



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
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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

Customer Service Officer, Huon LINC (700282).

Applications Close:—Friday, 31 July 2015.

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

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 36.02 hours per fortnight.

Location:—Huon LINC.

Description of Role:—Undertake a range of multiple, diverse and complex tasks and provide support to a range of customer-focused services and programs in a LINC Tasmania environment.

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 Gina Porter, Department of Education, phone (03) 6121 7010, email *Gina.Porter@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

School Business Manager, Cosgrove High School (953258).

Applications Close:—Friday, 31 July 2015.

Salary:—\$77,012 – \$79,354 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.50 hours per fortnight.

Location:—Cosgrove High School.

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

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

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

Enquiries to Michael Park, Department of Education, phone (03) 62711111, email *michael.park@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

CORPORATE SERVICES

Senior Audit Consultant, Internal Audit Office (514567).

Applications Close:—Friday, 31 July 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:—Hobart.

Description of Role:—Assist in the co-ordination and provision of high level, effective and client focussed internal review services. Develop and monitor the Department's Internal Audit program on a statewide basis, including reviews of corporate functions and projects, and activities undertaken by all divisions of the Department. Provide high level advice on internal controls and financial and administrative matters to principals and senior management. Oversee the administrative functions of the Internal Audit Office.

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 a relevant professional organisation and/or relevant academic qualifications.

Enquiries to Mat Moore, Department of Education, phone (03) 6165 6246, email Mat.Moore@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)

Cosgrove High School

Advanced Skills Teacher, Cosgrove High School (202719).

Applications Close:—Friday, 31 July 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:—Cosgrove High School.

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

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 Michael Park, Department of Education, phone (03) 62711111, email michael.park@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)

Cosgrove High School

Education Facility Attendant, Cosgrove High School (303985).

Applications Close:—Friday, 31 July 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 hours per fortnight.

Location:—Cosgrove High School.

As part of a team or alone perform the full range of cleaning, grounds keeping and/or kitchen assistant duties to a hygienic, safe and presentable level. In addition to these duties this role contributes at a high level to the maintenance program of the 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.

Enquiries to Joannie McDermott, School Business Manager, Department of Education, phone (03) 6271 1104, email [joannie.mcdermott@education.tas.gov.au](mailto:mcdermott@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)
Elizabeth College

Teacher (VET Business), Elizabeth College (966906).

Applications Close:—Friday, 31 July 2015.

Salary:—\$55,827 – \$90,682 pro rata, per annum.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Permanent part-time 56 hours per fortnight from 26 January 2016.

Location:—Elizabeth College.

To implement and manage appropriate learning programs for students and to assess individual student progress.

In order to deliver VET Business and TCE subjects of this role, applicants are to demonstrate appropriate VET and Vocational Competence.

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

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

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

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

Enquiries to Dianne Purnell, Principal, Elizabeth College, Department of Education, phone (03) 6235 6555, email dianne.purnell@education.tas.gov.au.

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

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

Applications to recruitment@education.tas.gov.au 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)
Mount Stuart Primary School

School Administration Clerk, Mount Stuart Primary School (953042).

Applications Close:—Friday, 31 July 2015.

Salary:—\$50,767 – \$54,369 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time 73.50 hours per fortnight, 40 weeks per annum.

Location:—Mount Stuart 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 Sandra Fogarty, Department of Education, phone 0438 939 664, email sandra.fogarty@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
Bicheno Primary School

Education Facility Attendant, Bicheno Primary School (964668).

Applications Close:—Friday, 31 July 2015.

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

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

Permanent part-time 50.80 hours per fortnight.

Location:—Bicheno 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 Brodie Philip, Principal, Department of Education, phone (03) 6375 1222, email brodie.philip@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

Glen Dhu Primary School

Education Facility Attendant (Cleaning), Glen Dhu Primary School (952637).

Applications Close:—Friday, 31 July 2015.

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

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

Permanent part-time 40 hours per fortnight.

Location:—Glen Dhu Primary School.

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

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

Enquiries to Colleen Newman, School Business Manager, Department of Education, phone (03) 6344 1349, email colleen.newman@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

Edith Creek Primary School

Education Facility Attendant, Edith Creek Primary School (300210).

Applications Close:—Friday, 31 July 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 hours per fortnight.

Location:—Edith Creek Primary School.

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

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

Enquiries to Erika Lees, Department of Education, phone (03) 6456 4192, email erika.lees@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

Forest Primary School

Teacher, Forest Primary School (200148).

Applications Close:—Friday, 31 July 2015.

Salary:—\$55,827 – \$90,682 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Permanent full-time 70 hours per fortnight.

Location:—Forest Primary School.

Description of the role:—To implement and manage appropriate learning programs for students and to assess individual student progress.

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

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

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

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

Enquiries to Peter Brown, Department of Education, phone (03) 6458 3141, email peter.w.brown@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services Northern Region

Mountain Heights School

Teacher (Maths/MDT), Mountain Heights School (200373).

Applications Close:—Friday, 31 July 2015.

Salary:—\$55,827 – \$90,682 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Permanent full-time 70 hours per fortnight.

Location:—Mountain Heights School.

Description of the role:—To implement and manage appropriate learning programs for students and to assess individual student progress.

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

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

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

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

Enquiries to Tessa Creeley, Department of Education, phone (03) 6471 0200, email tessa.creeley@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services Northern Region

Redpa Primary School

Education Facility Attendant (Cleaning), Redpa Primary School (965101).

Applications Close:—Friday, 31 July 2015.

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

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

Permanent part-time 36.80 hours per fortnight.

Location:—Redpa Primary School.

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

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

Enquiries to Sarah Cuthbertson, Department of Education, phone (03) 6457 1292, email sarah.cuthbertson@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

Redpa Primary School

School Business Manager, Redpa Primary School (300553).

Applications Close:—Friday, 31 July 2015.

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

Tasmanian State Service Award, General Stream, Band 4.

Permanent part-time 10 hours per fortnight.

Location:—Redpa 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 Sarah Cuthbertson, Department of Education, phone (03) 6457 1292, email sarah.cuthbertson@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

Smithton High School

Teacher (Humanities/Drama), Smithton High School (970017).

Applications Close:—Friday, 31 July 2015.

Salary:—\$55,827 – \$90,682 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Permanent full-time 70 hours per fortnight.

Location:—Smithton High School.

Description of the role:—To implement and manage appropriate learning programs for students and to assess individual student progress.

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

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

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

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

Enquiries to Keith Billing, Department of Education, phone (03) 6452 9222, email keith.billing@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

Spreyton Primary School

School Administration Clerk, Spreyton Primary School (952394).

Applications Close:—Friday, 31 July 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 29.40 hours per fortnight, 42 weeks per year.

Location:—Spreyton 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 Annette Durose, School Business Manager, Department of Education, phone (03) 6421 2222, email annette.durose@education.tas.gov.au.

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format.

Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

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

EDUCATION

LINC TASMANIA

Digital Strategies and Support

Rosny LINC

Customer Services Officer, Rosny LINC (700473).

Applications Close:—Friday, 31 July 2015.

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

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 58.80 hours per fortnight.

Location:—Rosny LINC.

Description of Role:—Undertake routine operational tasks and provide basic client assistance under close supervision and direction.

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 Jane McGregor, Department of Education, phone (03) 6165 6445, email Jane.McGregor@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LINC TASMANIA

West Coast Community Services Hub

Child and Family Centre Co-ordinator, West Coast Community Services Hub (965187).

Applications Close:—Friday, 31 July 2015.

Salary:—\$84,539 – \$94,996 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 6.

Permanent part-time 44.10 hours per fortnight.

Location:—Queenstown.

Description of Role:—The Hub combines the services of a Child and Family Centre (CFC), a Learning and Information Network Centre (LINC) and Service Tasmania, to offer an integrated range of services to the local community. This role will provide leadership and co-ordinate the operations of the Child and Family Centre as a place where the well-being of children and families come first. In consultation with the Hub Manager, work collaboratively with parents/caregivers, families, volunteers, service providers, local community, government and non-government agencies to provide the best possible quality and range of accessible integrated programs and services for children, families and communities.

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:—Appropriate academic/professional qualifications.

Enquiries to Amanda Metrikas, Department of Education, phone (03) 6495 1534, email amanda.metrikas@education.tas.gov.au.

All interested applicants are strongly encouraged to discuss specific details of the vacancy with the nominated Contact Officer in the 'More Information' area.

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

SKILLS, COMMUNITY, INTERNATIONAL AND EDUCATION SERVICES

Marketing Officer, Strategic Marketing, Communications and Media (964709).

Applications Close:—Friday, 31 July 2015.

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

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 73.50 hours per fortnight, from as soon as possible to 21 December 2015.

Location:—Hobart.

Description of Role:—Provide high level customer service to stakeholders in relation to marketing, communications and media projects, including the development and implementation of marketing based projects. Utilise a range of communication channels to distribute information including digital media, internal communications and hard copy printed materials.

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 and/or experience in sales and marketing.

Drivers Licence.

Enquiries to Liz Woodberry, Department of Education, phone (03) 6165 5724, email liz.woodberry@education.tas.gov.au.

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

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

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

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

HEALTH AND HUMAN SERVICES

Children and Youth Services

Child Protection Worker (501555).

Applications Close:—Friday, 31 July 2015.

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

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

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

Location:—Children and Youth Services, North West.

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

*** Applicants are encouraged to read the further information available on child protection careers ***

Working in Child Protection in Tasmania.

Choose a career in Child Protection.

Duties:—The Children, Young Persons and their Families Act 1997 provides the legal mandate for the department to take action to protect children and young people from abuse and neglect and promote their safety stability and development. Child Protection Workers have a specific statutory role in protecting children and young people from harm and promoting their rights and healthy development. In Tasmania Child Protection Workers work within a legislative framework, the Child Protection Practice Framework and the Child Protection Professional Practice Standards.

Child Protection Workers are responsible for receiving, investigating and assessing notifications of children at risk of harm from abuse or neglect. They work with families and other professionals to resolve problems and keep children safe. In circumstances of severe risk, the Child Protection Worker may be involved in legal interventions in the Magistrates Court.

Child Protection Workers have sound self-management skills, self-awareness, and emotional maturity, with the ability to understand the personal impacts of child protection work

and strategies for managing stress and building resilience. It is important that Child Protection Workers have the ability to conduct work with integrity and honesty; adhere to confidentiality requirements; and demonstrate a commitment to working with children, young people and their families.

Selection criteria includes:—Your sound skills in building relationships, casework, interpreting and analysing information, and communication will be highly valued. Demonstrated abilities and experience will include: Identifying and initiating contact with key individuals and groups who are important in decision making processes and providing expertise or assistance, investing time to create and maintain professional relationships based on mutual respect and contributing to a supportive and collaborative team environment.

Knowledge of and/or experience in assessment and casework intervention with individuals and families who have complex needs, and knowledge of theoretical perspectives that relate to child protection practice and application of this in a service delivery context.

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

Essential Requirements:—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields. Current Working with Children Registration. 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 Selina McGuire, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6477 7585, email selina.mcguire@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

HEALTH AND HUMAN SERVICES

Children and Youth Services

Child Protection Worker (3 vacancies) (501542).

Applications Close:—Friday, 31 July 2015.

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

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

Permanent full-time day work, See Note Below.

Location:—Children and Youth Services, North.

Please note:—Permanent full-time day work (3 vacancies).

Other permanent full-time and 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.

*** Applicants are encouraged to read the further information available on child protection careers ***

Working in Child Protection in Tasmania.

Choose a career in Child Protection.

Duties:—The Children, Young Persons and their Families Act 1997 provides the legal mandate for the department to take action to protect children and young people from abuse and neglect and promote their safety stability and development. Child Protection Workers have a specific statutory role in protecting children and young people from harm and promoting their rights and healthy development. In Tasmania Child Protection Workers work within a legislative framework, the Child Protection Practice Framework and the Child Protection Professional Practice Standards.

Child Protection Workers are responsible for receiving, investigating and assessing notifications of children at risk of harm from abuse or neglect. They work with families and other professionals to resolve problems and keep children safe. In circumstances of severe risk, the Child Protection Worker may be involved in legal interventions in the Magistrates Court.

Child Protection Workers have sound self-management skills, self-awareness, and emotional maturity, with the ability to understand the personal impacts of child protection work and strategies for managing stress and building resilience. It is important that Child Protection Workers have the ability to conduct work with integrity and honesty; adhere to confidentiality requirements; and demonstrate a commitment to working with children, young people and their families.

Selection criteria includes:—Your sound skills in building relationships, casework, interpreting and analysing information, and communication will be highly valued. Demonstrated abilities and experience will include: Identifying and initiating contact with key individuals and groups who are important in decision making processes and providing expertise or assistance, investing time to create and maintain professional relationships based on mutual respect and contributing to a supportive and collaborative team environment.

Knowledge of and/or experience in assessment and casework intervention with individuals and families who have complex needs, and knowledge of theoretical perspectives that relate to child protection practice and application of this in a service delivery context.

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

Essential Requirements:—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields. Current Working with Children Registration. 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 Kai Kitchin, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 1143, email kai.kitchin@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

HEALTH AND HUMAN SERVICES

Children and Youth Services

Registered Nurse, Child and Family Health Nurse (Multiple vacancies) (500957).

Applications Close:—Friday, 31 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 and part-time day work, SEE NOTE BELOW.

Location:—CYS, Child Health and Parenting Services, North West.

Please Note:—Vacancies:—Permanent full-time day work (1 vacancy).

Permanent part-time day work (53.2 hours per fortnight) (1 vacancy).

Fixed term full-time day work commencing As soon as possible for a period of 12 months (1 vacancy).

Fixed term part-time day work (45.6 hours per fortnight) commencing As soon as possible until 01 March 2016.

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.

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, Child and Family Health Nurse: Strengthens health outcomes for clients through the provision of safe, quality, clinically appropriate nursing care in partnership with clients, their families and other health professionals within the child and family health practice area.

Selection criteria includes:—Current knowledge of, and the ability to apply nursing principles, procedures and practices in the delivery of client care in child and family health nursing and in line with legal requirements and the Australian Nursing and Midwifery Board (ANMB) National Competency Standards for the Registered Nurse.

Demonstrated sound knowledge of the principles of primary health care and the ability to apply these in child and family health nursing.

Sound interpersonal and communication skills, including written skills and the ability to function effectively in a multidisciplinary team environment.

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

Desirable Requirements:—Holds a recognised child and family health nursing qualification or is working towards same.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse. Current Working with Children Registration. 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 Cherie Neilson, Department of Health and Human Services and Tasmanian Health Service, phone

(03) 6434 6201, mobile 0419 344 763, email cherie.neilson@dhhs.tas.gov.au

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH SERVICE

HEALTH AND HUMAN SERVICES

Public Health Services

Health Protection

Assistant Director of Nursing, Public Health Services (516290).

Applications Close:—Friday, 7 August 2015.

Salary:—\$108,399 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 8, Level 3.

Permanent full-time day work.

Location:—Hobart.

Duties:—We are seeking an Assistant Director of Nursing, Public Health Services to join our team. If you are successful you will be providing advice to the Director of Public Health on matters/functions related to nursing services delivered within Public Health Services. You will be managing the operations of the Tasmanian Infection Prevention and Control Unit and providing strategic nursing leadership across the Tasmanian Health Sector on infection prevention and control issues.

If you are interested in this position, please contact us and apply!

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.

Relevant post graduate qualifications.

Endorsement as a Nurse Immuniser in Tasmania, or willingness to obtain such endorsement through completion of relevant training.

Credentialed infection control professional, awarded by the Australasian College of Infection Prevention and Control or similar international organisation.

Enquiries to Simone Duncombe, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 0665, email simone.duncombe@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH SERVICE

HEALTH AND HUMAN SERVICES

Purchasing and Performance

Service Planning and Design

Principal Project Officer (521406).

Applications Close:—Friday, 31 July 2015.

Salary:—\$99,415 – \$103,948 p.a.

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

Permanent full-time day work.

Location:—Launceston.

Duties:—We are seeking an experienced Principal Project Officer to join our high performing team. As a member of the Rural Health Program team, the Principal Project Officer will provide high level project management and program delivery in relation to rural health outreach services and Aboriginal health services within Tasmania.

The successful applicant will be required to demonstrate sound knowledge and experience in leading inter-Agency collaboration on state-wide outreach services within Tasmania; complex project management; effective cross-cultural collaboration to deliver sustainable health services; analysis of complex issues and problem solving; and research and development of policy.

The Principal Project Officer will co-ordinate a small team.

If this sounds like you, please apply!

Desirable Requirements:—A post-graduate degree or equivalent in life sciences or humanities.

Training and experience in effective staff supervision.

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 Kim Atkins, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 2989, mobile 0400 178 332, email kim.atkins@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH SERVICE

TASMANIAN HEALTH ORGANISATION, SOUTH

Statewide Mental Health Services

Registered Nurse, Correctional Primary Health Services (Multiple vacancies).

Applications Close:—Friday, 7 August 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. 512531.

Fixed-term full-time shift work (fully rotational) commencing As soon as possible until 31 January 2016.
Location:—Risdon Prison Hospital.

512531, Fixed-term full-time shift work (fully rotational) commencing As soon as possible until 31 January 2016.

512533, Fixed-term full-time shift work (fully rotational) commencing As soon as possible until 31 January 2016.

512534, Fixed-term full-time shift work (fully rotational) commencing As soon as possible until 31 January 2016.

512532, Fixed-term part-time shift work (fully rotational), working 19 hours per fortnight, commencing As soon as possible until 31 January 2016.

516913, Fixed-term full-time shift work (fully rotational) commencing As soon as possible until 8 May 2016.

512563, Fixed-term part-time shift work (fully rotational), working 28 hours per fortnight, commencing As soon as possible until 11 September 2016.

PLEASE NOTE: Part-time hours will also be considered for the full-time vacancies as flexible working options allow these vacancies to be filled by more than one person.

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

Duties:—Strengthen 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 Kathryn Gregory, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6216 8241, mobile 0409 156 487, email kathryn.gregory@ths.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, Tasmanian Health Service – Southern Region, G.P.O. 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 SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Clinical Co-ordinator, Midwifery Group Practice (504579).

Applications Close:—Friday, 31 July 2015.

Salary:—\$81,214 – \$84,989 p.a.

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

Fixed-term full-time day work. To commence as soon as possible for a 12 month period.

Location:—Extended Midwifery Service.

Duties:—The THS, Northern Region seeks an enthusiastic, experienced Midwife/Registered Nurse with a passion for co-ordination of Midwifery Group Practice in beautiful rural Launceston, Tasmania.

The Midwifery co-ordinator in consultation with the Nurse Unit Manager will work with women and their families within a Midwifery Group Practice providing continuity of care. The role will provide co-ordination in the midwifery group practice and provide midwifery care to a defined number of women. Initially this will be a 12 month fixed term full-time with the opportunity of extension. This full-time position is divided into 0.5 FTE Clinical Co-ordination of MGP (Midwifery Group Practice) and 0.5 FTE Clinical Caseload. The Clinical Co-ordinator would have flexible working hours to respond to the needs of their primary caseload, this position will provide clinical leadership, supporting the multi-disciplinary team and co-ordinating and managing the midwifery led model of care in consultation with the Nurse Unit Manager.

Salary: as per Caseload Midwifery Industrial Agreement 2012 plus superannuation and access to salary packaging.

In the THS-Northern Region you will be working with a great team of people with all the services and facilities needed plus pristine wilderness and beaches nearby.

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

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

Desirable Requirements:—Holds/working towards post-graduate qualifications in midwifery or qualifications deemed equivalent.

Enquiries to Wendy Newman, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 8948, email wendy.newman@ths.tas.gov.au or Jenny Pople, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 8964, email jennifer.pople@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Registered Nurse, Clozapine Clinic (504821).

Applications Close:—Friday, 31 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 day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Mental Health Services North, Adult and Community.

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

Duties:—As part of the multidisciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Clozapine Clinic Nurse: is responsible for the efficient and effective prioritisation and co-ordination of the delivery of clinical care to clients who attend Adult Community Mental Health Services, North outpatient clinics for depot medication or management of Clozapine medication; collaborates with case managers and administrative staff to formulate and implement quality improvement activities consistent with best practice and consumer focused outcomes and supports the Team Leader, Clinical Nurse Specialist, Clinical Leads and members of the multidisciplinary team to implement policies and procedures consistent with the ACMHS Model of Care.

Desirable Requirements:—Possesses specialist tertiary graduate or postgraduate mental health/psychiatric nursing qualification.

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 Helen van der Molen, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6336 2185, email helen.vandermolen@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Technical Officer (507640).

Applications Close:—Friday, 31 July 2015.

Salary:—\$56,487 – \$60,553 p.a.

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

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

Location:—Pathology Department.

Duties:—In accordance with conventional practices, methods and standards, the Technical Officer provides support to pathologists and scientists for the efficient operation of the Pathology Department. Ensure prescribed procedures and techniques are applied when performing routine and specialised

tests.

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

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

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

Enquiries to Gerald Bates, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6684, email gerald.bates@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Launceston General Hospital

Nurse Unit Manager, John L Grove Rehabilitation Unit (521284).

Applications Close:—Friday, 31 July 2015.

Salary:—\$95,153 – \$99,594 p.a.

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

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

Location:—John L Grove Rehabilitation Unit, Launceston General Hospital Charles Street, Launceston.

Duties:—The Nurse Unit Manager:—Provides leadership to John L Grove Rehabilitation Unit at the Launceston General Hospital. Ensures 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 John L Grove Rehabilitation Unit.

Leads and manages the co-ordination of overall patient care and is responsible for managing the allocated human, material and financial resources for service delivery within the John L Grove Rehabilitation Unit.

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

Desirable Requirements:—Relevant post graduate qualifications.

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

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

Enquiries to Lee Wallace, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6671, email lee.wallace@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Launceston General Hospital

Registered Nurse, Midwife (6 Vacancies) (521814).

Applications Close:—Friday, 31 July 2015.

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

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

Fixed-term full-time and part-time vacancies available. To commence as soon as possible for a 12 month period.

Location:—Extended Midwifery Service.

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

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

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

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

Enquiries to Wendy Newman, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 8948, email wendy.newman@ths.tas.gov.au or Jenny Pople, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 8964, email jennifer.pople@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Launceston General Hospital

Senior Physiotherapist (503775).

Applications Close:—Friday, 14 August 2015.

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

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

Fixed-term part-time day worker (with oncall) working 38 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence 14 September 2015 until 9 September 2016.

Location:—Physiotherapy, Launceston General Hospital, Charles Street, Launceston.

Duties:—To provide and maintain optimal specialist physiotherapy services within the North.

Provide professional guidance and support to level 1-2 Physiotherapists.

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

Desirable Requirements:—Current Driver's Licence.

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

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

Enquiries to James Darvas, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6935, email james.darvas@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Launceston General Hospital

Specialist Radiographer (Medical Imaging Practitioner) (517831).

Applications Close:—Friday, 7 August 2015.

Salary:—\$83,105 – \$91,756 p.a.

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

Permanent full-time day work (with oncall). Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Radiology.

Duties:—Responsible for performing basic and advanced Magnetic Resonance Imaging (MRI), Computed Tomography (CT) and/or Angiography radiographic imaging examinations, procedures and associated administrative tasks.

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

Enquiries to Garth Faulkner, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6081, email garth.faulkner@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Mental Health Services Northern Region

Clinical Nurse Specialist (514823).

Applications Close:—Friday, 31 July 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 work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Mental Health Services North, Adult and Community.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Clinical Nurse Specialist: Provides expert knowledge utilising an advanced clinical framework in the management of consumers with complex mental health needs within the designated area of practice. Develops, implements, co-ordinates and evaluates relevant activities to improve patient outcomes within the multi-disciplinary team. Participates as an active member of the Adult Community Mental Health team in delivering case management, carer education, consultation and collaboration with GP's and significant others in provision of care to a designated number of consumers.

Desirable Requirements:—Extensive, relevant psychiatric nursing experience and/or is credentialed as a Mental Health Nurse by the Australian and New Zealand College of Mental Health Nurses Inc. or equivalent.

Holds or is working towards relevant tertiary qualifications.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse and possess specialist tertiary graduate or post graduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, an accredited hospital based program that lead to registration as a psychiatric nurse by the relevant nurse regulatory authority within Australia, New Zealand, Canada or the United Kingdom. Current Driver's Licence.

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

Enquiries to Helen van der Molen, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6336 2185, email helen.vandermolen@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Primary Health North

Clinical Nurse Consultant, Continence (521412).

Applications Close:—Friday, 31 July 2015.

Salary:—\$84,989 – \$90,857 p.a.

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

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

Location:—Allambi Building, Howick Street, Launceston.

Duties:—This is an advanced clinical practice role with responsibility for co-ordinating the delivery of Continence Services across a broad community practice setting. The role will monitor the team's clinical load, allocate staffing resources in accordance with clinical practice experience and service priorities and provide clinical expertise in the management of more complex cases. Support an integrated approach to service delivery by developing effective links with other public and community based health service providers and promote community awareness in relation to continence services. Work collaboratively with the Primary Health Area Co-ordinator (South Esk) in the evaluation, planning and development of continence services for the northern region of Tasmania and in the operational functioning of the service.

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

Desirable Requirements:—Holds or working towards Post Graduate Studies in Continenence.

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 Fiona Young, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6336 5551, email fiona.young@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Southern Region

Rostering Services Support Officer (509136).

Applications Close:—Friday, 31 July 2015.

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

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

Fixed-term casual working on an as and when required basis.

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

The Tasmanian Health Service is seeking interest from applicants for casual Rostering Services Support Officers.

Duties:—In the role of Rostering Services Support Officer you are expected to ensure best practice in respect to data integrity and security of information within the ProAct Rostering System (ProAct). You will provide:—effective staffing support to THS – Southern Region managers.

ProAct administrative support, guidance and assistance to system users. This includes collating staffing related reports and responding to regular systems enquiries.

general administrative and clerical support to the Team Leader, Roster Support Unit (RSU) and NUM – Access and Patient Flow.

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 Marc Bester, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 8152, email marc.bester@ths.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Southern Region

Clinical Support

Senior Physiotherapist, Medical Units (520075).

Applications Close:—Friday, 7 August 2015.

Salary:—\$83,105 – \$91,756 p.a.

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

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

Location:—Physiotherapy, Royal Hobart Hospital.

The Tasmanian Health Service is seeking interest from suitably qualified applicants for a Senior Physiotherapist, Medical Unit vacancy at Royal Hobart Hospital.

Are you passionate about physiotherapy? Do you have the skills, experience and potential to provide contemporary evidence-based physiotherapy services as part of the multidisciplinary team, to patients admitted with medical conditions at the Royal Hobart Hospital, the largest public teaching hospital in Tasmania? If so, this is the opportunity for you.

Duties:—In the role of Senior Physiotherapist – Medical Units you are expected to provide and maintain dedicated physiotherapy service for patients within a THS Framework and in accordance with Policy and Procedures.

This care will be provided flexibly and collaboratively as part of the THS Physiotherapy Service, providing physiotherapy expertise and leadership in the multidisciplinary Assessment and Planning Unit, medical wards, and other related areas. As part of the physiotherapy Medical Services Team, the successful applicant will work closely with other physiotherapy and multidisciplinary staff in the context of the acute medical patient journey, will meet all of the selection criteria for this position (as outlined in the linked Statement of Duties) and will possess strong skills in clinical supervision, teaching and training, team work and quality improvement.

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

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

Enquiries to Annegret Ludwig, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 8326, email annegret.ludwig@ths.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Southern Region

Complex Chronic and Community

Health Promotion Officer, Chronic Disease (517334).

Applications Close:—Friday, 31 July 2015.

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

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

Fixed-term part-time day worker, working 38 hours per fortnight commencing as soon as possible until 30 June 2016.

Location:—Central Highlands Rural Primary Health Service.

The Tasmanian Health Service is seeking applications for a fixed term Health Promotion Officer, Chronic Disease vacancy located at Ouse.

Duties:—In the role of Health Promotion Officer, Chronic Disease you are expected to assist in maintaining, sustaining and improving the health of residents of the Central Highlands Municipality with particular emphasis on chronic disease prevention and management within a primary health care framework. You will work with other health services in the management, leadership, planning, implementation and evaluation of health promotion activities in the Central Highlands Municipality with particular emphasis on activities and programs aimed at chronic disease prevention and management.

Desirable 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 Fred Howard, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 6668, email fred.howard@ths.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Southern Region

Surgical Services

Hospital Aide (two vacancies) (509227).

Applications Close:—Friday, 31 July 2015.

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

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

Permanent part-time shift work, working 26 hours per fortnight and working 28 hours per fortnight (two vacancies).

Location:—2B Surgical, Surgical Services, Royal Hobart Hospital.

Duties:—The Hospital Aide cleans, maintains and sterilises work areas and ward equipment within infection control guidelines. They provide a communication network between departments including delivery and collection service as required and communicate effectively with patients, relatives and staff. They maintain ward linen stocks including the handling of foul and nauseous linen and assist with maintenance of stores. Additionally they provide liquid refreshments for patients when not provided by catering staff and undertake basic clerical duties 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 Annette Goulding, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 8525, email annette.goulding@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 Service, Southern Region, G.P.O. Box 125, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Statewide Services

Mental Health Statewide Services

Psychologist (505005).

Applications Close:—Friday, 7 August 2015.

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

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

Fixed-term part-time day work, working 60.8 hours per fortnight, commencing As soon as possible until 23 January 2016.

Location:—Brighton Community Health Centre.

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.

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

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

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

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

Enquiries to Ainslee Allan, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 1161, email ainslee.allan@ths.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, Tasmanian Health Service – Southern Region, G.P.O. 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 SERVICE

TASMANIAN HEALTH SERVICE

Statewide Services

Mental Health Statewide Services

Alcohol and Drug

Registered Nurse, Pharmacotherapy (517321).

Applications Close:—Friday, 7 August 2015.

Salary:—\$58,432 – \$79,964 p.a.

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

Permanent full-time day work.

Location:—Launceston.

PLEASE NOTE:—Flexible working options allow this vacancy to be filled by more than one person.

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

Duties:—Work as part of a multidisciplinary team to provide quality treatment and specialist interventions, specifically pharmacotherapy, for individuals who may be physically and or psychologically dependent on legal and or illegal substances.

Practice in accordance with Government Legislation and Regulations, Primary Health Care Principles, Alcohol and Drug Service policies, Agency policies, legal requirements and professional competencies, to provision of specialist alcohol and drug interventions and in all aspects of nursing care.

Work collaboratively with other agencies, health professionals, community members and organisations to ensure effective service provision to individuals with substance abuse issues.

Inform, educate, support, liaise and provide other activities to community members and organisations that may be directly concerned or involved with people who use alcohol and other drugs.

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 Monika Petschar, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 1234, email monika.petschar@ths.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, Tasmanian Health Service – Southern Region, G.P.O. 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 SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Corporate Services

Business Analyst (502924).

Applications Close:—Friday, 7 August 2015.

Salary:—\$76,051 – \$78,350 p.a.

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

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

Location:—Level 4 Parkside, 1 Strahan St.

Are you looking for an opportunity to use your business, accounting and client relationship skills?.

Do you want to be part of an organisation that seeks to make a difference to the health and wellbeing of people on a daily basis?

The Tasmanian Health Service, North West Region is seeking to recruit to the position of Business Analyst for its Primary Health portfolio.

The successful candidate for this role will be required to perform a diverse range of tasks including: Preparation of Budgets. Preparation of month end financial and performance reports. Undertaking investigation and analysis providing advice and recommendations. Supporting, informing and training service managers.

Undertaking processing functions. The position reports to the Finance Director and receives day to day direction from the Business Manager of Primary Health Services North West.

This position is well supported with on the job training, mentoring and support.

The position will suit candidates with:—Understanding of business systems, accounting concepts and procedures including their application.

An ability to investigate and analyse and offer recommendations with an improvement focus.

A high attention to detail with a focus on accuracy and quality of work.

Well-developed communications skills with a focus on client service and engagement.

In order to be considered for this position it is a requirement that you submit a written statement addressing each of the selection criteria with 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 Brad Pilgrim, Business Manager, Department of Health and Human Services and Tasmanian Health Service, phone 6440 7009, email brad.pilgrim@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Corporate Services

Financial Accountant (501890).

Applications Close:—Friday, 7 August 2015.

Salary:—\$83,601 – \$94,132 p.a.

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

Fixed-term full-time day worker, working 76 hours per fortnight until 20 September 2016.

Location:—Based from the Mersey Community Hospital.

Who are we?

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

Who are we looking for?

We are seeking a highly motivated financial accountant to join the finance team in a fixed term capacity.

General duties will include preparation of monthly internal and external finance reports, co-ordination of monthly cash and accrual forecasts, and preparation of external annual financial

statements including preparation of supporting working papers.

The role will also be involved in THS-North West Region wide finance projects. This is expected to include: development of the Strategic Assessment Management Plans (SAMP); review and redesign of contracts management; and review of finance policies and delegations.

The ideal candidate will have experience in: health and/or government departmental accounting; financial statement preparation and policy development. Well developed verbal and written communication skills and high degree of self-motivation is expected.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

Essential Requirements:—Nil.

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

Enquiries to David Basire, Finance Director, Department of Health and Human Services and Tasmanian Health Service, phone 6464 3057, email david.basire@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

North West Region

North West Regional Hospital

Hospital Aide (501937).

Applications Close:—Friday, 31 July 2015.

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

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

Permanent part-time shift worker, working 24 hours per fortnight.

Location:—North West Regional Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated Hospital Aide to provide cleaning and resource maintenance services to the Department of Emergency at North West Regional Hospital.

The primary responsibilities of this role are to maintain clean hygienic surroundings to facilitate the control of infection, basic ward equipment and adequate stores. Additionally you will assist patients with aspects of daily living under the supervision of a Registered Nurse.

The ideal candidate will have the ability to work with minimal supervision and have a demonstrated knowledge of the cleaning standards required to prevent infection. You will use your ability to monitor equipment, stock and stores and order when appropriate to ensure adequate supplies are maintained on the ward. Previous experience of working with patients is highly desirable.

Do you have?

Demonstrated knowledge of the standards required to prevent infection.

The ability to prioritise work.

Sound communication and interpersonal skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information or to discuss your application today please contact Maxine Wooler, Nurse Unit Manager on (03) 6430 6632 or email maxine.wooler@ths.tas.gov.au.

In order to be considered for this position please provide a cover letter and Resume. A response to the selection criteria is not required.

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 Maxine Wooler, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6430 6632, email maxine.wooler@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

North West Region

North West Regional Hospital

Maintenance Support Officer (502013).

Applications Close:—Friday, 31 July 2015.

Salary:—\$47,227 – \$48,915 p.a.

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

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

Location:—North West Regional Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Maintenance Support Officer to undertake a wide range of duties associated with the maintenance of the North West Regional Hospital and buildings.

Primarily you will be responsible for the maintenance repairs and alterations to equipment, including non-biomedical, fixtures and fittings, in an efficient and safe manner. Additional duties include exterior and vehicle cleaning tasks.

Your demonstrated competence in general maintenance and gardening, will assist you with the efficient and effective execution consistent with the high quality standard of THS-North West Region. A sound knowledge of the principals of OHandS including manual handling is required to work independently with limited supervision and often with time constraints.

You will be a self starter, who is able to prioritise work in an efficient but effective manner. You will have sound communication and interpersonal skills and the ability to build a good rapport with your colleagues, other staff members and clients and a willingness to increase knowledge and skills on an ongoing basis.

Do you have?

Demonstrated competence and experience in similar roles.

Sound knowledge of the principles involved in WHandS.

Sound verbal communication and interpersonal skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

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 Denise Parry, General Manager, Department of Health and Human Services and Tasmanian Health Service, phone 6430 6501, email denise.parry@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

North West Region

North West Regional Hospital

Tradesperson (Plumber) (520981).

Applications Close:—Friday, 31 July 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, working 76 hours per fortnight.

Location:—North West Regional Hospital, Burnie.

Who are we?

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

We are looking for a permanent plumber to carry out plumbing and maintenance of building and structures based at the North West Regional Hospital (NWRH) at Burnie.

Who are we looking for?

We are seeking a motivated and experienced to work as part of a multidisciplinary team, you will be responsible for the repair and installation of all plumbing trade related plant, equipment, services, and facilities.

You will possess skills in installation and maintenance of reticulated water mains, sterilisers, backflow testing, roofs, steam systems, waste lines or similar associated equipment, ensuring deadlines, specifications and quality standards are met. Your level of knowledge and experience combined with the demonstrated skill and ability to manage minor projects will allow you to actively engage in the opportunities provided to you within this position.

The successful applicant must hold or be working towards obtaining Certificate III in Plumbing or equivalent or eligible for registration by the Plumbers and Gas-fitters Registration Board to work as an Advanced Plumber (and Gas Fitter) in Tasmania.

We will offer you a welcoming and supportive environment where you will become a valued member of our dedicated team.

Do you have?

A relevant Trade Qualification.

Sound working knowledge of the principals involved in manual handling, Australian Standards, Regulations and the Workplace Health and Safety and Health Services Acts.

The ability to prioritise work and complete tasks in an efficient and effective manner.

What can we offer?.

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Denise Parry, General Manager, North West Regional Hospital on 6430 6500 or email denise.parry@ths.tas.gov.au.

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

Desirable Requirements:—Current Drivers Licence.

Essential Requirements:—Relevant Trades Qualification.

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

Enquiries to Denise Parry, General Manager, North West Regional Hospital, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6430 6500, email denise.parry@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Primary Health North West

Burnie and Wynyard Community Centre

Administrative Assistant (502539).

Applications Close:—Friday, 31 July 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 day worker, working 34 hours per fortnight until 10 July 2017.

Location:—Burnie Community Health Centre.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Administrative Assistant to join our Primary Health Team in a fixed term capacity.

Working under the general direction and supervision the successful candidate will be responsible for the relevant day to day administration processes including, provision of an effective confidential service. You will be responsible for preparation of basic correspondence and reports as well as data base entry tasks. Additionally you will be responsible for maintaining adequate office supplies, photocopying and filling.

Do you have?

Strong communication and interpersonal skills.

Sound understanding of and experience in managing databases.

Ability to be flexible and work with minimal supervision.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

Essential Requirements:—Nil.

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

Enquiries to Lisa Probert, Acting Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6434 6454, email lisa.probert@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Primary Health North West

Burnie and Wynyard Community Centre

Administrative Assistant (Relief) (512711).

Applications Close:—Friday, 31 July 2015.

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

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

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

Location:—Burnie and Wynyard Community Health Centres.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Administrative Assistant to join our Primary Health Team in a casual capacity.

Working under the general direction and supervision the successful candidate will be responsible for the relevant day to day administration processes including, provision of an effective confidential service. You will be responsible for preparation of basic correspondence and reports as well as

data base entry tasks. Additionally you will be responsible for maintaining adequate office supplies, photocopying and filling.

Do you have?

Strong communication and interpersonal skills.

Sound understanding of and experience in managing databases.

Ability to be flexible and work with minimal supervision.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

Essential Requirements:—Nil.

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

Enquiries to Lisa Probert, Acting Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6434 6454, email lisa.probert@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Primary Health North West

West Coast District Hospital and Community Health

Rural Social Worker (HealthWest) (514917).

Applications Close:—Friday, 31 July 2015.

Salary:—\$83,105 – \$91,756 p.a.

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

Fixed-term full-time day worker, working 76 hours per fortnight until 30 June 2016.

Location:—Working across the West Coast.

Who are we?

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

Who are we looking for?

We are seeking motivated and experienced Social Workers to take up positions in our rural sites on the West Coast. You will be responsible for individual client social support, group social support and will also contribute to health promotion and community development projects to improve people's health and wellbeing. You will be required to assess and analyse the social and health requirements of clients, develop and implement appropriate programs and evaluate their success or otherwise.

You will be expected to utilise your Social Work expertise to work with clients with complex and critical needs, liaising with specialist community services that outreach to the West Coast, and you will provide referrals for clients as necessary to relevant support agencies and services.

Do you have?

Demonstrated experience in the provision of professional social work service in a rural setting.

Current Driver's Licence.

Proven high-level counselling and interpersonal skills.

The ability to work collaboratively as part of a multidisciplinary team.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

Essential Requirements:—Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers. 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 Linda Neale, Director of Nursing, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6472 2300, email linda.neale@ths.tas.gov.au.

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

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JUSTICE

SUPREME COURT

Hobart

Transcription Typist (356595).

Applications Close:—Friday, 31 July 2015.

Salary:—\$50,767 – \$54,369 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time working 73.5 hours per fortnight.

Location:—Hobart.

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

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

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

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

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart, Tas, 7001, phone (03) 6165 4908, email applications@justice.tas.gov.au.

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

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

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

JUSTICE

TASMANIA PRISON SERVICE

Prison Administration Clerk (355618).

Applications Close:—Friday, 31 July 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time working 73.5 hours per fortnight commencing as soon as possible until 7 January 2016.

Location:—Risdon Prison.

The successful applicant will be required to work weekends and public holidays as part of a 7 day a week roster.

Duties:—Undertake reception duties at the Visitor Reception Centre, including reception, booking visits, receipting of monies and property and providing general customer service to clients.

Undertake financial tasks including processing of prisoner requests and checking and upgrading financial transactions for inmates, together with banking of monies.

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 Jenita Deverall, Senior Administration Officer, Tasmania Prison Service, Department of Justice, phone (03) 6216 8228, email Jenita.deverall@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart, Tas, 7001, phone (03) 6165 4908, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Jenita Deverall on (03) 6216 8228.

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

WORKSAFE TASMANIA

Manager Compliance (355711).

Applications Close:—Friday, 31 July 2015.

Salary:—\$109,279 – \$115,977 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time working 73.5 hours per fortnight.

Location:—Hobart.

Duties:—In consultation with the Director of Industry Safety: establish an organisation wide, comprehensive and effective compliance framework, supporting strategic priorities, and developing appropriate policies and procedures identifying and minimising risk; Develop and manage the implementation of operational plans that contribute to the implementation of WorkSafe Tasmania's strategic priorities; Undertake compliance reviews in accordance with the compliance plan and report on outcomes; Deliver an ongoing program to identify operational improvements in the area of risk and compliance and oversee the implementation, monitoring and review of any process. Manage assigned human, physical and financial resources to deliver agreed outcomes, including the development and implementation of operational policies and procedures.

Essential Requirements:—A current Tasmanian Drivers Licence.

Desirable Requirements:—Diploma of Government (Investigation or Compliance) or relevant equivalent qualification.

Enquiries to Mark Cocker, Director of Industry Safety, WorkSafe Tasmania, Department of Justice, phone (03) 6166 4675, email mark.cocker@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart

Tas 7001, phone (03) 6165 4908, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Mark Cocker on (03) 6166 4675.

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.

MACQUARIE POINT DEVELOPMENT CORPORATION

Senior Site Manager (251012).

Applications Close:—Friday, 7 August 2015.

Salary:—\$109,279 – \$115,977 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Fixed-term full-time 73.50 hours per fortnight for a period of 2 years.

Location:—Hobart.

Duties:—Manage and direct the Macquarie Point project's on-site development works and infrastructure staging in a timely, high-quality and cost-effective manner. Provide strong leadership to corporation staff in the area of work health and safety (WHS) and risk management, and develop and maintain a strong WHS culture within the corporation and across its contractors and consultants. Develop and implement a project management system to support the effective oversight of all corporation policies, planning, projects and procedures to support an integrated and co-ordinated approach to the delivery of project infrastructure. Provide the corporation's management team with expert, strategic advice in relation to all project infrastructure and WHS/risk management aspects of the Macquarie Point project.

Desirable Requirements:—A university degree in a related field.

At least six years' experience at a senior level in the construction industry.

Enquiries to Teresa Derrick, Executive Officer, Macquarie Point Development Corporation, phone (03) 6166 4002, email teresa@macquariepoint.com.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4904, 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 Teresa Derrick on (03) 6166 4002.

The Corporation 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 AND GOVERNANCE
Information Systems Branch

Assistant Manager Information Services (002084).

Applications Close:—Friday, 31 July 2015.

Salary:—\$100,355 – \$104,931 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the effective delivery of information services management of the Agency through the provision of services that support Divisions in the use of information technology and information management resources. Provide authoritative and consultative advice to senior management on complex information service management matters and lead and manage a team of staff.

Desirable Requirements:—Appropriate tertiary qualification in a relevant field.

Enquiries to Carey Nairn, Manager, Information Services Branch, Department of Premier and Cabinet, phone (03) 6270 5619, email carey.nairn@dpac.tas.gov.au.

Applications to Sarah Warner, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart Tas 7001, email job.application@dpac.tas.gov.au.

PREMIER AND CABINET

MINISTERIAL AND PARLIAMENTARY SERVICES

Adviser (Ministerial and Parliamentary Support) (002132).

Applications Close:—Monday, 3 August 2015.

Salary:—See Below.

Various classifications.

Fixed-term full-time (12 months from mid August 2015).

Location:—Hobart (Parliament House).

The Tasmanian Government is seeking applicants for the position of Adviser to the Speaker of the House of Assembly, the Hon Elise Archer MP.

The role of the Adviser is to provide high level political and policy advice on a diverse range of issues and projects relating to the Member's role as Speaker of the House of Assembly and to keep abreast of emerging issues that have the potential to impact on that position.

Desirable Requirements:—Previous experience as an Adviser in a Ministerial office and/or in the media is desirable, including the ability to research issues, draft speeches/media releases/media articles, use and oversee social media and website management, and demonstrate a sound knowledge of the Parliamentary system.

Ministerial and Parliamentary Support (MPS) Staff are not State Service or Award employees. Staff are employed under a Crown Prerogative Instrument of Appointment which specifies the terms and conditions of employment. Permanent State Service employees may be seconded to MPS in accordance with the provisions of the State Service Act 2000.

Subject to the terms and conditions specified in the Instrument of Appointment or Secondment, the period of employment will be for a fixed term period of 12 months.

Salary Range: Will be determined based on the successful applicant's knowledge and experience relevant to the position. Applicants with expertise commensurate with that which is applicable to General Stream, Band 6, 7 or 8 of the Tasmanian State Service Award are being sought for this position.

Please email your cover letter addressing the selection criteria and resume to Sarah Warner, HR Consultant, G.P.O. Box 123, Hobart, Tasmania 7000 or job.application@dpac.tas.gov.au by 9am Monday, 3 August 2015.

Enquiries to Carol Jones, Office of the Premier, Department of Premier and Cabinet, phone (03) 6165 7650, email carol.jones@dpac.tas.gov.au.

PREMIER AND CABINET

POLICY DIVISION

Policy Analyst (002305).

Applications Close:—Friday, 31 July 2015.

Salary:—\$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake policy research, analysis, development, implementation and review in relation to policies at a strategic level. Provide the Premier and Cabinet with broad-based advice from a Government-wide perspective.

Desirable Requirements:—A tertiary qualification in a relevant discipline or research experience to similar level.

Enquiries to Stuart Hollingsworth, Assistant Director, Policy Division, Department of Premier and Cabinet, phone (03) 6232 7510, email stuart.hollingsworth@dpac.tas.gov.au.

Applications to Sarah Warner, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart, Tas 7001, phone (03) 6270 5599, email job.application@dpac.tas.gov.au.

PREMIER AND CABINET

SERVICE TASMANIA

Client Service Officer (701680, 700832, 707316, 700003 and 340983).

Applications Close:—Friday, 31 July 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

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

Location:—Northern Region/Launceston.

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.

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

701680, permanent, 45 hours 55 minutes per fortnight.

700832, 2 positions, permanent, both 36 hours 45 minutes per fortnight.

707316 and 700003, 29 hours 24 minutes per fortnight from as soon as possible to 25 May 2016, or until the return of the substantive occupant, whichever is the sooner.

340983, 29 hours 24 minutes per fortnight from as soon as possible to 24 May 2016, or until the return of the substantive occupant, whichever is the sooner.

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

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

Enquiries to Sue Quarrell, Shop Manager, phone (03) 6777 2329, email sue.quarrell@dpac.tas.gov.au.

Applications to Sarah Warner, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart Tas 7001, email job.application@dpac.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

CORPORATE SERVICES

Information Services

Computer Systems Officer (707401).

Applications Close:—Friday, 31 July 2015.

Salary:—\$50,767 – \$73,199 p.a.

Tasmanian State Service Award, ICT Level 1, Technician.

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

Location:—Hobart.

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.

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:—Work as member of the Aboriginal Heritage Register (AHR) Development Project team to develop business software as required, to ensure the successful delivery of business objectives.

Desirable Requirements:—Knowledge or experience in the application of Business Process Management (BPM) engines, such as JBoss' jBPM suite, and Business Rule Management System, such as JBoss' Drools. Knowledge or experience of Google Web Toolkit (GWT) framework and Hibernate. An appropriate qualification at a tertiary level.

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 Anita Yan, phone (03) 6165 4468.

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

LAND TASMANIA

Directorate

Information and Program Manager (707269).

Applications Close:—Friday, 31 July 2015.

Salary:—\$109,279 – \$115,977 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

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

Duties:—Manage and enhance cross-divisional major system interfaces and workflows and lead development of new commercial and non-commercial information products and services, in line with the Division's future strategic directions.

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

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 Michael Varney, phone (03) 6165 4117, email Michael.Varney@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

ROYAL TASMANIAN BOTANICAL GARDENS

Director (Royal Tasmanian Botanical Gardens) (341016).

Applications Close:—Friday, 31 July 2015.

Salary:—\$132,532 – \$145,879 p.a.

Tasmanian State Service Award, General Stream, Band 9.

Permanent full-time.

Location:—Hobart.

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

Duties:—Provide high level strategic leadership and policy advice to the Board on the efficient and effective operations and future directions of the RTBG. Provide advice information and recommendations to the Board and General Manager on matters that support the efficient and effective administration of the RTBG.

Essential Requirements:—Relevant qualifications and extensive high level knowledge and expertise in business management and/or natural resource management or a related discipline.

Desirable Requirements:—Extensive high level knowledge and expertise in managing a natural or cultural heritage focussed public authority.

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 Robert Cockerell, phone (03) 6166 0452, email Robert.Cockerell@rtbg.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@dipwe.tas.gov.au.

STATE GROWTH

BUSINESS SERVICES

People and Culture

People and Culture Consultant (425014).

Applications Close:—Friday, 31 July 2015.

Salary:—\$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Based on expert knowledge and research and analysis of contemporary people management practices, develop and deliver authoritative advice, proposals and recommendations related to People and Culture priorities delivered within legislative requirements and agreed timeframes.

Develop, review and implement relevant contemporary human resources strategies and policies that will assist the Agency to meet business objectives and give effect to legislative requirements.

Provide high level advice and guidance to senior management, managers and staff on a broad range of human resource and organisational development matters. Conduct information sessions for senior management, managers and staff on a broad range of human resource and organisational development initiatives.

Foster and maintain productive relationships, working in partnership with internal and external stakeholders to identify effective and mutually beneficial business solutions.

Undertake research and analysis of contemporary human resource and organisational development practices.

Prepare high level correspondence, reports, proposals, discussion papers and recommendations relating to human resources management and organisational development issues.

Participate and contribute to relevant departmental and divisional management forums, represent the department on relevant human resource management and organisational development forums, committees and working groups.

Enquiries to Yvette Steele, Director, People and Culture, Department of State Growth, phone (03) 6166 3304, email yvette.steele@stategrowth.tas.gov.au.

Applications to Sean O'Connor, A/Manager, Operations Services, Department of State Growth, G.P.O. Box 536, Hobart 7001, email sean.oconnor@stategrowth.tas.gov.au.

STATE GROWTH

CULTURAL AND CREATIVE INDUSTRY DEVELOPMENT

Tasmanian Museum and Art Gallery

Visitor Services Officer (Multiple vacancies).

Applications Close:—Friday, 31 July 2015.

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

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time.

Location:—Hobart.

372687, Permanent part-time 0.28 FTE.

372689, Permanent part-time 0.31 FTE.

372688, Permanent part-time 0.30 FTE.

372665, Permanent part-time 0.30 FTE.

Provide a high level customer service to visitors. Anticipate and respond to the needs of visitors, providing information relating to TMAG services, exhibitions and public programs in a proactive and professional manner.

Monitor visitor activity to ensure appropriate behavior by guests to allow other visitors to appreciate the displays.

Attend to, and report on, any situation which requires incident or emergency management plans to be activated.

Maintain the cleanliness of public spaces, exhibitions and displays. Report exhibition maintenance requirements in a timely fashion.

Assist exhibition, registration and conservation staff with the installation and maintenance of exhibitions.

Maintain information in operational registers and complete basic record keeping tasks.

Perform other duties as envisaged by the assigned band under the relevant industrial award or agreement and in accordance with the skills, competence and training of the occupant.

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

Essential Requirements:—The Department of State Growth has determined that this role is identified as undertaking child related regulated activities in-line with the definitions of the Registration to Work with Vulnerable People Act 2013, and as such any occupant of this role will require a current Working with Children Registration. To register you will need to follow the links and information at http://www.justice.tas.gov.au/working_with_children/who_needs_registration. As this registration is an essential requirement of this role it must remain current and valid at all times whilst employed in the role. The status of the registration may be checked at any time during employment. It is the employee's responsibility to ensure that the registration remains current and to advise the employer if their circumstances change. This includes notifying the employer of any new criminal convictions or if a registration is revoked, cancelled or conditions altered.

Desirable Requirements:—A current First Aid qualification from a recognised provider or ability to obtain a First Aid qualification within the first three (3) months of commencing employment.

Prior experience in a customer service focused role would be considered an advantage.

Enquiries to Shaun Williams, Visitor Services Co-ordinator, Department of State Growth, 40 Macquarie Street, Hobart TAS, phone (03) 6165 7000, email Shaun.Williams@tmag.tas.gov.au.

Applications to HR Operations, Human Resources, Department of State Growth, G.P.O. Box 536, Hobart TAS 7001, phone (03) 6166 3300, email recruitment@stategrowth.tas.gov.au.

STATE GROWTH

INDUSTRY AND BUSINESS DEVELOPMENT

Executive Assistant (372713).

Applications Close:—Friday, 31 July 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high level administrative and executive support to the Executive Director, ensuring the sensitive and confidential handling of all routine and complex enquiries.

Manage the flow of information within the Office and refer matters for comment or further action to the appropriate area. Ensure efficient and effective document distribution and tracking for all correspondence.

As first point of contact for telephone and personal enquiries to the Executive Director, provide advice and support to Divisional employees relating to work practices and procedures.

Manage the Executive Director's diary, including the organisation of meetings and venues and ensuring all relevant material is available and documents are circulated as necessary for such meetings.

Prepare written routine correspondence and provide quality assurance for a range of written material, including ministerial documents, agendas and minutes.

Liaise with a range of stakeholders including ministerial offices, departmental employees, private sector, and Government departments to obtain information and ensure timely responses and maintain workflow.

Undertake a range of financial duties including the preparation and processing of invoices.

Enquiries to Matthew McGee, Executive Director Client Services, Department of State Growth, 22 Elizabeth Street, Hobart TAS 7000, phone (03) 6165 5220, email Matthew.McGee@stategrowth.tas.gov.au.

Applications to HR Operations, Human Resources, Department of State Growth, G.P.O. Box 536, Hobart Tas 7001, phone (03) 6165 5193, email recruitment@stategrowth.tas.gov.au.

TASTAFE

EDUCATION SERVICES

Business Development Consultant (969994).

Applications Close:—Friday, 31 July 2015.

Salary:—\$77,012 – \$79,354 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—South.

The Business Development Consultant role is externally focused on connecting directly with employers and industry groups around their workforce development needs. The occupant will be proactive in developing and maintaining existing relationships, establishing relationships with employers who do not currently use TasTAFE for their workforce development, undertaking training needs analysis and providing advice about using accredited and non accredited training to meet workforce development needs and growing TasTAFE's commercial revenue (from local, national and international sources).

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.

Experience in a post-year 10 educational environment.

Enquiries to Jon Grant, Manager Business Growth Unit South, TasTAFE, phone (03) 6165 6564, email jon.grant@TasTAFE.tas.edu.au.

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

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

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

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

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

TASTAFE

EDUCATION SERVICES

Senior VET Consultant (969984).

Applications Close:—Friday, 31 July 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:—Statewide.

Please note: this advertisement was originally advertised in gazette 15/7/15, and has now been withdrawn.

Description of the role:—The Senior VET Consultant will work with teachers as directed to provide customized support as required in the Division.

The support provided will primarily be 'hands on' and associated with a range of education service activities related to assessment, resource customization, instructional design, and technology based learning. Specific tasks will vary according to the operational needs and priorities of the divisions.

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.

Experience in vocational education and training.

Enquiries to Christy Lee Hunt, Division Manager, Centre of Vocational Education and English Language Services, TasTAFE, phone (03) 6165 5807, email christy-lee.hunt@TasTAFE.tas.edu.au.

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

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

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

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Teacher Assistant - MDT	S. Riseley	6 months	20.07.15
Education	School Business Manager	S. Lynch	6 months	20.07.15
Education	Teacher Assistant	W. McKinnell	6 months	20.07.15
Education	Teacher	S. Sheehan	12 months	20.07.15
Education	Teacher Assistant	A. Hataier	6 months	27.07.15
Education	Teacher Assistant	K. Kent	6 months	20.07.15
Education	Teacher Assistant	L. Mohr	6 months	20.07.15
Education	Teacher Assistant	M. Hodge	6 months	20.07.15
Education	Teacher	A. Woodward	12 months	20.07.15
Education	Education Facility Attendant	L. Reggett	6 months	24.06.15
Education	Teacher	M. Waythe	12 months	20.07.15
Education	Education Facility Attendant	J. Baker	6 months	24.06.15
Education	Education Facility Attendant	D. Furlonge	6 months	20.07.15
Health & Human Services & Tasmanian Health Service	Executive Assistant	A. Botak	6 months	20.07.15
Health & Human Services & Tasmanian Health Service	Occupational Therapist	D. Hewson	6 months	20.07.15
Health & Human Services & Tasmanian Health Service	Registered Nurse - Child and Family Health Nurse	R. Thatcher	6 months	21.07.15
Health & Human Services & Tasmanian Health Service	Registered Nurse - Child and Family Health Nurse	E. Gunn	6 months	17.07.15
Health & Human Services & Tasmanian Health Service	Administrative Assistant - Nursing Education	A. Palmer	6 months	20.07.15
Primary Industries, Parks, Water & Environment	Administrative Assistant - Leases and Licences	L. Grundy	6 months	20.07.15
State Growth	Senior Analyst - Workforce Development & Training	C. Leighton	6 months	03.06.15
State Growth	Transport Inspector	A. Robotham	6 months	29.06.15
TasTAFE	Teacher	P. Stokell	12 months	13.07.15
TasTAFE	Teacher	P. Green	12 months	13.07.15
TasTAFE	Teacher	R. Leech	12 months	13.07.15

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>
Education	Principal - Newstead College	D. Coyle	18 months	20.07.15
State Growth	Project Manager	J. Rowlings	2 years	23.07.15
State Growth	Project Manager, Policy & Research	M. Lane	2 years	22.05.15
State Growth	Senior Workforce Development & Training Consultant	I. Fullagar	12 months	22.06.15

Extension or Renewal of Fixed-term Appointments Beyond 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
State Growth	Maritime Heritage Coordinator	J. Wadsley	7 months	25.07.15
State Growth	Art Educator (Program Design and Delivery Officer)	R. Holmes	12 months	01.07.15
State Growth	Indigenous Cultures Officer	T. Brown	12 months	08.07.15

Appointment of Officers

<i>Agency</i>	<i>Officers Name</i>	<i>Duties Assigned</i>	<i>Date of Appointment</i>	<i>Duration</i>
Premier & Cabinet	K. Baker	Director - Service Tasmania	26.07.15	5 years
State Growth	J. Perry	Coordinator General	19.01.15	5 years
State Growth	A. Garcia	Chief Executive Officer, Infrastructure Tasmania	04.05.15	5 years

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	M. Cramp	Principal - Westbury Primary School	20.07.15
Education	C. Cash	Advanced Skills Teacher	20.07.15
Education	B. Campbell	Principal - St Marys District School	20.07.15
Education	C. Brown	Principal - Cressy District High School	20.07.15
Education	J. Cranwell	Principal	20.07.15
Education	R. Fleming	Principal - Lilydale District School	20.07.15
Education	L. Wyllie-Watson	Centre Leader - Child and Family Centre	20.07.15
Education	A. Wadley-Robertson	Advanced Skills Teacher	20.07.15
Education	E. Brient	Principal - East Launceston Primary School	20.07.15
Education	T. Brazendale	Principal - Invermay Primary School	20.07.15
Education	E. Scicluna	Advanced Skills Teacher	20.07.15
Education	B. Jeffrey	Principal	20.07.15
Education	G. Cameron	Advanced Skills Teacher	20.07.15
Education	P. Newton	Assistant Principal	25.06.15
Education	L. Wyllie-Watson	Centre Leader Child and Family Centre	20.07.15
Education	S. Hindley	Advanced Skills Teacher	20.07.15
Education	K. Thureau	Advanced Skills Teacher	20.07.15
Health & Human Services & Tasmanian Health Service	R. Morey	CNC Coordinator Infection Prevention & Control Unit	06.07.15
Health & Human Services & Tasmanian Health Service	M. Gardiner	Nurse Unit Manager - CHaPS	06.07.15
Primary Industries, Parks, Water & Environment	J. Morgan	Operations and Support Officer	13.07.15
Primary Industries, Parks, Water & Environment	J. Cooper	Operations and Support Officer	13.07.15
State Growth	N. Leung-Mullany	Program Officer	04.06.15
State Growth	A. Foster	Manager Programs & Procurement	19.02.15
State Growth	P. Blackwell	Contract Supervisor	01.06.15

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Education Facility Attendant	R. Watson	01.07.15
Education	Teacher	K. Jones	29.05.15
Primary Industries, Parks, Water & Environment	Wildlife Services Officer	P. Davies	29.07.15
Primary Industries, Parks, Water & Environment	Senior Ecologist	J. Whinam	28.07.15
Primary Industries, Parks, Water & Environment	Laboratory Technical Officer	F. Maurici	17.07.15
Primary Industries, Parks, Water & Environment	WHA Track Monitoring Officer	G. Dixon	22.07.15

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	R. Pontes	30.06.15
Education	Teacher Assistant	A. Sutcliffe	17.06.15
Health & Human Services & Tasmanian Health Service	Client Support Officer	M. Webb	30.06.15
Health & Human Services & Tasmanian Health Service	Child Protection Worker	H. Saunders	03.07.15
Health & Human Services & Tasmanian Health Service	Cleaner	M. Carroll	30.06.15
Health & Human Services & Tasmanian Health Service	Child Protection Worker	J. McGregor	03.07.15
Health & Human Services & Tasmanian Health Service	Senior Occupational Therapist	C. Thain	17.07.15
Health & Human Services & Tasmanian Health Service	Registered Midwife	L. Prior	13.07.15
Health & Human Services & Tasmanian Health Service	Administrative Officer	T. Davies	13.07.15

Resignation of Officers

<i>Agency</i>	<i>Officer' Name</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
State Growth	A. Campbell	General Manager Sectors & Trade	17.07.15
Premier and Cabinet	M. Maddock	Deputy Director	03.07.15
Premier and Cabinet	P. Foulston	Director, Executive Division	03.07.15

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
State Growth	A. Koerbin	Premier & Cabinet	Senior Account Manager	02.07.15



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