



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
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INCLUDING G.S.T.

## CONTENTS.

### VACANCIES—

Education .....	364
Environment, Parks, Heritage and the Arts ..	366
Health and Human Services .....	366
Justice .....	377
Police and Emergency Management .....	378
Port Arthur Historic Site Management Authority .....	378
Tasmanian Polytechnic .....	378
Tasmanian Skills Institute.....	379
Treasury and Finance.....	379

### STAFF MOVEMENTS—

Appointments.....	380
Promotions.....	381
Resignations.....	380
Retirements.....	381
Terminations .....	381
Transfers .....	381

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 Public Sector 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 Print Applied Technology Pty Ltd, 123 Collins Street, Hobart and Birchalls Newsagency, The Mall, Launceston.

### *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.

**Gazette**

Email copy to

**govt.gazette@thepat.com.au**

or fax to (03) 6216 4294. All copy must be typed in upper and lower case not ALL CAPS, if unsure please telephone (03) 6233 6110.

**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](http://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](http://www.jobs.tas.gov.au) system log on, please contact your Human Resource Manager or the Public Sector Management Office on telephone (03) 6233 6687 or email: [jobsadmin@dpac.tas.gov.au](mailto:jobsadmin@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 Print Applied Technology Pty Ltd on (03) 6216 4294.

**Deadlines***Government Gazette:—*

Copy must be received by Print Applied Technology Pty Ltd by **last mail or 4 p.m. 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) 6233 6687.

**Deadlines will be strictly adhered to.****Subscription or account enquiries phone (03) 6233 3148****EDUCATION****LEARNING SERVICES****Special Education Advisor (Autism) (964025).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$80,513 p.a.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Fixed-term full-time from as soon as possible for 2 years.

Location:—Learning Services (South) and (South East).

Description of the Role:—Support students on the Severe Disability Register in regular schools. Work with schools and families, to support the learning of students and building the capacity of the school community to meet the individual needs of students. Work with a multi-disciplinary Learning Service Support Team.

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

The Commissioner 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.

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

Qualifications in the area of Special Education with focus on students on the Autism Spectrum Disorder severe Disabilities Register.

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 RTF (rich text 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.

Enquiries to Debra Sealy, Department of Education, phone (03) 6212 3107, email [debra.sealy@education.tas.gov.au](mailto:debra.sealy@education.tas.gov.au) or Felicity Gifford, Department of Education, phone (03) 6212 3241, email [felicity.gifford@education.tas.gov.au](mailto:felicity.gifford@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

**EDUCATION****LEARNING SERVICES***Learning Services (North-West)***Mountain Heights School****Assistant Principal (963896).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$90,108 p.a.

Teaching Service (TPS) Award, Assistant Principal, Band 3, Level 3.

Fixed-term full-time from 15 June 2009 to 31 December 2010.

Location:—Mountain Heights School.

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

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

The Commissioner 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.

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

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 RTF (rich text 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.

Enquiries to David Cashion, Department of Education, phone (03) 6471 1977, email david.cashion@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

##### Taroona High School

#### **Canteen Assistant (981200).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$32,500 – \$40,482 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 28 hours per fortnight for 40 weeks per year.

Location:—Taroona High School.

Description of the Role:—Maintain and deliver the school canteen services.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy pre-employment check before taking up the appointment, promotion or transfer.

Please note that the Statement of Duties for this vacancy has yet to be assessed under the Public Sector Union Wage Agreement Translation Process.

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 RTF (rich text 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.

Enquiries to Christine Mitchell, Department of Education, phone (03) 6227 7700, email christine.mitchell@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

##### Taroona High School

#### **School Administrative Officer (961808).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 16 hours per fortnight for up to 42 weeks per year.

Location:—Taroona High School.

Description of the Role:—To provide general clerical and administrative support in the school/college office, including client service, maintenance of the School Administration and Accounting System database, records management, word processing and other duties as required.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy pre-employment check before taking up the appointment, promotion or transfer.

Please note that the Statement of Duties for this vacancy has yet to be assessed under the Public Sector Union Wage Agreement Translation Process.

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 RTF (rich text 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.

Enquiries to Christine Mitchell, Department of Education, phone (03) 6227 7700, email christine.mitchell@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

##### Dodges Ferry Primary School

#### **School Office Clerk (953513).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 29.40 hours per fortnight for up to 42 weeks per year.

Location:—Dodges Ferry Primary School.

Description of the Role:—To provide general clerical and administrative support in the school/college office, including client service, maintenance of the School Administration and Accounting System database, records management, word processing and other duties as required.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy pre-employment check before taking up the appointment, promotion or transfer.

Please note that the Statement of Duties for this vacancy has yet to be assessed under the Public Sector Union Wage Agreement Translation Process.

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 RTF (rich text 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.

Enquiries to Sue Richardson, Department of Education, phone (03) 6265 8116, email [susan.richardson@education.tas.gov.au](mailto:susan.richardson@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

### ENVIRONMENT

#### *Environmental Operations*

#### **Senior Environmental Officer (Assessments) (705857).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$66,761 – \$75,292 p.a.

Tasmanian State Service Award, Professional Stream, Band 2.

Fixed-term full-time for 18 months.

Location:—Hobart.

Duties:—Support the decision making processes of the Environment Protection Authority by co-ordinating and undertaking environmental impact assessment and/or ongoing management of environmentally relevant activities, according to the objectives, principles and requirements of the Environmental Management and Pollution Control Act 1994 and other relevant legislation, policies and procedures.

Essential Requirement:—A graduate qualification relevant to the professional duties to be undertaken is required by the employer, as provided by a university.

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

Enquiries to Astrid Sturing, Administrative Assistant for a copy of the Statement of Duties or further information regarding the role, phone (03) 6233 6511, email [Astrid.Sturing@environment.tas.gov.au](mailto:Astrid.Sturing@environment.tas.gov.au).

Applications to address the selection criteria as outlined in the Statement of Duties, quote vacancy number and be addressed to, Sallyanne Fisher, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, Tas, 7001, phone (03) 6233 5914, fax (03) 6233 5907, email [applications@depha.tas.gov.au](mailto:applications@depha.tas.gov.au).

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

### ABORIGINAL HERITAGE TASMANIA

#### *Aboriginal Heritage, Major Projects*

#### **Senior Policy and Projects Officer (706122).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—To provide high level policy, project management and research services across a wide range of Aboriginal Heritage Tasmania activities. As a member of the Policy and Projects Team, liaise with staff of Aboriginal Heritage Tasmania to determine development needs and manage appropriate policies, initiatives and projects.

Essential Requirements:—An ability to communicate effectively and sensitively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of contemporary Aboriginal culture and society. It has been

determined that this is an Aboriginal tagged position and will be filled in accordance with the Ministerial Direction No 12: Aboriginal and Torres Strait Islander Employment in the Tasmanian State Service.

Desirable Requirements:—Tertiary qualification in public administration, law or other relevant discipline or equivalent experience.

Enquiries to Vicki Wills, Manager Policy and Projects, for a copy of the Statement of Duties or for further information regarding the role, phone (03) 6233 3927 or email [Vicki.Wills@heritage.tas.gov.au](mailto:Vicki.Wills@heritage.tas.gov.au).

Applications to address the selection criteria as outlined in the Statement of Duties, quote vacancy number and be addressed to, Sallyanne Fisher, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001, phone (03) 6233 5914, fax (03) 6233 5907, email [applications@depha.tas.gov.au](mailto:applications@depha.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### BUSINESS SERVICES NETWORK

#### *Information Services*

#### Application Solutions Information Services

#### **Consultant Project Officer (517687).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$66,862 – \$79,193 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—As part of the Application Solutions project team, provide high level project support for the successful delivery Information Services projects.

Desirable Requirements:—High level project management and information system implementation skills, including the ability to lead and manage a small team that links with diverse service delivery areas. Demonstrated high-level experience and skills in project management activities in accordance with the Tasmanian Government Project Management Framework including but not limited to business case preparation, project planning, project issue identification, tracking, and resolution, change management and stakeholder management. Experience in the implementation of standardised business processes as a part of the implementation of information systems.

Enquiries to Max Gentle, Department of Health and Human Services, phone (03) 6233 9669, email [max.gentle@dhhs.tas.gov.au](mailto:max.gentle@dhhs.tas.gov.au).

You are encouraged to apply on line (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.

## HEALTH AND HUMAN SERVICES

### BUSINESS SERVICES NETWORK

#### *Information Services*

#### Information Resources Information Services

#### **Team Leader, Document Management (516480).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$51,579 – \$60,746 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Co-ordinate, assist and supervise staff in the daily operations of the Central Records Unit. Assist the development and implementation of new strategies for records and document management within the Department's information management planning framework and provide quality assurance for a range of existing services.

Desirable Requirements:—Broad knowledge and experience in contemporary information management including relevant standards, electronic records and document management systems, classification and disposal. Proven capacity for the supervision of staff and the ability to effectively lead a team. Demonstrated ability to co-ordinate and prioritise workload of the Unit.

Enquiries to Sharon Trueman, Department of Health and Human Services, phone (03) 6233 3761, email [sharon.trueman@dhhs.tas.gov.au](mailto:sharon.trueman@dhhs.tas.gov.au).

You are encouraged to apply on line (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.

## HEALTH AND HUMAN SERVICES

### CARE REFORM

#### *Safety and Quality*

#### **Medical Director Quality and Safety (517702).**

Applications Close:—Friday, 3 April 2009.

Salary:—To be negotiated.

Salaried Medical Practitioners Industrial Agreement 2006, Medical Practitioner, Level I-IV (Salary commensurate with qualifications and experience).

Permanent full-time day work.

Location:—Hobart.

Duties:—The Department of Health and Human Services are seeking a public health physician leader as the Medical Director of Safety and Quality. The Safety and Quality Unit is a newly formed, progressive area of the agency. The Unit is located in Hobart and operates within the Care Reform Group of the Department. As the Medical Director of Safety and Quality, you are a motivated and enthusiastic practitioner whose contributions at the senior executive level enrich the planning, development and evaluation of the safety and quality of health services within Tasmania. You assist the Deputy Secretary, Care Reform, in upholding health services legislation and act as a medical consultant to the Department, health services and the community. Your public health expertise enables you to oversee the development of safety and quality policy, manage projects, co-ordinate the investigation of key safety and quality issues affecting service delivery, and communicate with health service managers and key stakeholders in order to achieve safety and quality care reform goals.

Essential Requirements:—A medical practitioner who holds general, conditional or conditional registration for special purposes, registration under the Medical Practitioners Registration Act 1996 and has had a minimum of four year's relevant post graduate experience.

Enquiries to Alice Burchill, Department of Health and Human Services, phone (03) 6233 8091, email [alice.burchill@dhhs.tas.gov.au](mailto:alice.burchill@dhhs.tas.gov.au).

You are encouraged to apply on line (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.

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### **Endoscopy Technician (516446).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$41,427 – \$45,427 p.a.

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

Permanent part-time day work, 66 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—As a member of the health care team, decontaminate, package, disinfect and sterilise endoscopes and other equipment and supplies appropriate to the specialist area of Endoscopy. Maintain clean and hygienic surroundings to facilitate the control of infection in the Endoscopy Unit.

Enquiries to Michelle Muir, Department of Health and Human Services, phone (03) 6222 7365, mobile 0400 098 096, email [michelle.muir@dhhs.tas.gov.au](mailto:michelle.muir@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

### HEALTH SERVICES

#### *Health and Well Being Services*

#### Oral Health Services Tasmania North

#### **Dental Assistant—3 Vacancies.**

Applications Close:—Friday, 27 March 2009.

Salary:—\$41,427 – \$45,427 pro rata.

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

Vacancy No. 516644.

Permanent full-time day work.

Location:—Northern Region.

Vacancy No. 501195.

Permanent full-time day work.

Location:—Northern Region.

Vacancy No. 501187.

Permanent part-time day work, working 60.8 hours per fortnight.

Location:—Northern Region.

Duties:—Assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control practices. Take a lead role in training, assisting and orientating less experienced staff.

Desirable Requirements:—Expertise in, and significant knowledge of, Dental Assistant's clinical procedures, including current infection control practices, with a knowledge of current NHMRC Infection Control guidelines, OHS guidelines and appropriate legislation.

Ability to communicate effectively and work efficiently with members of the dental professions, clients and members of the public.

Knowledge of Oral Health Service procedures, techniques and policies or the ability to quickly acquire such.

Enquiries to Vanessa Whiteman, Department of Health and Human Services, phone (03) 6336 4125, email [vanessa.whiteman@dhhs.tas.gov.au](mailto:vanessa.whiteman@dhhs.tas.gov.au).

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

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. Please do not send applications to the contact person.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Clinical Nurse (504005).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$62,802 – \$67,183 pro rata.

Nurses (TPS) Award, Registered Nurse, Level 2.

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

Location:—Medicine, Renal Unit.

Duties:—Functions as an advanced clinical practitioner within the designated area and provides management support to the Nurse Unit Manager (NUM) and Nurse Educators including participation in staff education and the management of staff performance.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

Enquiries to Rose Mace, Department of Health and Human Services, phone (03) 6348 7045, email [rose.mace@dhhs.tas.gov.au](mailto:rose.mace@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

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Clinical Nurse (Multiple Vacancies) (518533).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$62,802 – \$67,183 p.a.

Nurses (TPS) Award, Registered Nurse, Level 2.

Permanent full-time/part-time shift work. Hours will be negotiated with the successful applicants.

Location:—Medicine, Ward 3R.

Duties:—Functions as an advanced clinical practitioner within the designated area and provides management support to the Nurse Unit Manager (NUM) and Nurse Educators including participation in staff education and the management of staff performance.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

Enquiries to Lee Wallace, Department of Health and Human Services, phone (03) 63487094, email [lee.wallace@dhhs.tas.gov.au](mailto:lee.wallace@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

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Clinical Nurse (Transition Care Programme) (516420).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$62,802 – \$67,183 p.a.

Nurses (TPS) Award, Registered Nurse, Level 2.

Fixed-term full-time day work. To commence 12 April 2009 until 30 January 2010. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Medicine, Transition Care Programme.

Duties:—Function as a team leader within a multidisciplinary team providing clinical care and case management to clients requiring short term support and management at the conclusion of a hospital episode to assist their restorative process, optimise their functional capacity and to finalise access to longer term care.

Desirable Requirements:—Current drivers licence.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

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

Enquiries to Sharon Williams, Department of Health and Human Services, phone (03) 63487919, email [sharon.williams@dhhs.tas.gov.au](mailto:sharon.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

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Continence Nurse Advisor (518581).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$62,802 – \$67,183 pro rata.

Nurses (TPS) Award, Registered Nurse, Level 2.

Fixed-term part-time day work, working 40 hours per fortnight. To commence as soon as possible until 28 February 2010. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Medicine, Department of Medicine.

Duties:—In accordance with primary health care principles, Agency policies, legal requirements and professional competencies, the Clinical Nurse provides clinical expertise in aspects of nursing care for people suffering with bladder and bowel dysfunction. Collaborates with other members of the health care team to ensure the delivery of high quality

health care. The nursing practice will reflect a specialist interdisciplinary approach.

**Essential Requirements:**—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

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

Enquiries to Pam Hesketh, Department of Health and Human Services, phone (03) 63487898, email lghspinalservice@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

### HEALTH SERVICES

#### *Launceston General Hospital*

#### ***Enrolled Nurse (Medication Endorsed) (Multiple Vacancies) (518535).***

Applications Close:—Friday, 27 March 2009.

Salary:—\$46,204 – \$48,420 p.a.

Nurses (TPS) Award, Enrolled Nurse, Level 2.

Permanent full-time/part-time shift work. Hours will be negotiated with the successful applicants.

Location:—Medicine, Ward 3R.

**Duties:**—In accordance with the Organisational policies and legal requirements, the Enrolled Nurse delivers clinically appropriate nursing care to patients/clients under the supervision of a Registered Nurse.

**Essential Requirements:**—Must provide current practising certificate(s) as evidence of a right to practice as an Enrolled Nurse in Tasmania.

Enquiries to Lee Wallace, Department of Health and Human Services, phone (03) 63487094, email [lee.wallace@dhhs.tas.gov.au](mailto:lee.wallace@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

### HEALTH SERVICES

#### *Mersey Community Hospital*

#### ***Ward Support Officer (518612).***

Applications Close:—Friday, 27 March 2009.

Salary:—\$41,427 – \$45,142 p.a.

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

Permanent full-time day work.

Location:—Mersey Community Hospital.

**Duties:**—Provide and maintain a high standard of customer focused clerical, administrative and reception services to the

Oncology Unit. To maintain confidentiality and work according to all Agency and Hospital policies, procedures and guidelines. Maintain clean hygienic surroundings to facilitate the control of infection. Maintenance of basic ward equipment and adequate stores. Assist patients with aspects of daily living under the supervision of a Registered Nurse.

**Desirable Requirements:**—Well developed oral and written communication and interpersonal skills with a demonstrated ability to interact with public and staff at all levels. Sound word processing skills and the ability to develop and maintain spreadsheets and databases. A knowledge of and experience in the use information systems, preferably with exposure to a patient information system, or a demonstrated ability to acquire. Sound knowledge of office management practices, with the ability to undertake administrative and clerical duties efficiently and effectively.

Enquiries to Julie Duff, Department of Health and Human Services, phone (03) 64265468, email [julie.duff@dhhs.tas.gov.au](mailto:julie.duff@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

### HEALTH SERVICES

#### *North West Regional Hospital*

#### ***Clinical Coder (517921).***

Applications Close:—Friday, 3 April 2009.

Salary:—\$41,427 – \$45,142 p.a.

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

Permanent full-time day worker.

Location:—PIMS, North West.

**Duties:**—Responsible for the performance of accurate and timely Clinical Coding for inpatient separations in accordance with Hospital, State and Commonwealth data standards and reporting requirements, for the purposes of Australian Refined Diagnosis Related Group (ARDRG) assignment for funding, inpatient activity, clinical and non-clinical research, casemix analysis and patient care quality improvement. Adherence to National Centre for Classification in Health (NCCH) guidelines, utilizing the current edition of the International Classification of Diseases, Revision 10, Australian Modification (ICD10AM), Australian Classification of Health Interventions (ACHI) and Australian Coding Standards (ACS).

**Desirable Requirements:**—Successful completion of a Clinical Coding course and subsequent certification, approved by the Health Information Management Association of Australia (HIMAA). Proven ability to undertake relevant internal and external education programmes is essential to develop and maintain the expertise required for this specialized discipline. Working knowledge of the national Classification of Diseases Revision 10 Australian Modification (ICD 10 AM), Australian Classification of Health Interventions (ACHI) and Australian Coding Standards (ACS). Evidence of competency in the current edition of ICD-10-AM coding. Working knowledge of medical terminology, anatomy, physiology and medical science and evidence of the ability to apply this specialized knowledge in the clinical classification process.

Enquiries to Geraldine Hanigan, Department of Health and Human Services, phone (03) 6430 6527, email [geraldine.hanigan@dhhs.tas.gov.au](mailto:geraldine.hanigan@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *North West Regional Hospital*

#### **Clinical Nurse, Floor Manager (518662).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$62,802 – \$67,183 p.a.

Nurses (TPS) Award, Registered Nurse, Level 2.

Permanent full-time day worker.

Location:—Nursing Services, Operating Room Suite/CSD.

Duties:—Manages the resource requirements and the logistics of Perioperative Services on an ongoing basis to maximise the efficiency of case throughput, supported by the Nurse Unit Manager. Applies high levels of analytical, problem solving and interpersonal skills within a dynamic, multidisciplinary environment to ensure the facilitation of surgery and the associated care required through all areas of the main theatre complex. Ensures effective communication with all relevant personnel regarding the provision of resources to the suite.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

Enquiries to Bill Kerr, Department of Health and Human Services, phone (03) 6430 6652, email [william.kerr@dhhs.tas.gov.au](mailto:william.kerr@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

### HEALTH SERVICES

#### *North West Regional Hospital*

#### **Clinical Nurse Consultant (518661).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$72,136 – \$77,219 p.a.

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

Permanent full-time day worker.

Location:—Nursing Services, Central Sterilising Department.

Duties:—Provide Leadership to the Central Sterilising Department. Ensure efficient and effective service provision utilising best practice principles and adherence to nationally acceptable standards by co-ordinating the management of human and other resources.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

Enquiries to Bill Kerr, Department of Health and Human Services, phone (03) 6430 6652, email [william.kerr@dhhs.tas.gov.au](mailto:william.kerr@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

### HEALTH SERVICES

#### *Primary Health Services*

#### *Primary Health North West*

#### **Specialist Social Worker (503128).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$69,974 – \$80,262 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 3.

Fixed-term full-time daywork, commencing 10 May 2009 to 13 June 2010.

Location:—Palliative Care, North West.

Duties:—Specialist Social Worker for the community based Palliative Care Service, covering the North West Coast of Tasmania. In accordance with Agency policy and legal requirements, the Palliative Care Specialist Social Worker assesses and responds to the palliative care needs and issues as expressed or indicated by clients, their families or carers, and other care providers including allied health, nursing, medical in Tasmania.

Essential Requirements:—Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers. Current Drivers Licence.

Enquiries to Viki Elphinstone, Department of Health and Human Services, phone (03) 6440 7111, email [viki.elphinstone@dhhs.tas.gov.au](mailto:viki.elphinstone@dhhs.tas.gov.au).

You are encouraged to apply on line (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 Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### *Primary Health South*

#### **Home Help (506030).**

Applications Close:—Friday, 3 April 2009.

Salary:—\$36,293 – \$37,180 pro rata.

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

Permanent part-time day work, working 39.52 hours per fortnight.

Location:—Hobart Municipality.

Duties:—Within a Primary Health Care framework Home Help staff will function effectively as a member of a health care team concerned with the care of the individual and family unit within the community.

Desirable Requirements:—Demonstrated knowledge of and experience in performing domestic duties for the aged or disabled within their own home.

Understanding of confidentiality and rights of clients.

Ability to establish and maintain effective written and verbal communication, with clients and Community Health team members and the ability to work harmoniously as a member of

a team.

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

Enquiries to Robyn Rylands, Department of Health and Human Services, phone (03) 6222 7618, email [homecaresouth@dhhs.tas.gov.au](mailto:homecaresouth@dhhs.tas.gov.au).

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

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. Please do not send applications to the contact person.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### Primary Health Services

##### Primary Health South

#### **Home Help (506384).**

Applications Close:—Friday, 3 April 2009.

Salary:—\$36,293 – \$37,180 pro rata.

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

Fixed-term part-time day work, working 38.76 hours per fortnight.

Location:—Bridgewater area.

Duties:—Within a Primary Health Care framework Home Help staff will function effectively as a member of a health care team concerned with the care of the individual and family unit within the community.

Desirable Requirements:—Demonstrated knowledge of and experience in performing domestic duties for the aged or disabled within their own home.

Understanding of confidentiality and rights of clients.

Ability to establish and maintain effective written and verbal communication, with clients and Community Health team members and the ability to work harmoniously as a member of a team.

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

Enquiries to Robyn Rylands, Department of Health and Human Services, phone (03) 6222 7618, email [homecaresouth@dhhs.tas.gov.au](mailto:homecaresouth@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### Primary Health Services

##### Primary Health South

#### **Senior Occupational Therapist (510769).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$69,974 – \$80,262 pro rata.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 3.

Permanent part-time day work, working 60.8 hours per fortnight, commencing 20 April 2009 until 16 April 2010.

Location:—Repatriation Centre, 90 Davey Street, Hobart.

Duties:—Work as an effective member of the multidisciplinary rehabilitation team in the assessment, planning and delivery of occupational therapy services to clients and their carers referred to the Community Rehabilitation Unit, Southern Tasmania (CRU). Assist the Deputy Manager, Occupational Therapy in providing clinical leadership, professional support and ensuring best practice standards for occupational therapy services provided by CRU, in accordance with organisational policies and the code of ethics of OT Australia (The Australian Association of Occupational Therapists).

Essential Requirements:—Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia. (Australian Association of Occupational Therapists).

Enquiries to Kerry Williams, Department of Health and Human Services, phone (03) 6222 7312, email [kerry.williams@dhhs.tas.gov.au](mailto:kerry.williams@dhhs.tas.gov.au).

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

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. Please do not send applications to the contact person.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### Royal Hobart Hospital

#### **Administrative Officer, Central Co-ordination Unit (515948).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

Permanent full-time daywork.

Location:—Royal Hobart Hospital.

Duties:—Provide a high level of administrative and clerical support to Senior staff in the Central Co-ordination unit. Manage the administrative functions of the Assistant Director of Nursing ensuring the efficient management and flow of information and correspondence relating to the activities of the Central Co-ordination Unit. Undertake specific projects as required.

Desirable Requirements:—Ability to undertake administrative duties, including efficient operation of keyboard and word processing equipment, office automation systems, and possess an understanding of medical terminology. Knowledge of Homer and EDIS systems and high level computer skills including the ability to undertake research of statistical data,

recording and maintenance of data base information systems and report production. High level interpersonal, organisational and communication skills and the ability to participate effectively in a team, and under pressured circumstances.

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

You are encouraged to apply on line (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 Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Clinical Nurse, Critical Care Medicine—2 Vacancies.***

Applications Close:—Friday, 27 March 2009.

Salary:—\$62,802 – \$67,183 p.a.

Nurses (TPS) Award, Registered Nurse, Level 2.

Vacancy No. 517823 (Multiple Vacancies).

Permanent full-time and part-time shift work (full rotational). Applicants wishing to work between 48 hours and full-time hours per fortnight are encouraged to apply. Salary pro-rata for part-time.

Location:—Hobart.

Vacancy No. 508804 (Clinical Nurse, Equipment).

Permanent full-time day work.

Location:—Hobart.

Description: Vacancy Number 517823 is a multiple FTE vacancy, several opportunities are available to work both full-time or part-time.

Duties: Functions as an advanced clinical practitioner within the designated area and provides management support to the Nurse Unit Manager including participation in staff education and the management of staff performance.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

Enquiries to Felicity Geeves, Department of Health and Human Services, phone (03) 6222 8856, email [felicity.geeves@dhhs.tas.gov.au](mailto:felicity.geeves@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

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Clinical Nurse, Emergency Department (508955).***

Applications Close:—Friday, 27 March 2009.

Salary:—\$62,802 – \$67,183 pro rata.

Nurses (TPS) Award, Registered Nurse, Level 2.

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

Location:—Hobart.

Duties:—Within the Emergency Department, Co-ordinates and delivers advanced nursing care based on best practice principles and legal requirements within the multidisciplinary

environment and provides management support to the Nurse Unit Manager (NUM) including participation in staff education and the management of staff performance.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

Enquiries to Donald Burton, Department of Health and Human Services, phone (03) 6222 8425, email [don.burton@dhhs.tas.gov.au](mailto:don.burton@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

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Clinical Nurse Consultant, Organ and Tissue Donation (518730).***

Applications Close:—Friday, 27 March 2009.

Salary:—\$72,136 – \$77,219 p.a.

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

Fixed-term full-time day worker, commencing as soon as possible for a period of 4 years.

Location:—Hobart.

Duties:—Work with the Hospital-based Medical Director in a range of clinical processes, and education and awareness raising activities to optimise organ and tissue donation. Provide clinical leadership to support hospital teams to sensitively assess and identify potential donors, support the conversion to actual donation, provide high quality care, and evaluate outcomes. This includes developing programmes that ensure empathic and person centred care for partners, families and friends of donors and recipients. In conjunction with the Medical Director of Organ and tissue Donation, facilitate the development and implementation of nationally consistent policies and protocols aligned with the direction and goals of the Australian Organ and Tissue Donation and Transplantation Authority. The role requires relevant clinical experience, innovative thinking, change management experience, an ability to work with multidisciplinary teams and a commitment to educating others in optimising organ and tissue donation.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

Enquiries to Alan Wales, Department of Health and Human Services, phone (03) 6222 8203, email [alan.wales@dhhs.tas.gov.au](mailto:alan.wales@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

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Deputy Manager, Social Work Services (518587).***

Applications Close:—Friday, 27 March 2009.

Salary:—\$80,262 – \$88,771 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 4.

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

Location:—Royal Hobart Hospital and off site facilities.

Duties:—To assist the Manager, Social Work Services, with the overall co-ordination, leadership and management of social work services provided to the Royal Hobart Hospital (RHH). To deputise in the absence of the Manager Social Work Services. Provide high level clinical leadership and/or specialised clinical services and contribute to the system of clinical governance in the Social Work Department. Contribute to the overall corporate governance of the Social Work Department within the context of RHH Continuing Care.

Essential Requirements:—Degree in Social Work giving eligibility for membership of Australian Association of Social Workers.

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

Enquiries to Janet Whelan, Department of Health and Human Services, phone (03) 6222 8440, email janet.whelan@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, Tasmania 7001.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Medical Director of Organ and Tissue Donation (518648).**

Applications Close:—Friday, 27 March 2009.

Salary:—To be negotiated.

Salaried Medical Practitioners Industrial Agreement 2006, Specialist Medical Practitioner, Level I-IV (Salary commensurate with qualifications and experience).

Fixed-term full-time day worker (with oncall) commencing as soon as possible for a period of 4 years.

Location:—Hobart.

Duties:—The Medical Director is responsible for the operational and financial management of the Tasmania's Organ and Tissue Donation Agency. This is a full-time job. 0.65 FTE for work related to organ and tissue donation. 0.35 FTE is available for other clinical practice, research or academic work. The majority of hours relating to organ and tissue donation over the first six months after appointment (~0.4 FTE) will be in the hospital setting to enable the incumbent to commence implementation of nationally consistent systems, programmes and processes within the hospital and to establish key national and local relationships. Longer-term there will be an increased focus on managerial work associated with State level responsibilities (~0.25 FTE).

Essential Requirements:—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996 and who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition, which is relevant to his/her appointment.

Enquiries to Clinical Professor Tony Bell, Department of Health and Human Services, phone (03) 6222 7502, fax (03) 6222 8028, mobile 0408576256, email anthony.bell@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

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Safety and Quality Consultant (515860).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$72,136 – \$77,219 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Responsible for the identification and assessment of clinical risk and the co-ordination and facilitation of clinical quality and safety activities and initiatives at the Royal Hobart Hospital and associated campuses, including specific projects.

Provide leadership in the promotion of clinical quality and safety activities and provide specialist advice and support for the benchmarking of practice standards and patient outcomes for all clinical units.

Manage the electronic incident management system and monitor outcomes of serious incidents in accordance with RHH and legislative policy and procedures.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

Enquiries to Shirleen Wickham, Department of Health and Human Services, phone (03) 6222 7564, mobile 0409 552 796, email shirleen.wickham@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, Tasmania 7001.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Senior Occupational Therapist (515089).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$69,974 – \$80,262 pro rata.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 3.

Fixed-term part-time day work, 60.8 hours per fortnight, commencing as soon as possible until 31 December 2009.

Location:—Hobart.

Duties:—To undertake specialised clinical assessment and treatment of patients in the aged care service utilising a specialist knowledge of the varied clinical caseload while ensuring optimum patient care within a multidisciplinary team setting. Assist the specialist occupational therapist with the development of the occupational therapy service through planning, evidence based practice, quality improvement and research activities, supervision of staff and clinical placements for undergraduate students. Maintain the Code of Ethics of O.T. Australia, the Australian Association of Occupational Therapists.

Essential Requirements:—Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia. (Australian Association of Occupational Therapists).

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

Enquiries to Leeza Hawkins, Department of Health and Human Services, phone 0407 518 804, email [leeza.hawkins@dhhs.tas.gov.au](mailto:leeza.hawkins@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, Tasmania 7001.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Tasmanian Ambulance and Health Transport Service*

#### **Clinical Instructor (511881).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$65,001 – \$66,025 p.a.

Tasmanian Ambulance Service Award, Clinical Support Officer.

Permanent full-time shift work (fully rotational).

Location:—Tasmanian Ambulance Service, Launceston.

Duties:—Assist and support all ambulance service operational personnel to achieve and maintain the required standard of (qualification) and efficiency.

Essential Requirements:—Certificate of Applied Science (Ambulance Officer) and current accreditation in the Advanced Life Support programme, or equivalent qualifications recognised by the Director Tasmanian Ambulance Service. Current Driver's Licence.

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

Enquiries to Wolfgang Rechberger, Department of Health and Human Services, phone (03) 63365770, email [wolfgang.rechberger@dhhs.tas.gov.au](mailto:wolfgang.rechberger@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

### HUMAN SERVICES

#### *Disability Services*

#### **Professional Officer, Allied Health Professional (505672).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$69,974 – \$80,262 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 3.

Fixed-term part-time day work (60.8 hours per fortnight) (See Note below).

Location:—Disability Services, South.

Note:—This role is from 30 March 2009 until 28 March 2010, or until the duties of Professional Officer, Allied Health (505672) are transferred to the Non Government Sector, under the Human Services Reform Programme, whichever is the sooner.

Duties:—Provide specialist habilitation services to people with disabilities in a range of settings within a transdisciplinary model. Provide and co-ordinate supportive and specialist educational and consultancy services to 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:—Relevant post-graduate experience working with people with disabilities and a well developed ability to effectively design and manage specialist programmes. Demonstrated specialist skills in the disability field and contemporary knowledge of the specialist area. Ability to demonstrate by example, actions and behaviours valued by the community, which enhances the image of people with disabilities.

Essential Requirements:—Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers; OR A Masters Degree in Clinical Psychology and registrable to practice as a Psychologist in the State of Tasmania; or a four year degree in Psychology with two years supervised clinical experience and registrable to practice as a Psychologist in the State of Tasmania; OR Graduate of an approved School of Occupational Therapy and eligibility for membership to Australian Association of Occupational Therapists (AAOT); OR A degree or diploma in Applied Science, Speech Pathology, or equivalent and eligibility for membership of the Speech Pathology Australia (SPA).

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

Enquiries to Wendy Wolf, Department of Health and Human Services, phone (03) 6230 7600, email [wendy.wolf@dhhs.tas.gov.au](mailto:wendy.wolf@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 Please do not send applications to the contact.

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Disability Services*

#### **Service Co-ordinator (505679).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$51,579 – \$60,746 p.a.

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

Fixed-term full-time day work (See Note below).

Location:—Disability Services, South.

Note: This role is from 30 March 2009 until 30 June 2010, or

until the duties of Service Co-ordinator (505679) are transferred to the Non Government Sector, under the Human Services Reform Programme, whichever is the sooner.

Duties:—Plan, organise, co-ordinate, and monitor services provided to the client that effectively meet individual client needs.

Desirable Requirements:—Sound knowledge or the ability to quickly acquire this of the disability field and service co-ordination practices, together with demonstrated ability in working with people with disabilities, their families, service providers, advocates and other key.

stakeholders. Demonstrated commitment and ability to enhance the image of and opportunities for people with disabilities. Well-developed written, oral communication and interpersonal skills, together with the demonstrated capacity to utilise various Microsoft word processing, excel and database software packages.

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

Enquiries to Karen Keogh, Department of Health and Human Services, phone (03) 6230 7600, email karen.keogh@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 Please do not send applications to the contact.

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health and Statewide Services*

#### **Cleaner, Holiday Relief (512101).**

Applications Close:—Friday, 3 April 2009.

Salary:—\$35,040 – \$35,956 p.a.

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

Permanent full-time shift work.

Location:—Southern Region.

Duties:—The Cleaner undertakes general and high level cleaning duties within a designated team/service and assists the Team Leader/Unit Manager to maintain an optimal work environment.

Desirable Requirements:—Knowledge of and experience in general and high level cleaning procedures, or the ability to acquire knowledge as required.

Good communication and interpersonal skills. Ability to perform tasks in a team situation with minimal direct supervision. Knowledge of hospital policies and procedures.

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

Enquiries to Salli Glass, Department of Health and Human Services, phone (03) 6230 7553, email [salli.glass@dhhs.tas.gov.au](mailto:salli.glass@dhhs.tas.gov.au).

To be considered for an interview applicants must address

each of the selection criteria outlined in the Statement of Duties.

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. Please do not send applications to the contact person.

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health and Statewide Services*

#### Mental Health Services

#### **Allied Health Professional (515231).**

Applications Close:—Friday, 3 April 2009.

Salary:—\$69,974 – \$80,262 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 3.

Permanent full-time day work.

Location:—Child and Adolescent Mental Health Services North.

Duties:—In accordance with National Mental Health Standards, Agency policy and direction, legal requirements and professional competencies undertake the delivery of quality care to clients of the Child and Adolescent Mental Health Service, based on best practice principles and within a collaborative and multi-disciplinary framework. Promote community awareness in relation to mental health. To provide specialist mental health services to consumers in Tasmania in accordance with professional discipline, skills and standards. As a professional member in a multidisciplinary team, provide a specialist assessment and treatment service to clients of Child and Adolescent Mental Health Services and their families or carers. Act as a consultant to other agencies with regard to the support and management of clients with mental health needs.

Essential Requirements:—Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers, or a Masters Degree in Clinical Psychology and registrable to practice as a Psychologist in the State of Tasmania; or a four year degree in Psychology with two years supervised clinical experience and registrable to practice as a Psychologist in the State of Tasmania; or Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia (Australian Association of Occupational Therapists).

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

Enquiries to Team Leader, Department of Health and Human Services, phone (03) 6336 2867, email [teamleader.camhsn@dhhs.tas.gov.au](mailto:teamleader.camhsn@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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Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

## STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health and Statewide Services*

## Mental Health Services

**Area Quality and Safety Officer (515330).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$66,862 – \$79,193 p.a.

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

Permanent full-time day work.

Location:—Mental Health Services North West.

Duties:—The successful applicant will be an enthusiastic supporter of the Quality Improvement Cycle and will enjoy working in a small, flexible, personable and supported environment. The position works with the State-Wide Quality and Safety Consultant, Quality Consultants from the other regions and relevant clinical and managerial staff to facilitate the planning of proactive, integrated and innovative approaches to quality improvement, client safety and risk management across Mental Health Services. You will work with the Area Manager, senior staff and key stakeholders to develop and implement service initiatives in the quality and safety area and provide oversight of the regional incident management and complaints and compliments process, including the operation of relevant data bases.

Provide a consultancy service for the planning, development, implementation and evaluation of regional and individual unit/service quality improvement programmes in accordance with the National Standards for Mental Health services and related standards and guidelines, and co-ordinate individual service/unit audits, regional service reviews, and accreditation processes with the overall aim of achieving regional Mental Health Services that are fully accredited in accordance with the National Standards for Mental Health Services.

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

Enquiries to Amanda-Jane Pearce, Department of Health and Human Services, phone (03) 6434 4070, email [amanda-jane.pearce@dhhs.tas.gov.au](mailto:amanda-jane.pearce@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

## STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health and Statewide Services*

## Mental Health Services

**Medical Practitioner (502829).**

Applications Close:—Friday, 3 April 2009.

Salary:—To be negotiated.

Salaried Medical Practitioners Industrial Agreement 2006, Medical Practitioner, Level I-IV (Salary commensurate with qualifications and experience).

Permanent full-time day work (with oncall).

Location:—Mental Health Services North West.

Duties:—Medical Practitioner, Adult Community Mental Health Services, North West Tasmania. Permanent full-time day work, on-call allowances, a generous Teaching Education and Research Fund, and assistance with relocation within a supportive, friendly and dynamic environment are just some of the benefits of this position. As part of a multidisciplinary team, the successful applicant will be an adaptable, goal orientated person who values client centred practice and enjoys working with families, carers and partner agencies. Located in the North West of Tasmania, central to wonderful beaches, bush walking tracks, fantastic fishing spots and world heritage sites we look forward to you applying for this position in our part of paradise.

Provide of assessment, treatment and clinical care to individuals referred to the team in collaboration with other team members. This will include the application of a wide range of skills and interventions. Act as a medical and psychiatric resource for other team members. Promote and maintain close links with colleagues and service providers to ensure continuity of patient care. Liaise with other community service providers, especially GPs, and participate in medical student teaching and in-service training of staff.

Essential Requirements:—A medical practitioner who holds general, conditional or conditional registration for special purposes, registration under the Medical Practitioners Registration Act 1996 and has had a minimum of four year's relevant post graduate experience.

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

Enquiries to Amanda-Jane Pearce, Department of Health and Human Services, phone (03) 6434 4070, email [amanda-jane.pearce@dhhs.tas.gov.au](mailto:amanda-jane.pearce@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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Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

## STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health and Statewide Services*

## Mental Health Services

**Team Leader (503109m).**

Applications Close:—Friday, 3 April 2009.

Salary:—\$83,606 p.a.

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

Permanent full-time day work (with oncall).

Location:—Mental Health Services North West.

PLEASE NOTE: This vacancy is also advertised as a Team Leader (503109), Allied Health Professional. There is only one vacancy and one vacancy will be filled, based on merit.

Duties:—The successful applicant will provide leadership and direction in the management of a multidisciplinary team to ensure the provision of a high quality, comprehensive, specialist community mental health service to North West Tasmania, ensuring the team works as a cohesive unit within a family sensitive philosophy that is inclusive. Understanding and respectful to consumers, carers and family members will

be the most important aspect of your role, which will also include undertaking a proactive role in developing partnerships with internal and external stakeholders including consumer and carer groups, community service organisations and Primary Health Service Providers.

**Desirable Requirements:**—Current drivers licence.

Completion, or progression towards the completion of a post-graduate qualification relevant to the position.

**Essential Requirements:**—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practising certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position.

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

Enquiries to Christine Lander, Department of Health and Human Services, phone (03) 6434 4070, email [christine.lander@dhhs.tas.gov.au](mailto:christine.lander@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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Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health and Statewide Services*

##### Mental Health Services

#### **Team Leader Adult Community Mental Health Service (503109).**

Applications Close:—Friday, 3 April 2009.

Salary:—\$98,116 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Manager, Level 5, Grade 1.

Permanent full-time day work (with oncall).

Location:—Mental Health Services North West.

**PLEASE NOTE:** This vacancy is also advertised as a Team Leader (503109m), Registered Nurse, Level 4. There is only one vacancy and one vacancy will be filled, based on merit.

**Duties:**—The successful applicant will provide leadership and direction in the management of a multidisciplinary team to ensure the provision of a high quality, comprehensive, specialist community mental health service to North West Tasmania, ensuring the team works as a cohesive unit within a family sensitive philosophy that is inclusive. Understanding and respectful to consumers, carers and family members will be the most important aspect of your role, which will also include undertaking a proactive role in developing partnerships with internal and external stakeholders including consumer and carer groups, community service organisations and Primary Health Service Providers.

**Desirable Requirements:**—Current drivers licence.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following

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

Enquiries to Christine Lander, Department of Health and Human Services, phone (03) 6434 4070, email [christine.lander@dhhs.tas.gov.au](mailto:christine.lander@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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Please do not send applications to the contact person.

## JUSTICE

### MAGISTRATES COURT

#### *Hobart*

#### **Executive Assistant (355639).**

Applications Close:—Friday, 27 March 2009.

Salary:—\$47,437 – \$51,634 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

**Duties:**—Provide administrative and secretarial support to the Administrator of the Magistrates Court including management of appointment diaries, travel arrangements and keyboard and stenographic services. Establish and maintain systems to manage the flow of information within the Magistrates Court and between the Court and other external agencies, including initiation and timely preparation of correspondence and reports, and referral of matters for comment or further action to the appropriate officer.

The Commissioner 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 and identification check.

Enquiries to Jim Connolly, Administrator of Courts, Magistrates Courts, Department of Justice, phone (03) 6233 3616, email [Jim.connolly@justice.tas.gov.au](mailto:Jim.connolly@justice.tas.gov.au).

Applications to Ms Lee Steedman, Administrative Support Officer, Department of Justice, G.P.O. Box 825 Hobart, Tasmania 7001, phone (03) 6233 9265, 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 Jim. [connolly@justice.tas.gov.au](mailto:connolly@justice.tas.gov.au) on (03) 6233 3616.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application is one attachment in either Microsoft Word format 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 and time. Late applications will not be accepted.

JUSTICE  
SUPREME COURT  
*Hobart*

**Security Officer (350087).**

Applications Close:—Friday, 27 March 2009.  
Salary:—\$32,500 – \$40,482 pro rata.  
Tasmanian State Service Award, General Stream, Band 1.  
Fixed-term casual (Hours as and when required).  
Location:—Hobart.

Duties:—To provide security services to the Supreme Court by ensuring the safety and security of Judges whilst sitting in Court and at other times as directed. Ensuring court rooms are secure, ensure that court files, exhibits and other material in court rooms are protected from unauthorised access or removal. Conducting searches of people and their effects in accordance with the Admission to Courts Act, including by use of electronic security devices.

The Commissioner 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 and identification check.

Enquiries to Peter Graham, Jury and Security Co-ordinator, Supreme Court, Hobart, Department of Justice, phone (03) 6233 6362, email [Peter.graham@justice.tas.gov.au](mailto:Peter.graham@justice.tas.gov.au).

Applications to Ms Lee Steedman, Administrative Support Officer, Department of Justice, G.P.O. Box 825, Hobart, Tasmania 7001, phone (03) 6233 9265, 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 [Peter.graham@justice.tas.gov.au](mailto:Peter.graham@justice.tas.gov.au) on (03)6233 6362.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application is one attachment in either Microsoft Word format 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 and time. Late applications will not be accepted.

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE  
*North West Region*

**District Officer Arthur District (520377).**

Applications Close:—Monday, 30 March 2009.  
Salary:—\$89,025 p.a.  
Tasmania Fire Fighting Industry Employees Award 2000, District Officer.  
Permanent full-time.  
Location:—Arthur District.

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.

Desirable Requirements:—Post secondary/tertiary qualifications in management or a similar field.

A broad range of fire service experience particularly in the areas of district management, training, fire safety, and community education.

Current driver's licence.

Essential Requirements:—Tasmanian Fire Fighting Industry Employees Award qualifications (or equivalent) for appointment/promotion to the rank of District Officer, including:.

These qualifications require the acquisition of modules required up to and including Senior Station Officer and evidence of current competence for those modules specified in the Skills Maintenance Training Schedule up to and including Senior Station 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 John Streets on (03) 6434 6720 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquiries to John Streets on telephone (03) 6434 6720.

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

PORT ARTHUR HISTORIC SITE MANAGEMENT  
AUTHORITY

CONSERVATION AND INFRASTRUCTURE

**Grounds and Gardens Leading Hand (GGLH0309).**

Applications Close:—Monday, 30 March 2009.  
Salary:—\$52,276 – \$61,582 p.a.  
Port Arthur Historic Site Staff Agreement 2009, General Stream, Band 4.  
Permanent full-time.  
Location:—Port Arthur Historic Site.  
Duties:—To assist the Grounds and Gardens supervisor in the day-to-day operations associated with the grounds and gardens to achieve the conservation, maintenance and development of hard and soft landscaping at the Port Arthur and Coal Mines Historic Sites and associated lands.

Desirable Requirements:—Trade and/or relevant qualifications in Horticulture.

Successful completion of any of the following: Frontline Management, Certificate in Workplace Safety, Tree-felling, Chemical Spraying.

Current Drivers Licence.

Enquiries to Ross Reid, Grounds and Gardens Supervisor, Port Arthur Historic Site Management Authority, Port Arthur, phone (03) 6251 2335, fax (03) 6251 2322, mobile 0417 325 345, email [ross.reid@portarthur.org.au](mailto:ross.reid@portarthur.org.au).

Applications to Jane Bale, HR Co-ordinator, Port Arthur Historic Site Management Authority, Port Arthur, phone (03) 6251 2357, fax (03) 6251 2322, email [jane.bale@portarthur.org.au](mailto:jane.bale@portarthur.org.au).

TASMANIAN POLYTECHNIC

LEARNING AND TEACHING  
*Foundation Programmes*

**VET Student Assistant (331277).**

Applications Close:—Friday, 27 March 2009.  
Salary:—\$41,938 – \$45,740 pro rata.  
Tasmanian State Service Award, General Stream, Band 2.  
Permanent part-time 0.53 FTE, 39 hours per fortnight.  
Location:—South.

Duties:—To assist students with additional learning needs to fully participate in the Work Pathways programme.

The Work Pathways team have developed guiding principles for their professional practice, such as, being student-focused, working from a strengths-based and student empowerment perspective and providing a professional focus in an adult learning environment with strong consideration of all privacy and confidentiality requirements. The successful applicant would be expected to work within these principles.

Enquiries to Robin McLean, Team Leader, Transition Education South, Tasmanian Polytechnic, phone (03) 6233 7908, email Robin.McLean@polytechnic.tas.edu.au.

Please note: to be considered for an interview an applicant must address each of the selection criteria, outlined in the Statement of Duties. The Job Kit for this position can be downloaded from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4668, fax (03) 6231 2254, email [recruitment@sharedservices.tas.edu.au](mailto:recruitment@sharedservices.tas.edu.au).

All applications are formally acknowledged within 3 working days of the closing date.

Applications forwarded by email also receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within Shared Services.

If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4668.

#### TASMANIAN SKILLS INSTITUTE

##### HUMAN SERVICES

#### ***Project Manager, Children Services Recognition Project (001557).***

Applications Close:—Friday, 27 March 2009.

Salary:—\$81,031 – \$86,548 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time until 31/12/10.

Location:—Statewide.

Duties:—Manage the implementation of the Children Services Recognition Project within the Tasmanian Skills Institute and child care centres statewide.

Enquiries to Tim Cartwright, Customer Relations Manager, Tasmanian Skills Institute, mobile 0417 037 436, email [tim.cartwright@skillsinstitute.tas.edu.au](mailto:tim.cartwright@skillsinstitute.tas.edu.au).

Please note: to be considered for an interview an applicant must address each of the selection criteria, outlined in the Statement of Duties. The Job Kit for this position can be downloaded from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4668, fax (03) 6231 2254, email [recruitment@sharedservices.tas.edu.au](mailto:recruitment@sharedservices.tas.edu.au).

All applications are formally acknowledged within 3 working days of the closing date.

Applications forwarded by email also receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within Shared Services.

If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4668.

#### TREASURY AND FINANCE

##### CORPORATE SUPPORT DIVISION

#### *Corporate Information Support Branch*

#### ***Manager Information Services (723976).***

Applications Close:—Friday, 3 April 2009.

Salary:—\$81,031 – \$86,548 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Want to be at the forefront of best practice in records and information management?.

As our Manager Information Services you will be part of an organisation where information management is valued and has excellent support from the Executive down, make a difference by providing direction and implementing initiatives to identify productivity improvements and further enhance our use of our EDMS, motivate, develop and encourage innovation from the Records Team in order to maintain a high level of customer service and be supported by a great, innovative and closely-knit team.

At the Tasmanian Department of Treasury and Finance, you will be supported by our values-based environment, characterised by integrity, high motivation and excellence. A good balance between your work and personal commitments will enable you to enjoy an excellent lifestyle.

We are looking for the person with strong leadership and management skills, a passion for information management and customer service, a high level of experience in managing a records and information management unit and the capacity to provide credible advice on information management issues and direction.

We have a strong commitment to best practice information management. This role will enable you to cement your reputation and provide opportunities for you to make a difference to the way the department works.

Desirable Requirements:—Completion or partial completion of relevant tertiary or industry qualifications, and/or professional affiliation are highly desirable.

Enquiries to Lynne Valentine, Assistant Director, Corporate Information Support Branch, Department of Treasury and Finance, phone (03) 6233 3951, email [lynne.valentine@treasury.tas.gov.au](mailto:lynne.valentine@treasury.tas.gov.au).

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart 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. Statement of Duties and Job Kits are available on the internet at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or alternatively by phoning Melissa Webster 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	IT Officer	T Richards	6 months	16.03.09
Education	School Attendant	M. Jones	6 months	16.03.09
Education	Senior Executive Support Officer	B. Smietanski	1 month	05.03.09
Health & Human Services	Rostering Administrative Support Officer	J. Cabalzar	6 months	11.03.09
Health & Human Services	Social Worker	S Bennett	6 months	16.03.09
Health & Human Services	Ambulance Officer	C Murphy	2 Months	16.02.09
Health & Human Services	Ambulance Officer	J Campbell	2 Months	16.02.09
Health & Human Services	Enrolled Nurse	M. Lehman	6 months	22.03.09
Health & Human Services	Community Mental Health Nurse	C. Skyrme	6 months	16.03.09
Health & Human Services	Registered Nurse	G. Burley	6 months	22.03.09
Health & Human Services	Registered Nurse	R. Gee	6 months	22.03.09
Health & Human Services	Social Worker - Residential Aged Care Liaison	S. Meldrum	6 months	16.03.09
Health & Human Services	Registered Nurse Level 2	M. McLean	6 months	19.04.09
Health & Human Services	Registered Nurse Level 2	E. Cooke	6 months	19.04.09
Health & Human Services	Ambulance Officer	S Haigh	2 Months	01.03.09
Health & Human Services	Ambulance Officer	L White	2 Months	01.03.09
Health & Human Services	Ambulance Officer	D Berry	2 Months	01.03.09
Health & Human Services	Ambulance Officer	M Knowles	2 Months	01.03.09
Health & Human Services	Ambulance Officer	A Geoghegan	2 Months	01.03.09
Health & Human Services	Ambulance Officer	K Rootes	2 Months	01.03.09
Health & Human Services	Ambulance Officer	A Czylok	2 Months	01.03.09
Health & Human Services	Ambulance Officer	C Skirving	2 Months	01.03.09
Health & Human Services	Allied Health Professional	S. Ballard	6 months	13.03.09
Health & Human Services	Executive Officer	L. Blanton	6 months	16.03.09
Justice	Continuing Professional Development Officer	B. Carthew-Wakefield	6 months	11.03.09
Primary Industries & Water	Assistant Valuer	L. Westerdiep	6 months	13.03.09
Primary Industries & Water	Section Head (Water Monitoring)	J.Chamberlain	1 Month	16.03.09

### *Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries & Water	Orchid Band Seed Officer	J.Janes	14 months	01.04.09

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	HR Operations Officer	M. Balsiger	12.03.09
Environment, Parks, Heritage & the Arts	Fire Management Officer	C. Irvine	09.03.09
Environment, Parks, Heritage & the Arts	Ranger	A.Farley	04.03.09
Health & Human Services	Coordinator Conferencing Program	S. Sayer	06.03.09
Health & Human Services	Registered Nurse	G. Skerratt	28.02.09
Health & Human Services	DHHS Employee	C. Chugg	12.01.09
Justice	Administrative Support Officer	S King	18.03.09
Police & Emergency Management	Office Supervisor	G. Mackey	17.03.09

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	R. Lee	Advanced Skills Teacher	13.03.09
Environment, Parks, Heritage & the Arts	E. Firth	Ranger	03.03.09
Environment, Parks, Heritage & the Arts	P. Sale	Manager Corporate Communications	26.03.09
Health & Human Services	K Osborne	Executive Assistant	11.03.09
Health & Human Services	J. Watson	Clinical Nurse Educator	23.02.09
Health & Human Services	M. Sullivan	Clinical Nurse Consultant - Vascular Access	10.03.09
Health & Human Services	J Bottroff	Occupational Therapist	16.03.09
Health & Human Services	D Prenter	Pharmacist	16.03.09
Health & Human Services	R. Tabor	Team Leader Northern Adult Community Mental Health	04.03.09
Health & Human Services	A. Rowland	Senior Social Worker	28.02.09
Primary Industries & Water	A. Horner	Assistant Valuer	13.03.09
Treasury & Finance	M. Bowles	Senior Policy Analyst	10.03.09
Port Arthur Historic Site Management Authority	P. Hamilton	Executive Projects Coordinator	05.03.09

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher Aide	M. Medcraft	04.03.09
Education	Teacher	J. Wiggins	12.02.09
Education	Teacher Aide	L. Butt	04.03.09
Health & Human Services	Business Manager - Department of Surgery	G Lyons	13.03.09
Health & Human Services	Community Nurse	C. Cowley	13.03.09

*Termination of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	Cave Guide	K. Ager	02.03.09

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Infrastructure, Energy & Resources	L. Lamb	Environment, Parks, Heritage & the Arts	Marine Pollution Officer	16.03.09
Infrastructure, Energy & Resources	P Coates	Justice	Policy Analyst	11.03.09

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