a significant contribution to the overall business planning, development of procedures, effective management and future directions of the Environmental Operations Branch.

Essential Requirements:- A degree in Science or Engineering or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:- A current motor vehicle driver's licence. Several years relevant post qualification experience.

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

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

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

Enquiries to Tammy Miller, phone (03) 6165 4594, email [Tammy.Miller@environment.tas.gov.au](mailto:Tammy.Miller@environment.tas.gov.au).

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INLAND FISHERIES SERVICE

**Technical Officer - (Carp Management) (703053)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$50,767 – \$54,369 p.a.

Tasmanian State Service Award, General Stream Band 2.

Permanent full-time

Location:- New Norfolk

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

Relocation expenses may be considered for an employee appointed to this position, however this is subject to approval.

Duties:- To assist with the containment, control and eradication of European carp in Tasmania.

Essential Requirements:- A current motor vehicle driver's licence. A restricted coxswain's certificate.

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

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

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

Enquiries to Chris Wisniewski, phone (03) 6165 3806, email Chris.wisniewski@ifs.tas.gov.au.

Applications to Manager, Human Resources, Department of Primary Industries, Parks, Water and Environment, GPO 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

PARKS AND WILDLIFE SERVICE

*Northern Region*

**Visitor Services Officer (706679)**

Applications Close:- Friday, 26 June 2015.

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

Tasmanian State Service Award, General Stream Band 3.

Permanent part-time (will work a minimum of 50% per annum, working on a roster basis paid from Timesheets.)

Location:- Within the Northern Region, initially located at Narawntapu National Park.

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:- Manage the day to day operations of the visitor centre including the retail shop, visitor information and the collection and accounting for entry fees from visitors to national parks. Provide advice and information to visitors regarding recreational activities, safety, minimal impact park use, features and facilities of national parks. Provide support and direction to the Visitor Reception Officer in the day to day operations of the visitors centre.

Desirable Requirements:- A current motor vehicle drivers licence. A current Workplace Level 2 First Aid Certificate.

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

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

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

Enquiries to Paul Flood, Department of Primary Industries, Parks, Water and Environment, phone (03) 6363 5182, email paul.flood@parks.tas.gov.au.

Applications to Manager, Human Resources, Department of Primary Industries, Parks, Water and Environment, GPO 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

PARKS AND WILDLIFE SERVICE

*Operations*

**Ranger in Charge (330749)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$77,012 – \$79,354 p.a.

Tasmanian State Service Award, General Stream Band 5.

Permanent full-time

Location:- Within the North West Region, initially located at Queenstown or Strahan Field Centre, but may be required to work at other field centres within the Region.

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

A percentage salary loading may be payable in addition to the annual award salary for those employees who are authorised to undertake work on weekends, public holidays, outside normal working hours and for performing first aid duties.

Duties:- The objective of the position is to manage field centre operations and resources for the conservation and sustainable use of natural and cultural resources.

Essential Requirements:- A Diploma in Conservation and Land Management or other qualifications deemed equivalent. A minimum of five years experience in reserve management or equivalent experience. A Workplace Level 2 First Aid Certificate.

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

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

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

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

Enquiries to Brenden Clark, phone (03) 6464 3013, email brenden.clark@parks.tas.gov.au .

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

STATE GROWTH

TRANSPORT SERVICES

**School Crossing Patrol Officers (3 Vacancies)**

Applications Close:- Friday, 26 June 2015.

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

Tasmanian State Service Award, General Stream Band 1.

Vacancy No.:- 902810

Fixed-Term part-time 15 hours per fortnight till 31 Dec 2015

Location:- Hobart

Vacancy No.:- 902811

Fixed-Term casual till 31 December 2016 - 2 positions

Location:- Hobart

Vacancy No.:- 902811

Fixed-Term casual till 31 December 2016

Location:- New Norfolk

Duties:- To assist school children and other pedestrians to cross roads near schools in locations where provision of a School Crossing Patrol Officer is warranted under Departmental guidelines.

Essential Requirements:-

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted.—crimes involving dishonesty including illegal betting or gambling, serious traffic offences and crimes of violence.

Desirable Requirements:-

A current driver's licence

Possession of a current First Aid Certificate

Enquiries to Aly Sargent, School Crossing Patrol Officer Co-Ordinator, Department of State Growth, phone (03) 6777 1933.

Applications to Human Resources, Department of State Growth, GPO Box 536, Hobart TAS 7001, phone (03) 6165 5188, email [recruitment@stategrowth.tas.gov.au](mailto:recruitment@stategrowth.tas.gov.au).

#### STATE GROWTH

##### TRANSPORT SERVICES

###### *Road User Services*

#### **Driver Assessors (2 Vacancies)**

Applications Close:- Friday, 26 June 2015.

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

Tasmanian State Service Award, General Stream Band 3.

Vacancy No.:- 371811

Permanent part-time 0.5 Full Time Equivalent

Location:- Launceston

Vacancy No.:- 371807

Fixed-Term part-time 0.8 Full Time Equivalent for 12 months

Location:- Hobart

Duties:- To deliver fair and consistent on-road driving assessments and contribute to a positive assessment environment for a range of stakeholders across different assessment types, including novice drivers, non-novice drivers, provisional applicants and overseas applicants, in accordance with Department of State Growth's business rules, manuals and guidelines.

Essential Requirements:- A current driver's licence

Desirable Requirements:-

Certificate IV in Training and Assessment (TAE)

Extensive work experience in a relevant field.

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted.—crimes involving dishonesty including illegal betting or gambling, serious traffic offences and crimes of violence.

Enquiries to Mrs Dianne Bennett, Southern Assistant Manager Driver Assessment, Department of State Growth, phone (03) 6166 3171, email [Di.Bennett@stategrowth.tas.gov.au](mailto:Di.Bennett@stategrowth.tas.gov.au) or Shelley DeCesare, Northern Assistant Manager Driver Assessment, Department of State Growth, phone (03) 6777 1946, email [shelley.decesare@stategrowth.tas.gov.au](mailto:shelley.decesare@stategrowth.tas.gov.au).

Applications to Human Resources, Department of State Growth, PO Box 536, Hobart TAS 7001, email [recruitment@stategrowth.tas.gov.au](mailto:recruitment@stategrowth.tas.gov.au).

#### PUBLIC TRUSTEE

##### TRUSTEE SERVICES

#### **Assistant Client Account Manager (791212)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$50,767 – \$54,369 p.a.

Tasmanian State Service Award, General Stream Band 2.

Fixed-Term full-time 2 years (part-time may be considered)

Location:- Hobart

Duties:- The Assistant Client Account Manager will carry out general clerical tasks supporting the management of estates and trusts as directed in accordance with relevant legislation, procedural guidelines and client instructions.

Essential Requirements:-

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

Shortlisted applicants may be required to undergo a psychometric assessment as part of the selection process.

Desirable Requirements:- Candidates should have an understanding of, or experience in the trustee industry or an associated industry, or the ability to acquire such knowledge quickly. This person will have the ability to work effectively either individually and as part of a team, well developed communication and interpersonal skills including the ability to deal with a wide range of people in a sensitive and confidential manner and the ability to promote excellent client service through identifying and understanding client needs and building effective relationships.

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

Enquiries to Paul Webb, Manager, Estate Team, Public Trustee, GPO Box 1565, Hobart, Tas, 7001, phone 62355220, email [pwebb@publictrustee.tas.gov.au](mailto:pwebb@publictrustee.tas.gov.au).

Applications to Karyne Johns, Human Resources Officer, Public Trustee, Level, 3, 116 Murray Street, Hobart, Tas, 7000, phone 62355241, email [kjohns@publictrustee.tas.gov.au](mailto:kjohns@publictrustee.tas.gov.au).

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#### TASTAFE

##### VOCATIONAL EDUCATION AND TRAINING

###### *Primary Industries and Engineering*

###### Primary Industries North West

#### **Farm Operations Manager - Freer Farm (967717)**

Applications Close:- Friday, 26 June 2015.

Salary:- \$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream Band 4.

Permanent full-time 73.50 hours per fortnight from 28 August 2015

Location:- Primary Industries North West

Description of the role:- To assist in the day-to-day management and operation of the Freer Farm whilst integrating student practical training into normal farm operations.

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

Desirable Requirements:-

A relevant tertiary qualification.

Three years post qualification experience.

Extensive practical experience in agriculture management preferably under Tasmanian conditions.

Medical certificate certifying fitness for heavy physical work.

Current drivers licence with heavy / rigid extension.

A current Chem Cert Certificate and First Aid Certificate Level II or the ability to obtain.

Enquiries to Denise Colledge, TasTAFE, phone 03 6477 7441, mobile 0418 661 605, email [denise.colledge@TasTAFE.tas.edu.au](mailto:denise.colledge@TasTAFE.tas.edu.au).

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

Electronic submission of applications is preferred.

Electronic applications must be in Microsoft Word or PDF format

Additional paper copies of applications should not be sent through the mail

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

Applications to [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au) or Human Resources (Vacancy & Staffing Services), Department of Education, GPO 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

*Fixed-term Appointments of Greater than 12 Months*

Agency	Duties Assigned	Employee	Term	Date of Effect
Education	Secondary School Nurse	R. Osborne	3 years	01.07.15
Education	Secondary School Nurse	E. Armstrong	3 years	01.07.15
Education	Secondary School Nurse	A. Bingham	3 years	01.07.15
Education	Secondary School Nurse	E. McKay	3 years	01.07.15
Education	Primary School Nurse	R. Osborne	3 years	01.07.15
Education	Primary School Nurse	M. Lewis	3 years	01.07.15
Education	Secondary School Nurse	T. Palmer	3 years	01.07.15
Education	Primary School Nurse	J. Bayes	3 years	01.07.15

*Appointment of Officers*

Agency	Officers Name	Duties Assigned	Date of Appointment	Duration
State Growth	A. Russell	Deputy Secretary, Business Services	01.06.15	5 years

*Permanent Appointments*

Agency	Duties Assigned	Employee	Probation Period	Date of Effect
Education	Teacher	K. Ratcliffe	6 months	28.05.15
Education	Teacher	J. Archer	6 months	28.05.15
Education	Teacher	S. Gough	6 months	28.05.15
Education	Teacher	L. Meleisea	6 months	28.05.15
Education	Teacher	D. Townsend	6 months	28.05.15
Education	Teacher	K. Coleman	6 months	28.05.15
Education	Teacher	L. Hine	6 months	28.05.15
Education	Teacher	S. Ryan	6 months	28.05.15
Education	Teacher	J. Bennett	6 months	28.05.15
Education	Teacher	S. Oetterli	6 months	28.05.15
Education	Teacher	A. Woolley	6 months	28.05.15
Education	Teacher	D. Finch	6 months	28.05.15
Education	Teacher - Children's Services & Education Support	B. Leaman	6 months	28.05.15
Education	Teacher	J. Stafferton	6 months	28.05.15
Education	Teacher	S. Brooke	6 months	28.05.15
Education	Teacher	S. Rainbird	6 months	28.05.15
Education	Teacher	M. Anthony	6 months	28.05.15
Education	Teacher	L. Godfrey	6 months	28.05.15
Education	Teacher	T. McShane	6 months	28.05.15
Education	Teacher	K. Toselli	6 months	28.05.15
Education	Teacher	N. Clifford	6 months	28.05.15
Education	Teacher	L. Hedge	6 months	28.05.15
Education	Teacher	M. Rush	6 months	28.05.15
Education	Teacher	M. Bell	6 months	28.05.15
Education	Teacher	J. Neville	6 months	28.05.15
Education	Teacher	S. Wilson	6 months	28.05.15

*Permanent Appointments*

Agency	Duties Assigned	Employee	Probation Period	Date of Effect
Education	Teacher	J. Fidler	6 months	28.05.15
Education	Teacher	D. Lawson	6 months	28.05.15
Education	Teacher	T. Spykers	6 months	28.05.15
Education	Teacher	T. Britton	6 months	28.05.15
Education	Teacher	E. Puttock	6 months	28.05.15
Education	Teacher	K. Allen	6 months	28.05.15
Education	Teacher	F. Gleeson	6 months	28.05.15
Education	Teacher	S. McDonald	6 months	28.05.15
Education	Teacher	B. Thurlow	6 months	28.05.15
Education	Teacher	E. Clarke	6 months	28.05.15
Education	Teacher	S. Heathcote	6 months	28.05.15
Education	Teacher	G. Rollins	6 months	28.05.15
Education	Teacher	A. Baldock	6 months	28.05.15
Education	Teacher	H. Neville	6 months	28.05.15
Education	Teacher	K. Wilson	6 months	28.05.15
Education	Teacher	J. Duff	6 months	28.05.15
Education	Teacher	D. James	6 months	28.05.15
Education	Teacher	R. Spencer	6 months	28.05.15
Education	Teacher	C. Britton	6 months	28.05.15
Education	Teacher	A. Pridmore	6 months	28.05.15
Education	Teacher	C. Absolom	6 months	28.05.15
Education	Teacher	A. Gilligan	6 months	28.05.15
Education	Teacher	S. MacKenzie	6 months	28.05.15
Education	Teacher	J. Thow	6 months	28.05.15
Education	Teacher	J. Charlesworth	6 months	28.05.15
Education	Teacher	G. Harvey	6 months	28.05.15
Education	Teacher	P. Rogers	6 months	28.05.15
Education	Teacher	Z. Baker	6 months	28.05.15
Education	Teacher	L. Murfet	6 months	28.05.15
Education	Teacher	D. Will	6 months	28.05.15
Education	Teacher	K. Dudley	6 months	28.05.15
Education	Teacher	F. Jago	6 months	28.05.15
Education	Teacher	A. Small	6 months	28.05.15
Education	Teacher	K. Birley	6 months	28.05.15
Education	Teacher	S. Preston	6 months	28.05.15
Education	Teacher	C. Gill	6 months	28.05.15
Education	Teacher	E. Mace	6 months	28.05.15
Education	Teacher	B. Stewart	6 months	28.05.15
Education	Teacher	S. Burrows	6 months	28.05.15
Education	Teacher	A. Robinson	6 months	28.05.15
Education	Teacher	A. Baker	6 months	28.05.15
Education	Teacher	A. Hardy	6 months	28.05.15
Education	Teacher	D. Movric	6 months	28.05.15



*Permanent Appointments*

Agency	Duties Assigned	Employee	Probation Period	Date of Effect
Education	Teacher	L. Waugh	6 months	28.05.15
Education	Teacher	L. Dolbey	6 months	28.05.15
Education	Teacher	W. Holdsworth	6 months	28.05.15
Education	Teacher	C. Shepherd	6 months	28.05.15
Education	Teacher	C. Bird	6 months	28.05.15
Education	Teacher	K. Pearce	6 months	28.05.15
Education	Bus Attendant	M. Jennings	6 months	15.06.15
Education	Teacher	R. Gee	6 months	28.05.15
Education	Teacher	E. Lyons	6 months	28.05.15
Education	Teacher	S. Stevens	6 months	28.05.15
Education	Teacher	S. Burdon	6 months	28.05.15
Education	Teacher	E. Rector	6 months	28.05.15
Education	Teacher	J. Atkins	6 months	28.05.15
Education	Teacher	L. Graham	6 months	28.05.15
Education	Teacher	K. Morris	6 months	28.05.15
Education	Teacher	Z. Vedovelli	6 months	28.05.15
Education	Teacher	J. Dickens	6 months	28.05.15
Education	Teacher	P. Hodges	6 months	28.05.15
Education	Teacher	J. Salter	6 months	28.05.15
Education	Teacher	S. Bentley	6 months	28.05.15
Education	Teacher	R. Overeem	6 months	28.05.15
Education	Teacher	B. Youd	6 months	28.05.15
Education	Teacher	J. Fricker	6 months	28.05.15
Education	Teacher	K. Lyall	6 months	28.05.15
Education	Teacher	G. Stevens	6 months	28.05.15
Education	Teacher	S. Bullen	6 months	28.05.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	C. Brown	6 months	11.05.15
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	C. Hay	6 months	15.06.15
Health & Human Services & Tasmanian Health Organisations	Medical Scientist - Microbiology	A. Pottinger	6 months	18.05.15
Health & Human Services & Tasmanian Health Organisations	PACS/RIS Specialist	M. Pearson	6 months	25.05.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	C. Wan	6 months	11.06.15
Health & Human Services & Tasmanian Health Organisations	Clinical Nurse Specialist - ASSAT ACAT Assessor	L. Morgan	6 months	24.05.15
Health & Human Services & Tasmanian Health Organisations	Infant Hearing Screener	B. Burton	6 months	01.05.15
Justice	Community Servicer Order Supervisor	C. Baker	6 months	17.06.15

*Permanent Appointments*

Agency	Duties Assigned	Employee	Probation Period	Date of Effect
Justice	Correctional Officer	S. Alerta	12 months	17.06.15
Justice	Prison Administration Clerk	S. Mannington	6 months	25.05.15
Police & Emergency Management	Administrative Assistant	H. Stewart	6 months	22.06.15

*Promotion of Permanent Employees*

Agency	Employee	Duties Assigned	Date of Effect
Education	K. Dyer	Principal	17.06.15
Education	C. Farnell	Advanced Skills Teacher	20.07.15
Education	J. Waldon	Principal	20.07.15
Education	D. Bresnehan	Principal	20.07.15
Health & Human Services & Tasmanian Health Organisations	T. Scott	DEM Clerical Support Officer	09.06.15
Health & Human Services & Tasmanian Health Organisations	P. Talbot	DEM Clerical Support Officer	09.06.15
Health & Human Services & Tasmanian Health Organisations	A. McCrossen	Manager, Quality Improvement and Workforce Development	09.06.15
Health & Human Services & Tasmanian Health Organisations	G. Sanders	Manager, Biomedical Engineering	15.06.15
Health & Human Services & Tasmanian Health Organisations	L. Raimondo	DEM Clerical Support Officer	11.06.15
Primary Industries, Parks, Water & Environment	A. Wright	Fire Management Officer (Policy)	17.06.15

*Retirement of Permanent Employees*

Agency	Duties Assigned	Employee	Date of Effect
Health & Human Services & Tasmanian Health Organisations	Health Care Assistant	A. Domek	06.06.15
Primary Industries, Parks, Water & Environment	Ranger	C. Markby	17.06.15
Primary Industries, Parks, Water & Environment	Communications Officer (Biosecurity)	B. Calderbank	17.06.15
Primary Industries, Parks, Water & Environment	Regional Support Officer	D. Stoddart	17.06.15

*Resignation of Permanent Employees*

Agency	Duties Assigned	Employee	Date of Effect
Health & Human Services & Tasmanian Health Organisations	Domestic Services Officer	P. Harper	22.05.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	Z. Li	01.06.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Faulkner	04.06.15
Health & Human Services & Tasmanian Health Organisations	Clinical Nurse Consultant - Cardiac Rehabilitation	E. Summers	31.05.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Newham	07.06.15
Health & Human Services & Tasmanian Health Organisations	Director Medication Strategy & Reform	A. Roberts	31.05.15
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	G. Connor	06.06.15
Health & Human Services & Tasmanian Health Organisations	Allied Health Assistant - Ophthalmology	J. Clerk	29.05.15
Primary Industries, Parks, Water & Environment	Project Officer (STTDP)	R. Davies	03.06.15
Primary Industries, Parks, Water & Environment	Ranger in Charge	B. Correy	17.06.15



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