



# TASMANIAN STATE SERVICE NOTICES

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

## Vacancies—General Information

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

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

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

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

Tasmanian Government Gazettes are available for perusal at the State Service Management Office, 9th Floor, 144 Macquarie Street, Hobart and in the reference section of major branches of the State Library.

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

### *Further Information*

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

### *Submission of Applications*

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

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

### *Fixed-Term Appointment*

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

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

### *Fixed-Term Employment Registers*

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

## Tasmanian Government Gazette

Email text copy to

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

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

### State Service Notices

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

The only way to place a State Service vacancy, direct selection and staff movement notices is through the **www.jobs.tas.gov.au** system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a **www.jobs.tas.gov.au** system log on, please contact your Human Resource Manager or the State Service Management Office on telephone (03) 6232 7462 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

##### CORPORATE SERVICES

##### *Information and Technology Services*

#### **IT Support Officer (962430 and 960981).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

**Description of the Role:**—Undertake customer focused information technology support services in one or more of the following areas: technical support of IT infrastructure including desktop PC equipment and associated information technology peripherals, networking equipment and servers. Technical support of business applications software and development projects. Client support. Provision of supervision and training for other IT support staff.

**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:**—Appropriate post secondary qualification and/or industry experience relevant to the position.

At least two years experience in the delivery of ICT support and infrastructure services.

A current driver's licence.

Education ITS Accreditation.

Enquiries to Chloe Read, Senior Information Technology Consultant, Department of Education, phone (03) 6232 7326, email **chloe.read@education.tas.gov.au**.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email **recruitment@education.tas.gov.au**.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

#### EDUCATION

##### CORPORATE SERVICES

##### *Information and Technology Services*

#### **Senior IT Support Officer (962395).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

**Description of Role:**—Undertake customer focused information technology support services in one or more of the following areas: technical support of IT infrastructure including desktop PC equipment and associated information technology peripherals, networking equipment and servers. Technical support of business applications software and development projects. Client support. Provision of supervision, training, and leadership for other IT support staff.

**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:**—Appropriate post-secondary qualification and/or industry experience relevant to the role.

At least two years' experience in the delivery of ICT support and infrastructure services.

A current driver's licence.

Education ITS Accreditation.

Applications to Chloe Read, Senior Information Technology Consultant, Department of Education, phone (03) 6232 7326, email **chloe.read@education.tas.gov.au**.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email **recruitment@education.tas.gov.au**.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### CORPORATE SERVICES

#### *Information and Technology Services*

#### **Senior IT Support Officer (962692 and 964769).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Description of the Role:—Undertake customer focused information technology support services in one or more of the following areas: technical support of IT infrastructure including desktop PC equipment and associated information technology peripherals, networking equipment and servers. Technical support of business applications software and development projects. Client support. Provision of supervision, training, and leadership for other IT support staff.

Please see the attached Indicative Task List for more specific details of the role.

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:—Appropriate post-secondary qualification and/or industry experience relevant to the role.

At least two years' experience in the delivery of ICT support and infrastructure services.

A current driver's licence.

Education ITS Accreditation.

Enquiries to Scott Ashton, IT Manager, Department of Education, phone (03) 6232 7230, email [scott.ashton@education.tas.gov.au](mailto:scott.ashton@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### **Campbell Town District High School**

#### ***School Administration Clerk, Campbell Town District High School (952542).***

Applications Close:—Friday, 16 August 2013.

Salary:—\$47,823 – \$51,998 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time up to 48 hours per fortnight. Employment Conditions are 40 weeks per year.

Location:—Campbell Town District High School.

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

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

Enquiries to Sue Burn, Department of Education, phone (03) 6381 1166, email [sue.burn@education.tas.gov.au](mailto:sue.burn@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### LEARNING SERVICES.

#### *Learning Services (South).*

#### **Goulburn Street Primary School**

#### ***Teacher Assistant, Goulburn Street Primary School (953761).***

Applications Close:—Friday, 16 August 2013.

Salary:—\$47,823 – \$51,998 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 30 hours per fortnight, up to 42 weeks per year.

Location:—Goulburn Street Primary School.

The duties of this role will predominantly support Kindergarten students.

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

physical and/or intellectual disabilities and students with behavioural issues.

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

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

Enquiries to Gay Cumming, Department of Education, phone (03) 6234 1884, email [gay.cumming@education.tas.gov.au](mailto:gay.cumming@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

##### Illawarra Primary School

#### ***School Executive Officer, Illawarra Primary School (301062).***

Applications Close:—Friday, 16 August 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Illawarra Primary School.

**Description of the role:**—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 role 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 Nick Donnelly, Department of Education, phone (03) 6229 6295, email [nick.donnelly@education.tas.gov.au](mailto:nick.donnelly@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

##### Lenah Valley Primary School

#### ***Canteen Supervisor, Lenah Valley Primary School (962124).***

Applications Close:—Friday, 16 August 2013.

Salary:—\$47,823 – \$51,998 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 20 hours per fortnight for 40 weeks per annum.

Location:—Lenah Valley Primary School.

**Description of the role:**—Supervise, maintain and deliver the school canteen services.

**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.

Enquiries to Robyn Langworthy, Department of Education, phone (03) 6228 0311, email [robyn.langworthy@education.tas.gov.au](mailto:robyn.langworthy@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

##### Margate Primary School

Assistant Principal, Margate Primary School (963293).

Applications Close:—Friday, 16 August 2013.

Salary:—\$104,093 p.a.

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



Permanent full-time 70 hours per fortnight.

Location:—Margate Primary School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a school or college.

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

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

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

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

Enquiries to Kate Slater, Principal, Department of Education, phone (03) 6267 2238, email [kate.slater@education.tas.gov.au](mailto:kate.slater@education.tas.gov.au).

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

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### LINC TASMANIA

#### *Digital Integration and Support*

#### **Customer Services Officer (Digital Systems and Support) (700263).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Description of the 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 including: Updating websites. Preparing and processing reports from various systems. Maintaining financial and inventory records.

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.

Enquiries to Brett Patterson, Manager Digital Integration and Support, Department of Education, phone (03) 6233 5023, email [brett.patterson@education.tas.gov.au](mailto:brett.patterson@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### OFFICE OF THE SECRETARY

#### **Administration Officer (LL421276).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time From as soon as possible for a period of 12 months.

Location:—Hobart.

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

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

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

Enquiries to Kirsty Henderson, Manager Ministerial services, Department of Education, mobile (03) 6233 7063, email [kirsty.henderson@education.tas.gov.au](mailto:kirsty.henderson@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Children and Youth Services*

***Nurse Unit Manager, CHAPS (500826).***

Applications Close:—Friday, 16 August 2013.

Salary:—\$85,411 – \$91,458 pro rata, per annum.

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

Permanent full-time day work, SEE NOTE BELOW.

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

PLEASE NOTE:—Alternative part-time hours may be available by negotiation.

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

Duties:—The Nurse Unit Manager: provides leadership to the Child Health and Parenting Services teams, South; 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 Child Health and Parenting Services; and 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 Child Health and Parenting Services.

Selection criteria includes:—Demonstrated extensive clinical knowledge and experience relevant to the area of child and family health nursing, and/or a post-graduate qualification in child and family health. Demonstrated experience and/or a post-graduate qualification (or working towards) relevant to this management role.

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

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

Desirable Requirements:—Relevant post graduate qualifications.

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

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

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

Enquiries to Raylene Cox, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7884, email raylene.cox@dhhs.tas.gov.au.

You are encouraged to apply online (below), 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.

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

HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Disability, Housing and Community Services*

Disability and Community Services

***Manager, Business Support (521495).***

Applications Close:—Friday, 16 August 2013.

Salary:—\$102,068 – \$109,918 pro rata, per annum.

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing as soon as possible for a period of 24 months.

Location:—D,H and CS, Disability and Community Services, Hobart.

Duties:—As a member of the Disability and Community Services Executive provide high level support and advice to the Director Disability and Community Services in relation to the provision of integrated business management, including projects, procurement, contract management, change management, information management and financial planning.

This will include responsibility for providing high level specialised advice and support to the Director, Disability and Community Services in relation to business support functions, budget development and management and monitoring of resource management policies, systems and practices. It also includes providing a business support bureau service to the Community Sector Relations Unit.

Selection criteria includes:—Demonstrated high level skills, specialist knowledge and extensive experience in business and performance management of financial, human and physical resources including information systems and reporting, together with the ability to keep abreast of contemporary management techniques.

High level strategic, conceptual and analytical skills with the ability to plan and prioritise activities and to identify and make sound judgements about the political, social and organisational environment impacting on Disability and Community Services.

Demonstrated high level communication, negotiation and conflict resolution skills including the ability to represent Disability and Community Services and to identify and negotiate mutually acceptable solutions in situations of differing interests.

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

Desirable Requirements:—Relevant tertiary qualifications.

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

Enquiries to Ingrid Ganley, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4066, email ingrid.ganley@dhhs.tas.gov.au.

You are encouraged to apply online (below), 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.

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

HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Disability, Housing and Community Services*

Disability and Community Services

**Professional Officer, Speech Pathologist (506086).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$76,505 – \$87,754 pro rata, per annum.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS Allied Health Professional, Level 3.

Fixed-term part-time day work (20.0 hours per fortnight) commencing as soon as possible until 30 November 2013.

Location:—D,H and CS, Disability and Community Services, North.

Duties:—Provide specialist habilitation (Speech Pathology) services to people with disabilities in a range of settings within a transdisciplinary model. Provide and co-ordinate supportive and specialist educational and consultancy services to carers, service providers and the wider community. Initiate and facilitate the establishment and development of services and resources for consumers. Initiate and develop professional and policy advice on specialist habilitation services and related issues for senior and corporate management.

Desirable Requirements:—Current Driver's Licence.

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

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

Enquiries to Fiona Woodfield, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 4179, email fiona.woodfield@dhhs.tas.gov.au.

You are encouraged to apply online (below), 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.

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HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Population Health*

Population Health Operations

**Senior Evaluation and Planning Officer NPAPH (516629).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$93,032 – \$99,415 pro rata, per annum.

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

Permanent part-time daywork, working 60 hours per fortnight.

Location:—Hobart.

Ensure Initiatives under the National Partnership Agreement on Preventive Health (NPAPH) meet evaluation, data and reporting requirements. Provide high level leadership, advice and support for NPAPH program planning, implementation and evaluation. Facilitate the building and dissemination of an evidence base for settings and systems based approaches to preventive health, using population health approaches. Provide professional development opportunities for staff on population health planning and evaluation.

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

Enquiries to Sue Frendin, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7774, email sue.frendin@dhhs.tas.gov.au or Julie Williams, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7372, email julie.williams@dhhs.tas.gov.au.

You are encouraged to apply online (below) 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.

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HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Population Health*

Population Health Operations / Population Health and Wellbeing

**Population Health Planning and Evaluation Officer (520196).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$93,032 – \$99,415 pro rata, per annum.

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

Permanent part-time daywork, working 46.8 hours per fortnight.

Location:—Hobart, Launceston or Burnie.

Provide high level leadership, advice and support for population health program planning, implementation and evaluation, with a particular focus on programs that are effective in addressing the common risk factors for chronic conditions of smoking, nutrition, alcohol, physical activity and psycho-social factors, and improving health equity. Provide professional development and training opportunities for Population Health and Wellbeing staff on population health planning and evaluation. Develop and maintain a strategic approach to the engagement of relevant stakeholders (such as staff in THOs, other government departments, local government and NGOs) to facilitate the building and dissemination of an evidence base for population health approaches.

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



crimes of violence; sex related offences; serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Sue Frendin, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7774, email [sue.frendin@dhhs.tas.gov.au](mailto:sue.frendin@dhhs.tas.gov.au) or Julie Williams, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7372, email [julie.williams@dhhs.tas.gov.au](mailto:julie.williams@dhhs.tas.gov.au).

You are encouraged to apply online (below) 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.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Strategic and Portfolio Services*

#### **Team Leader-Executive Ministerial and Parliamentary Services (2 Vacancies).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$93,032 – \$99,415 p.a.

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

Vacancy No. 521483.

Permanent full-time daywork.

Location:—Hobart.

Vacancy No. 516970.

Permanent full-time daywork.

Location:—Hobart.

Reporting to the Secretary, Executive, Ministerial and Parliamentary Services (EMPS) has unique responsibilities in an environment of intense scrutiny. Executive, Ministerial and Parliamentary Services is responsible for: Providing high level strategic advice on public administration including machinery of government, the interaction between government and the public service and public service management; and developing a shared understanding of the corporate governance and accountability frameworks within which portfolio Ministers, the Secretary and the Department of Health and Human Services (DHHS) and Tasmanian Health Organisations (THOs) operate.

Desirable Requirements:—A relevant tertiary qualifications and/or substantial experience.

Essential Requirements:—

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

Enquiries to Erin Makarewicz, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4815, email [erin.makarewicz@dhhs.tas.gov.au](mailto:erin.makarewicz@dhhs.tas.gov.au).

You are encouraged to apply online (below) 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.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Strategic Control, Workforce and Regulation*

#### **Executive Support Officer (516544).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

Fixed-term full-time Commencing 31 August 2013 for 12 months.

Location:—New Town.

Duties:—Manage the efficient operation of the office of the Director Mental Health Alcohol and Drug Directorate. This will include the provision of high level administrative, clerical, reception, and secretarial support.

Co-ordinate the preparation of complex and confidential documentation, including Ministerial and Question Time Briefs and the provision of background notes, for matters relating to the activities of the service.

Develop systems and protocols, which ensure an efficient flow of information to and from the Office of the Director.

Essential Requirements:—Nil.

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

Enquiries to Narelle Butt, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7722, email [narelle.butt@dhhs.tas.gov.au](mailto:narelle.butt@dhhs.tas.gov.au).

You are encouraged to apply online (below) 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.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### TASMANIAN HEALTH ORGANISATION, NORTH

#### *Tasmanian Health Organisation, North, Statewide Mental Health Services*

#### **Consultation Liaison Nurse (517416).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$78,061 – \$81,689 p.a.

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

Permanent full-time Commencing as soon as possible.

Location:—Launceston.

Duties:—Working in consultation with Consultation Liaison and Crises Assessment and Treatment Teams the Consultation Liaison Nurse will undertake clinical assessment of consumers



with a mental illness including triage, assessment, and referral and case co-ordination across a range of clinical practice settings.

**Desirable Requirements:**—Post graduate qualifications in a clinical field deemed relevant to the scope of the position.

**Essential Requirements:**—Registered with the Nursing and Midwifery Board of Australia.

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

Enquiries to Helen van der Molen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 63362185, email [helen.vandermolen@dhhs.tas.gov.au](mailto:helen.vandermolen@dhhs.tas.gov.au).

You are encouraged to apply online (below) 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.

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Allied Health Assistant (503801).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$48,183 – \$51,330 p.a.

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

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

Location:—Allied Health Departments, LGH and THO-N.

**Duties:**—To assist the daily functioning of Allied Health therapy services at the Launceston General Hospital. Undertake tasks under the direction of therapists including preparation of equipment for use in treatment and other related tasks.

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

Enquiries to James Darvas, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7935, email [james.darvas@dhhs.tas.gov.au](mailto:james.darvas@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Medical Orderly (503578).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$44,602 – \$46,672 p.a.

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

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

Location:—House Services.

**Duties:**—As a Medical Orderly the role provides assistance to Medical, Nursing and Para Medical staff in the lifting, positioning and general care of patients and provide an immediate response to Code Blacks as members of the Aggressive Management Team.

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

Enquiries to Colleen Horton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7460, email [colleen.horton@dhhs.tas.gov.au](mailto:colleen.horton@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

##### **Administrative Assistant (514107).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$47,265 – \$51,332 p.a.

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

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

Location:—Primary Health North.

**Duties:**—To provide effective and efficient administrative and clerical support service to the offices of Primary Health and, where required, provide the same assistance to other Primary Health services located in and around the Launceston area.

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

Enquiries to Pat Wrigley, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 4128, email pat.wrigley@dhhs.tas.gov.au.

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

##### **Multiskilled Domestic (516942).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$42,625 – \$43,601 pro rata, per annum.

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

Fixed-term part-time shift work (fully rotational) working 28 hours per fortnight, from as soon as possible to 31 January 2014. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

Duties:—To provide a high standard of cleaning services within the NESM Hospital, John Scott Wing Nursing Home, which conforms with established hospital protocols and procedures and to assist in the preparation and delivery of meals to patients and staff.

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

Enquiries to Wendy Mackay, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6352 5523, email wendy.mackay@dhhs.tas.gov.au.

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

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

##### **Emergency Management Officer (516225).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$71,665 – \$74,932 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:—Devonport Community Health Centre.

Who are we? The Tasmanian Health Organisation, North West is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community in Tasmania's beautiful North West. We are committed to providing the highest levels of healthcare and services and our values are Partnership, Respect, Integration, Development/Support, and Excellence.

Who are we looking for? We are seeking a motivated and enthusiastic person to fulfil Emergency Management training and compliance duties among its facilities. Ideally, you will possess Certificate IV in Workplace Trainer and Assessor and qualification in Emergency Management, or working towards the same. You will have a sound knowledge of Australian Standards as they pertain to fire safety and demonstrated knowledge of emergency management and emergency risk management. An excellent communicator and presenter, together with sound group facilitation and negotiation skills, will result in you ensuring our staff are appropriately trained and understand their respective emergency management responsibilities.

Do you have? Certificate IV in Workplace Trainer and Assessor. Sound knowledge of Australian Standards. Understanding of different learning styles.

What can we offer? Flexible work/life balance. Attractive Salary Package. Dynamic team environment. Commitment to ongoing professional development. For more information please contact Toni Brown on (03) 6421 7791 or email [toni.brown@dhhs.tas.gov.au](mailto:toni.brown@dhhs.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.

Enquiries to Toni Brown, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6421 7791, email [toni.brown@dhhs.tas.gov.au](mailto:toni.brown@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Organisation, North West, P.O. Box 274, Ulverstone 7315.

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST.

*Mental Health North West*

##### **Clinical Lead (513422).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$87,754 – \$97,057 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS Allied Health Professional, Level 4.

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

Location:—60 Cattley Street Burnie.

Please Note: This Vacancy is also advertised as a Registered Nurse Grade 7(515557m) there is only one vacancy and one vacancy will be filled based on merit.

Who are we? The Tasmanian Health Organisation, North West is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community in Tasmania's beautiful North West. We are committed to providing the highest levels of healthcare and services and our values are Partnership, Respect, Integration, Development/Support, and Excellence.

Who are we looking for? We are seeking a motivated and experienced Allied Health Professional or Clinical Nurse

Consultant to take up the position of Clinical Lead for the Older Persons Mental Health Team.

Reporting to the Team Leader, this role encompasses a wide range of responsibilities such as actively contributing to the clinical leadership and management of Older Persons team, taking a lead role in the oversight of designated clinical processes, whilst assertively case managing a designated number of clients.

Do you have? A minimum of 3 years post graduate clinical experience in the context of a community mental health team. Demonstrated capacity to effectively undertake a co-ordination/leadership. Proven high level interpersonal skills.

What can we offer? Flexible work/life balance. Attractive Salary Package. Dynamic team environment. Commitment to ongoing professional development. For more information please contact Jean Burrows on 0427 740 649 or email [jean.burrows@dhhs.tas.gov.au](mailto:jean.burrows@dhhs.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:— A minimum of 3 years post graduate clinical experience in the context of a community mental health team.

Essential Requirements:—Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers, or Registered with the Occupational Therapy Board of Australia, or 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, transfer. The following checks are to be conducted: conviction check in the following areas:—crimes of violence; sex related offences; serious drug offences and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Jean Burrows, Department of Health and Human Services and Tasmanian Health Organisations, mobile 0427 740 649, email [jean.burrows@dhhs.tas.gov.au](mailto:jean.burrows@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Organisation, North West, P.O. Box 274, Ulverstone 7315.

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

MENTAL HEALTH NORTH WEST

#### ***Clinical Nurse Consultant, Clinical Lead (513422d).***

Applications Close:—Friday, 16 August 2013.

Salary:—\$81,689 – \$87,328 p.a.

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

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

Location:—60 Cattley Street Burnie.

Please Note: This vacancy is also advertised as a Allied Health Professional Manager Level 5 (515557) there is only one vacancy and one vacancy will be filled based on merit.

Who are we? The Tasmanian Health Organisation, North

West is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community in Tasmania's beautiful North West. We are committed to providing the highest levels of healthcare and services and our values are Partnership, Respect, Integration, Development/Support, and Excellence.

Who are we looking for? We are seeking a motivated and experienced Allied Health Professional or Clinical Nurse Consultant to take up the position of Clinical Lead for the Older Persons Mental Health Team.

Reporting to the Team Leader, this role encompasses a wide range of responsibilities such as actively contributing to the clinical leadership and management of Older Persons team, taking a lead role in the oversight of designated clinical processes, whilst assertively case managing a designated number of clients.

Do you have? A minimum of 3 years post graduate clinical experience in the context of a community mental health team. Demonstrated capacity to effectively undertake a co-ordination/leadership. Proven high level interpersonal skills.

What can we offer? Flexible work/life balance. Attractive Salary Package. Dynamic team environment. Commitment to ongoing professional development. Burrows on 0427 740 649 or email [jean.burrows@dhhs.tas.gov.au](mailto:jean.burrows@dhhs.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:— A minimum of 3 years post graduate clinical experience in the context of a community mental health team.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse and possesses specialist graduate tertiary graduate or post graduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia, New Zealand, Canada or the United Kingdom.

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, transfer. The following checks are to be conducted: conviction check in the following areas:—crimes of violence; sex related offences; serious drug offences and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Jean Burrows, ADON, Mental Health Services North West, Department of Health and Human Services and Tasmanian Health Organisations, mobile 0427 740 649, email [jean.burrows@dhhs.tas.gov.au](mailto:jean.burrows@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Organisation, North West, P.O. Box 274, Ulverstone 7315.

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mersey Community Hospital.*

#### ***Registered Nurse (514514).***

Applications Close:—Friday, 16 August 2013.

Salary:—\$56,163 – \$76,859 pro rata, per annum.

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



Permanent part-time Shiftworker, working 64 hours per fortnight.

Location:—Mersey Community Hospital.

Who are we? The Tasmanian Health Organisation, North West is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community in Tasmania's beautiful North West. We are committed to providing the highest levels of healthcare and services and our values are Partnership, Respect, Integration, Development/Support, and Excellence. These roles are based in the Department of Emergency at the Mersey Community Hospital.

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

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

Do you have? Current Registration. Sound interpersonal and communication skills. Knowledge of continuous quality improvement. Ability to undertake client education.

What can we offer? Flexible work/life balance. Attractive Salary Package. Dynamic team environment. Commitment to ongoing professional development.

For more information please contact Sarina Jessup on (03) 6426 5303 or email [sarina.jessup@dhhs.tas.gov.au](mailto:sarina.jessup@dhhs.tas.gov.au).

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

Please note that access to the Grade 4 salary range \$70,558 – \$74,620 is subject to successful application for progression to Grade 4.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Organisation, North West, P.O. Box 274, Ulverstone 7315.

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### **HR Consultant (514357).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

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

Location:—Human Resources, 6/25 Argyle Street.

The Tasmanian Health Organisation – South is seeking an experienced HR Generalist Practitioner to join the Human Resources team.

Duties:—Under the broad direction of the Director Human Resources you will support service delivery through working collaboratively with your Group Managers, Business Managers and Unit Managers to achieve best-practice business outcomes.

You will be experienced across the full range of HR functions,

including industrial advocacy, performance, discipline and grievance management. You will possess effective interpersonal skills, have the ability to liaise and communicate with a variety of stakeholders, and be self-motivated organised, and efficient.

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

Enquiries to Trish Spence, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7016, email [trish.spence@dhhs.tas.gov.au](mailto:trish.spence@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: StaffLink HR, Tasmanian Health Organisation – South, G.P.O. Box 1061, Hobart, Tasmania 7011. Please do not send hard copy applications to the contact person.

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

TASMANIAN HEALTH ORGANISATION, SOUTH

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

Applications Close:—Friday, 16 August 2013.

Salary:—\$102,068 – \$109,918 p.a.

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

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

Location:—Community Relations Unit, Royal Hobart Hospital.

The Tasmanian Health Organisation – South is seeking an experienced manager with high-level skills in media and communication to join the Communications Unit.

Duties:—In the role of Manager, Communications and Media you will lead the THO-South's community and internal information and communication programs, and media service. You will manage the communications system to ensure that it promotes a positive image as well as ensuring staff are well informed of the organisation's objectives.

You are also responsible for ensuring accurate and timely response to the media, liaising with staff of the Department of Health and Human Services (DHHS), the Minister's Office, other Government agencies and other groups in managing THO-South's events and media issues.

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

Enquiries to Trish Spence, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7106, email [trish.spence@dhhs.tas.gov.au](mailto:trish.spence@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Organisation – South, G.P.O. Box 1061, Hobart, Tasmania 7011. Please do not send hard copy applications to the contact person.

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HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Statewide Mental Health Services*

**Administrative Assistant (505133).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$47,265 – \$51,332 pro rata, per annum.

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

Fixed-term full-time day work, commencing as soon as possible to 31 December 2013.

Location:—Mental Health Services, South.

Duties:—The Mental Health Services is currently seeking to employ an Administration Assistant on a fixed term, full-time capacity.

In this role you will be 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 Administrative Assistant;.

Provides day to day Administrative Support to a designated Child and Adolescent Mental Health Services Team (CAMHS).

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

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

Enquiries to Anne Easter, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8612, email [anne.easter@dhhs.tas.gov.au](mailto:anne.easter@dhhs.tas.gov.au).

You are encouraged to apply online (below) 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.

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HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Statewide Mental Health Services*

**Allied Health Professionals, Graduates (518757).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$49,785 – \$79,877 pro rata, per annum.

Allied Health Professionals (Tasmanian State Service)  
Agreement 2012, DHHS Allied Health Professional, Level 1-2.

Fixed-term casual day work, working as and when required for a period of 12 months.

Location:—Mental Health Services, South.

Duties:—The Tasmanian Department of Health and Human Services seeks to appoint Fixed Term Casual Allied Health Professionals to join the welcoming and supportive Mental Health Services team. The Allied Health Professionals will work as part of a multi-disciplinary team delivering high quality

mental health services. You will be required to undertake the delivery of quality client care services utilising evidence-based best practice and recovery principles within a collaborative and multi-disciplinary framework. These positions provide assessment, treatment and assertive case management to clients and their families or carers in relation to mental health issues, in accordance with discipline specific skills and abilities and promote community awareness in relation to mental health.

Desirable Requirements:—Current Drivers Licence.

Essential Requirements:—Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers, or Registered with the Occupational Therapy Board of Australia, or 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 and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Ian Munday, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 6011, email [ian.munday@dhhs.tas.gov.au](mailto:ian.munday@dhhs.tas.gov.au).

You are encouraged to apply online (below) 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.

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HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Statewide Mental Health Services.*

**Clinical Nurse Consultant, Smoking Cessation Program (518073).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$81,689 – \$87,328 p.a.

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

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

Location:—Alcohol and Drug Services, South.

Duties:—The Clinical Nurse Consultant leads and co-ordinates the implementation and evaluation of the Smoking Cessation Program across DHHS, within the allocated geographical region, with a focus on: the professional development, education and training of health professionals across DHHS on the ABC smoking cessation intervention and the No More Butts group smoking cessation program; providing a specialist consultancy service providing authoritative expertise in the provision of clinician advice, interventions and support relating to nicotine addiction and smoking cessation; delivery of advanced nursing care to individuals relating to nicotine addiction and smoking cessation that is guided by evidence based practice.

Desirable Requirements:—Holds or is working towards relevant tertiary qualification.

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

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

Enquiries to Nancy Westcott, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6214 5719, mobile 0417 395 896, email [nancy.westcott@dhhs.tas.gov.au](mailto:nancy.westcott@dhhs.tas.gov.au).

You are encouraged to apply online (below) 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.

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Statewide Mental Health Services*

##### ***Clinical Nurse Specialist (505031).***

Applications Close:—Friday, 16 August 2013.

Salary:—\$78,061 – \$81,689 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, South.

Duties:—The Tasmanian Health Organisation seeks to appoint a Clinical Nurse Specialist to the Clarence and Eastern Districts Community Mental Health team.

In this role you will be part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Services 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 possesses specialist graduate tertiary graduate or post graduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse

registration 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. Disciplinary action in previous employment check.

Enquiries to Alice Godfrey, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6282 0700, email [alice.godfrey@dhhs.tas.gov.au](mailto:alice.godfrey@dhhs.tas.gov.au).

You are encouraged to apply online (below) 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.

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

TASMANIAN HEALTH ORGANISATION, SOUTH.

*Clinical Support Services*

##### ***Enrolled Nurse, Transit Lounge (520124).***

Applications Close:—Friday, 16 August 2013.

Salary:—\$50,713 – \$56,163 p.a.

Nurses (TPS) Award, Enrolled Nurse, Grade G to Grade 2, Year 4.

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

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

The Tasmanian Health Organisation, South is seeking a permanent full-time Enrolled Nurse to work in the Access and Patient Flow Unit.

Duties:—In the role of Enrolled Nurse you are expected to deliver direct patient/client care of a prescribed recurrent nature under the supervision of a Registered Nurse in accordance with Agency policies and legal requirements. You will provide care to patients utilising the Transit Lounge and ensuring needs are met in liaison with the Registered Nurse.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia (holds Board-approved qualification in administration of medicines).

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

Enquiries to Lorraine Larcombe, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8767, email [lorraine.larcombe@dhhs.tas.gov.au](mailto:lorraine.larcombe@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: StaffLink HR, Tasmanian Health Organisation – South, G.P.O. Box 1061, Hobart, Tasmania 7011.

Please do not send hard copy applications to the contact person. Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH.

*Clinical Support Services.*

**Laboratory Technician (515906).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$53,203 – \$57,913 p.a.

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

Permanent full-time shift worker (fully rotational), working up to 76 hours per fortnight.

Location:—Pathology Services, Royal Hobart Hospital.

Tasmanian Health Organisation South is seeking a permanent full-time Laboratory Technician to work in Pathology Services.

Duties:—In the role of Laboratory Technician you will perform all functions associated with specimen receipt and processing. You are expected to prepare and maintain stocks of chemicals, reagents and stains and you are responsible for performing routine and specialised tests in the area of Pathology testing with accurate documentation of results and reports. Your duties also include assisting with the maintenance of protocols, equipment, quality control and supplies of consumables to ensure an uninterrupted service as far as possible.

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

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

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

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: StaffLink HR, Tasmanian Health Organisation – South, G.P.O. Box 1061, Hobart, Tasmania 7011.

Please do not send hard copy applications to the contact person. Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Complex Chronic and Community Services*

**Clinical Nurse Co-ordinator, Rehabilitation (513435).**

Applications Close:—Friday, 23 August 2013.

Salary:—\$78,061 – \$81,689 p.a.

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

Permanent full-time day work.

Location:—Repatriation Centre, Hobart.

Duties:—Who are we looking for? The Community Rehabilitation Unit, Southern Tasmania (CRU) is seeking a motivated and experienced clinical nurse co-ordinator to join our interdisciplinary rehabilitation team. CRU provides

client-centred interdisciplinary rehabilitation programs for community clients presenting with complex conditions such as acquired brain injury, stroke, spinal cord injury, amputations, neurological conditions such as Parkinson's disease and multiple sclerosis, complex orthopaedics and conditions associated with the ageing process. Rehabilitation programs are conducted in the centre, client's homes, workplaces, schools and communities. In this role you will provide leadership in the co-ordination, integration and evaluation of rehabilitation services provided by the Community Rehabilitation Unit. You will be an identifiable point of information and referral for clients, service providers and other stakeholders across the continuum of rehabilitation services. You will plan and facilitate and regular multidisciplinary case conferences and oversee the clients' rehabilitation journey, and provide line management and leadership to the CRU nursing team.

What can we offer? Flexible work/life balance. Attractive Salary Packaging. Great team environment. Commitment to professional development.

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

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

Enquiries to Kerry Pearce, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7209, email [kerry.pearce@dhhs.tas.gov.au](mailto:kerry.pearce@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: StaffLink HR, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart, Tasmania 7001. Please do not send hard copy applications to the contact person.

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HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Complex Chronic and Community Services*

**Customer Service Representative (505400).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$47,265 – \$51,332 pro rata, per annum.

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

Permanent part-time day work, working 45.6 hours per fortnight.

Location:—Pulse Youth Health Centre, Glenorchy.

Duties:—This position is an opportunity to work as part of a team to support the delivery of quality health and wellbeing services to young people as part of Pulse Youth Health South. You will also be providing client focussed telephone and reception contact and administrative and clerical services to support the efficient functions of Pulse, Youth Health South and the Community Health Centre. This includes providing reception services for joint clients of visiting services and using a range of software to for example register clients,



make appointments, send SMS reminders, process medicare payments and enter service data.

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

Enquiries to Simone Zell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8901, email [simone.zell@dhhs.tas.gov.au](mailto:simone.zell@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink HR, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart, Tasmania 7001. Please do not send hard copy applications to the contact person.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Oral Health Services (Statewide)*

Oral Health North

### **Dental Technician (519329).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

Permanent full-time day work.

Location:—Launceston Dental Clinic.

**Duties:**—An opportunity exists for a highly motivated, qualified and experienced Dental Technician to join our dynamic team. We work in an exceptionally friendly environment in which you will be supported to maintain and progress a broad range of technical skills. Duties will include fabrication of dentures and appliances and supporting the Dental Prosthetists.

**Essential Requirements:**—Diploma of Dental Technology or recognised equivalent.

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

Enquiries to Jayne Scull, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 4100, email [jayne.scull@dhhs.tas.gov.au](mailto:jayne.scull@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink HR, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart, Tasmania 7001. Please do not send hard copy applications to the contact person.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Oral Health Services (Statewide)*

Oral Health South

### **Support Officer, Supply and Facilities (516969).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$47,265 – \$51,332 pro rata, per annum.

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

Fixed-term part-time day work, working 60.8 hours per fortnight, commencing as soon as possible for a period of 12 months.

Location:—Oral Health Services Tasmania, South.

**Duties:**—The role of the Support Officer, Supply and Facilities is to provide general administrative, stores and operational support to Oral Health Services Tasmania, South as required. Your duties will include establishing and maintaining administrative and logistical support systems necessary for the efficient and effective day to day operations of supplies required to support clinical services.

**Desirable Requirements:**—Experience in the use of computerised accounts system.

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

Enquiries to Craig McShane, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6214 5433, email [craig.mcshane@dhhs.tas.gov.au](mailto:craig.mcshane@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink HR, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart, Tasmania 7001. Please do not send hard copy applications to the contact person.

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## INFRASTRUCTURE, ENERGY AND RESOURCES

TRANSPORT INFRASTRUCTURE SERVICES

### **Approvals Officer (372047).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

**Duties:**—Ensure the effective response and management of the flow of applications for works by other parties in relation to the Roads and Jetties Act and Traffic Act, including related correspondence within the Division to ensure those responses meet the required time limits.

Provide high level administrative support to the Senior Approvals Officer, including preparation of correspondence and the creation of permits and traffic facility approvals.

Provide a high level of client service including liaison within



Government, industry and the general public, particularly with regard to the proper submission of applications and compliance with relevant milestones and timeframes.

Directly accountable to Senior Approvals Officer for monitoring, compiling statistics and regular reporting on approvals activity.

Undertake high-level research and prepare issues briefs with recommendations for improvement in the delivery of approvals administration.

From time to time this position will be required to assist other administration and clerical staff members and undertake special duties or projects within the individual's capabilities, or for developmental purposes.

Enquiries to Sandra St Hill, Senior Approvals Officer, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart, phone (03) 6233 7177, email [sandra.sthill@dier.tas.gov.au](mailto:sandra.sthill@dier.tas.gov.au).

Applications to HR Operations, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6233 2077, fax (03) 6233 5337, email [recruitment@dier.tas.gov.au](mailto:recruitment@dier.tas.gov.au).

## JUSTICE

### COMMUNITY CORRECTIONS

#### *Northern Region*

#### **Community Service Order Support Officer (356572).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$53,926 – \$58,697 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time Working 36.75 hours per fortnight until 20 December 2013.

Location:—Launceston.

Community Service Order Support Officer applicants will be required to undergo psychological and aptitude testings as part of the selection process.

Duties:—Perform a range of administrative tasks, including the preparation of correspondence and maintenance of electronic records and data. Assist Probation Officers with the co-ordination and delivery of the induction program to offenders undertaking Community Service Orders, including facilitation of the workplace health and safety sessions.

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

Enquiries to Tristan Bell, Co-ordinator CSO Scheme, Community Corrections, Department of Justice, phone (03) 6233 3105, email [tristan.bell@justice.tas.gov.au](mailto:tristan.bell@justice.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6233 6809, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Tristan Bell on (03) 6233 3105.

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

### COMMUNITY CORRECTIONS

#### *Northern Region*

#### **Probation Officer (350812).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time Working 73.5 hours per fortnight.

Location:—Launceston.

All Probation Officer applicants are required to undergo psychological and aptitude testing as part of the selection process.

Duties:—Conduct interviews and undertake assessments of offenders in order to provide accurate and timely advice to the Courts and the Parole Board in accordance with statutory requirements. Identify and explore offending behaviours with the aim of assisting offenders to reduce the risk of re-offending.

Essential Requirements:—The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted; conviction checks in the following; arson and fire setting; violent crimes and crimes against the person; sex-related offences; drug and alcohol related offences; crimes involving dishonesty; crimes involving deception; making false declarations; malicious damage and destruction to property; serious traffic offences; crimes against public order or relating to the Administration of Law and Justice; crimes against Executive or the Legislative Power; crimes involving conspiracy. Disciplinary action in previous employment check. Identification check.

Enquiries to Georgette Chilcott, A/Director, Community Corrections, Department of Justice, phone (03) 6434 6270, email [georgette.chilcott@justice.tas.gov.au](mailto:georgette.chilcott@justice.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6233 6809, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Georgette Chilcott on (03) 6434 6270.

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  
COMMUNITY CORRECTIONS  
*Northern Region*

**Report Writer/Assessor (350827a).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time Working 73.50 hours per fortnight for a period of 12 months.

Location:—Launceston.

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

Duties:—Conduct assessments of offenders in order to determine their level of risk and their suitability for participation in a community based sentence. Liaise with representatives from other government agencies for the purpose of obtaining information relevant to the assessment.

Essential Requirements:—The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted; conviction checks in the following; arson and fire setting; violent crimes and crimes against the person; sex-related offences; drug and alcohol related offences; crimes involving dishonesty; crimes involving deception; making false declarations; malicious damage and destruction to property; serious traffic offences; crimes against public order or relating to the Administration of Law and Justice; crimes against Executive or the Legislative Power; crimes involving conspiracy. Disciplinary action in previous employment check. Identification check. Enquiries to Georgette Chilcott, A/Director, Community Corrections, Department of Justice, phone (03) 6434 6270, email georgett.chilcott@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Georgette Chilcott on (03) 6434 6270.

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

MONETARY PENALTIES ENFORCEMENT SERVICE

**MPES Enforcement Officer**

Applications Close:—Friday, 16 August 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Vacancy No. 356301 and 356458.

Permanent full-time Working 73.50 hour per fortnight.

Location:—Hobart.

Duties:—Attend to the execution of enforcement process including the seizure and sale of property and preparation of correspondence, reports and other documentation as required. Attend to telephone and counter enquiries and provide information to clients, the general public, other agencies and organisations in relation to the recovery of monetary penalties.

Essential Requirements:—Current Drivers Licence. The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted; conviction checks in the following; arson and fire setting; violent crimes and crimes against the person; sex-related offences; drug and alcohol related offences; crimes involving dishonesty; crimes involving deception; making false declarations; malicious damage and destruction to property; serious traffic offences; crimes against public order or relating to the Administration of Law and Justice; crimes against Executive or the Legislative Power; crimes involving conspiracy. Disciplinary action in previous employment check. Identification check.

Enquiries to Mark Cocker, Director, MPES, Department of Justice, phone (03) 6233 2126, 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) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Mark Cocker on (03) 6233 2126.

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

TASMANIAN PLANNING COMMISSION

**Senior Planning Adviser (Legislation and Policy) (356566).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time Working 73.50 hours per fortnight, for a period of 12 months.

Location:—Hobart.

Duties:—Provide professional strategic and policy advice and support to the Director, Executive Commissioner and the Commission. Manage the development and implementation of policy and legislative program priorities identified by the Minister.

Enquiries to Stewart Johnson, Director Strategy, Policy and Business Services, Tasmanian Planning Commission, Department of Justice, phone (03) 6233 2325, email stewart.johnson@planning.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the

Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Bernie Van der Heyden on (03) 6233 2795.

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, PDF or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

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

#### POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

*Community Fire Safety*

Community Protection Planning Unit

#### **Planning Officer Community Protection (521525).**

Applications Close:—Monday, 19 August 2013.

Salary:—\$76,925 – \$80,447 p.a.

Tasmanian State Service Award, TFS General Stream, Band 5.

Permanent full-time.

Location:—Launceston.

Do you have an interest in developing protection plans for bushfire-prone communities? Do you have planning skills in the emergency management sector? Are you used to working with a wide range of people across the community? Do you have well-developed communication and interpersonal skills? Are you happy working without close supervision? We have an exciting opportunity for a positive and energetic person to join our small community protection planning team to undertake important work contributing to safer and more resilient communities. If you're interested, visit [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) and download a job kit.

Duties:—In assigned communities, lead the development of protection plans to mitigate the impact of bushfire and other related hazards on Tasmanian communities.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Chris Collins on (03) 6230 8489 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au). Enquiries to Chris Collins on (03) 6230 8489.

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

#### POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

*Operations*

#### **District Officer, (520288).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$101,076 p.a.

Tasmania Fire Fighting Industry Employees Award 2000, District Officer.

Permanent full-time non-rostered shift worker.

Location:—Launceston Fire Brigade.

Duties:—As a part of the Regional Management Team, contribute to the achievement of regional objectives through the management of career and volunteer members, and the physical resources within the Region as well as the performance of regional duties allocated by the Regional Chief.

Essential Requirements:—Tasmania Fire Fighting Industry Employees Award qualification (or equivalent) for appointment to the rank of District Officer.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Paul Salter on (03) 6434 6720 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au). Enquiries to Paul Salter on (03) 6214 8800 or mobile 0409 132 541. Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email [fire@fire.tas.gov.au](mailto:fire@fire.tas.gov.au).

#### POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

*Operations*

#### **District Officer, (521272).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$101,076 p.a.

Tasmania Fire Fighting Industry Employees Award 2000, District Officer.

Permanent full-time non-rostered shift worker.

Location:—Learning and Development South.

Duties:—As a part of the Regional Management Team, contribute to the achievement of regional objectives through the management of career and volunteer members, and the physical resources within the Region as well as the performance of regional duties allocated by the Regional Chief.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Paul Salter on (03) 6434 6720 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquiries to Paul Salter on (03) 6214 8800 or mobile 0409 132 541. Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email [fire@fire.tas.gov.au](mailto:fire@fire.tas.gov.au).

#### PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

#### **Fixed Term and Casual Employment Register (FTR 2013).**

Applications Close:—Thursday, 31 July 2014.

Salary:—See Below.

Port Arthur Historic Site Management Authority Award.

Register Fixed Term, Part-time and Casual for up to 6 months.

Location:—Port Arthur Historic Site or Cascades Female Factory Historic Site.

PAHSMA is seeking applications for fixed term roles at the Port Arthur Historic Site in the following positions:.

Tourism Operations Assistants in either Booking and Ticketing, Food and Beverage or the Retail Gift Shop.

Tour Guides as both Day Tour and/or Ghost Tour Guides.

Cooks.

Cleaners.

Works Assistants in either Grounds and Gardens or Building and Works.



There are also fixed term positions available at the Cascades Female Factory at South Hobart for:

Cascades Female Factory Assistants in either Retail and/or Tour Guiding.

Intending applicants should obtain the Application Form, the How to Apply Document and Statement of Duties (SOD) for the position(s) in which they may be interested in. Intending applicants should follow the instructions on how to apply carefully. These instructions are contained in the Information for Applicants brochure.

The Fixed Term and Casual Employment Register will be used to fill short term vacancies which occur during the period 1 August 2013 and 31 July 2014. Interested applicants can lodge their application at any time during this period, but as most vacancies occur during the 2013/14 summer tourist season intending applicants are encouraged to lodge their application as early as possible. It is recommended that to be considered for the 2013/14 summer season, applications are lodged prior to Friday, 4 October 2013.

All applications must be completed according to the instruction given in the Information for Applicants and the How to Apply brochures. For further information on the Register, specific roles or to obtain copies of the selection documentation please contact Human Resources on (03) 6251 2329 or email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au). Selection documentation can also be obtained from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or [www.portarthur.org.au](http://www.portarthur.org.au) websites.

Applications can be forwarded by mail, fax, email or personally delivered. Application Forms in Microsoft Word format are available from the jobs website for those who wish to submit their application electronically. Applications submitted electronically need to be in Microsoft Word format.

Enquiries to Recruitment, Port Arthur Historic Site Management Authority, phone (03) 6251 2357, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

Applications to Recruitment, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, Port Arthur TAS, 7182, phone (03) 6251 2329, fax (03) 6251 2322, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

#### TASMANIAN AUDIT OFFICE

##### ***Principal Financial Auditor (Re-advertised) (356573).***

Applications Close:—Friday, 16 August 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time 73.5 hour per fortnight.

Location:—Financial Audit Services, Hobart.

Duties:—Monitor and effectively manage assigned audits within agreed or set timeframes, budgets standards of performance and accountability.

As a main contact for senior management of assigned audits establish a rapport with clients based on professional relationships and respect for roles and responsibilities, ensure they are kept informed of the progress of audits, prepare and provide reports, opinions, correspondence and presentations to clients and seek to resolve differences of opinion.

For the assigned financial audits undertake the Team Leader role as defined in the Office's financial audit methodology.

Provide audit teams and individuals regular constructive feedback through timely reviews of their work against planned procedures and standards, signing-off as necessary in the audit file, and manage on-the-job performance in accordance with the Office's performance management system, including under performance.

Advise the engagement leader, signing officer, engagement quality control reviewer and client management of issues in a timely manner and offer solutions.

Provide high level technical advice to senior client management and Audit Office staff for issues encountered, developing solutions based on interpretation of standards, Treasurers Instructions and legislative requirements.

Ensure audit team members work in a safe and secure environment including promoting support and respect of individual and organisational differences taking action to respond to and prevent disrespect, harassment or bullying.

In consultation with clients, prepares drafts for the Auditor-General's Report to Parliament.

If required, assists in the management and development of less experienced staff.

Essential Requirements:—A tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution; PLUS (Completion of a recognised accounting/auditing certificate program, that includes either three years supervised/mentored practical experience or five years unsupervised practical experience in accounting/auditing); OR, Either three years supervised/mentored practical experience or five years unsupervised practical experience in a relevant discipline.) 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 checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy.

Disciplinary action in previous employment check.

Identification check.

Enquiries to Jara Dean, General Manager Financial Audit Services, Tasmanian Audit Office, phone (03) 6226 0100, email [jara.dean@audit.tas.gov.au](mailto:jara.dean@audit.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Tasmanian Audit Office, G.P.O. Box 825, Hobart 7001, phone (03) 6233 6809, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

Please note that electronic submission of applications are preferred, which will be acknowledged by email.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria (found in the statement of duties) and a current resume.

#### TASTAFE

##### STUDENT SUPPORT AND DEVELOPMENT

##### *Student Support Services*

##### ***Student Counsellor, Student Support Services North (965141).***

Applications Close:—Friday, 16 August 2013.

Salary:—\$79,087 – \$90,853 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 6.

Permanent part-time 36.75 hours per fortnight.

Location:—Student Support Services North.

Description of Role:—To provide students with guidance



on career and course selection, provide personal counselling services to minimise the impact of psychological and/or emotional factors upon student academic performance and assist student achievement of their educational and vocational goals.

**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 degree in Social Work, Psychology or similar.

**Eligibility for membership of an appropriate professional association** e.g. AASW, APA.

Enquiries to June Mezger, TasTAFE, phone (03) 6336 4223, email [june.mezger@education.tas.gov.au](mailto:june.mezger@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form.

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

## TREASURY AND FINANCE

### CORPORATE SUPPORT DIVISION

#### *Information Systems Branch*

#### **Senior Analyst, Requirements and Testing (724225).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time as soon as possible until 19 December 2014.

Location:—Hobart.

**Duties:**—The objective of the position is to participate in the delivery of Information Systems projects, including preparation of system requirements and test plans, as well as undertaking and supporting testing and implementation activities.

In the context of the selection criteria, to be successful in the position applicants will have: demonstrated skills and experience in the development, testing and elicitation of system requirements. This includes analysing and documenting requirements, preparing test plans and test cases, facilitating and supporting user acceptance testing, and issue identification, tracking and resolution; demonstrated ability to understand and work within a structured information technology environment and within a formal project management methodology and framework, and the capacity to develop, broaden and increase skills and knowledge in this environment and high-level interpersonal communication skills, including the ability to work effectively within a project team and liaise with stakeholders (including business unit system administrators and users) to effectively elicit system requirements.

**Desirable Requirements:**—completion or partial completion of relevant tertiary qualifications and/or professional affiliation.

Enquiries to Dipak Bhandari, Project Manager, Information Systems Branch, Department of Treasury and Finance, phone (03) 6233 6645, email [dipak.bhandari@treasury.tas.gov.au](mailto:dipak.bhandari@treasury.tas.gov.au).

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, HOBART TAS 7001, phone (03) 6233 3483, fax (03) 6233 3851, email [recruitment@treasury.tas.gov.au](mailto:recruitment@treasury.tas.gov.au).

Applications MUST address the selection criteria outlined in the Statement of Duties. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6233 3483.

## TREASURY AND FINANCE

### REVENUE, GAMING AND LICENSING DIVISION

#### *Liquor and Gaming Branch*

#### **Administrative Officer (724046).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$47,823 – \$51,998 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time as soon as possible until 23 July 2014, 7.35 hours per week.

Location:—Launceston.

**Duties:**—To perform a range of clerical functions associated with the administration and regulation of liquor and gaming.

In the context of the selection criteria, to be successful in the position applicants will: perform a range of clerical functions associated with the administration and regulation of liquor and gaming; assist with the process of applications for licences and permits under the Gaming Control Act 1993 and the Liquor Licensing Act 1990; and advise the public on liquor and gaming matters, including licensing matters.

**Desirable Requirements:**—Certificate III in a relevant area or equivalent level.

**Essential Requirements:**—The Head of the State Service, has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug and alcohol related offences, crimes involving dishonesty, serious traffic offences and Identification check for: finger prints, palm prints, photograph and credit check.

Enquiries to David Thomas, Team Leader, Liquor and Gaming Branch, Department of Treasury and Finance, phone (03) 6336 2382, email [david.thomas@treasury.tas.gov.au](mailto:david.thomas@treasury.tas.gov.au).

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, HOBART TAS 7001, phone (03) 6233 3483, fax (03) 6233 3851, email [recruitment@treasury.tas.gov.au](mailto:recruitment@treasury.tas.gov.au).

Applications MUST address the selection criteria outlined in the Statement of Duties. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6233 3483.

## TREASURY AND FINANCE

## REVENUE, GAMING AND LICENSING DIVISION

*Revenue Branch****Business Systems Support Officer (724298).***

Applications Close:—Friday, 16 August 2013.

Salary:—\$47,823 – \$51,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—To support the Revenue Branch in achieving its information management objectives including assistance with general systems support and administration, website and publications maintenance. The position will also provide administrative support with activities related to process improvement and/or general project initiatives across the Revenue Branch.

In the context of the selection criteria, to be successful in the position applicants will have: demonstrated communication skills including the ability to liaise internally and externally in the provision of frontline system user support; demonstrated experience or knowledge of relevant database technology and/or systems (e.g. Oracle, Microsoft) and reporting; demonstrated skills and experience in maintaining systems publications or similar information in a systems related environment; an analytical mind and an aptitude for solving technical problems; the ability to manage multiple tasks at once and set sensible priorities for these tasks; and an aptitude for working with people, information and communication technology.

Desirable Requirements:—certificate III in a relevant area or equivalent level.

Enquiries to Gail Solomon, Senior Systems Officer and Business Analyst, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 2153, email [gail.solomon@treasury.tas.gov.au](mailto:gail.solomon@treasury.tas.gov.au).

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, HOBART TAS 7001, phone (03) 6233 3483, fax (03) 6233 3851, email [recruitment@treasury.tas.gov.au](mailto:recruitment@treasury.tas.gov.au).

Applications MUST address the selection criteria outlined in the Statement of Duties. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6233 3483.

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Education Facility Attendant	A. Bird	6 months	02.08.13
Education	Education Facility Attendant	J. Hamilton	6 months	05.08.13
Education	Education Facility Attendant	J. Hooper	6 months	01.08.13
Education	Teacher Assistant	A. Bellchambers	6 months	05.08.13
Education	Aboriginal Education Officer	M. West	6 months	15.08.13
Education	Education Facility Attendant	T. Auton	6 months	25.07.13
Education	Librarian	A. Shepherd	6 months	01.08.13
Education	Education Facility Attendant	G. Barry	6 months	22.07.13
Education	Teacher	M. Williams	6 months	22.07.13
Education	Teacher Assistant	C. Walker	6 months	01.07.13
Education	Teacher	A. Hardstaff	6 months	22.07.13
Education	Education Facility Attendant	T. Foster	6 months	27.06.13
Education	Education Facility Attendant	A. Forwood	6 months	25.07.13
Education	Education Facility Attendant	K. Ferguson	6 months	24.06.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	L. Murfett	6 months	18.08.13
Health & Human Services & Tasmanian Health Organisations	Senior Project Consultant	E. Jones	6 months	07.10.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	J. Davis	6 months	18.08.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	Z. Flynn	6 months	18.08.13
Health & Human Services & Tasmanian Health Organisations	Community Nurse	F. Withopf	6 months	05.09.13
Health & Human Services & Tasmanian Health Organisations	Records Management Officer	P. Kannis	6 months	22.07.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	J. Marshall	6 months	18.08.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	A. Cooper	6 months	18.08.13
Infrastructure, Energy & Resources	Graduate Policy Officer	S. Raymond	6 months	15.07.13
Primary Industries, Parks, Water & Environment	Surveyor-General	M. Giudici	6 months	01.08.13

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	J. Moore	Advanced Skills Teacher	22.07.13
Education	W. Leonard	Advanced Skills Teacher	22.07.13
Education	J. Rodman	Advanced Skills Teacher	22.07.13
Education	J. Tomlin	Senior Regional Consultant	30.07.13
Education	J. Skirving	Advanced Skills Teacher	22.07.13
Education	J. Crawford	Senior Regional Consultant	30.07.13
Education	K. Von Schill	Advanced Skills Teacher	22.07.13
Education	P. McFadzean	Advanced Skills Teacher	22.07.13
Health & Human Services & Tasmanian Health Organisations	T. Farrell	Team Leader Tenancy Services	01.08.13
Health & Human Services & Tasmanian Health Organisations	E. Wise	Specialist Financial Analyst	08.08.13
Health & Human Services & Tasmanian Health Organisations	K. Parker	Director of Nursing	31.07.13
Premier & Cabinet	I. Evans	Senior HR Consultant	23.07.13

### *Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
TasTAFE	C. Howe	Education	Administrative Assistant	01.08.13

## Staff Movements

### *Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	H. Reid	06.07.13

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Administrative Officer	J. Welsh	26.07.13
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	A. Trickett	26.07.13
Health & Human Services & Tasmanian Health Organisations	Occupational Therapist	A. DiTommaso	26.07.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	S. Debnam	09.06.13
Health & Human Services & Tasmanian Health Organisations	Hospital Aide	G. Hitchens	24.07.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	M. Lesser	21.07.13
Health & Human Services & Tasmanian Health Organisations	Rehabilitation Therapy Assistant	S. Thompson	24.04.13

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