



# TASMANIAN STATE SERVICE NOTICES

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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, 33 Innovation Drive, Dowsing Point, Tasmania 7010.

#### *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.

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.

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**12 noon 24 December 2012 – 8.45am 2 January 2013**

The RBF Enquiry Line (1800 622 631) remains open, Monday to Friday 8am to 7pm except public holidays.

Retirement Benefits Fund Board (ABN 97 724 593 931) is the trustee for the Retirement Benefits Fund (ABN 51 737 334 954). This information is not intended to be and should not be relied upon as legal, financial or other advice. It has been prepared without taking into account your objectives, financial situation or needs. Before acting on it you should determine whether it is appropriate for your circumstances, consider talking to a financial adviser and review the 'Welcome to RBF' brochure at [www.rbf.com.au](http://www.rbf.com.au).

## Tasmanian Government Gazette

Email text copy to

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

or fax to (03) 6233 5346. All copy must be typed in upper and lower case not ALL CAPS, if unsure please telephone (03) 6233 8077

## State Service Notices

### Vacancy, Direct Selection and Staff Movement Notices

The only way to place a State Service vacancy, direct selection and staff movement notices is through the **www.jobs.tas.gov.au** system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a **www.jobs.tas.gov.au** system log on, please contact your Human Resource Manager or the Public Sector Management Office on telephone (03) 6233 6687 or email: **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 5346

### Deadlines

*Government Gazette:*—

Copy must be received by Print Applied Technology Pty Ltd by **last mail or 4pm Friday** prior to publication.

*State Service Notices—Vacancy, Direct Selection and Staff Movement Notices:*—Information is to be entered on the jobs system by **6 p.m. Friday** prior to publication Telephone (03) 6233 6687

**Deadlines will be strictly adhered to  
Subscription or account enquiries phone  
(03) 6233 3148.**

### Gazette and State Service Online

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

## Tasmanian Government Gazette & Tasmanian State Service Notices

### Publication and Copy Closure Dates

#### CHRISTMAS PERIOD 2012

COPY deadline for the *Tasmanian Government Gazette* and *State Service Notices* to be published on Wednesday 19 December 2012:—

All copy for the *Tasmanian Government Gazette* and *State Service Notices* must be received by 4 p.m. on Friday 14 December 2012.

COPY deadline for the *Tasmanian Government Gazette* to be published on Wednesday 26 December 2012:—

All copy for the *Tasmanian Government Gazette* must be received by 12 noon on Thursday 20 December 2012.

**Note:** There will be no State Service Notices section on 26 December 2012.

#### NEW YEAR 2013

COPY for the *Tasmanian Government Gazette* and *State Service Notices* to be published on Wednesday 2 January 2013:—

All copy for the *Tasmanian Government Gazette* and *State Service Notices* must be received by 4 p.m. on Monday 24 December 2012.

## EDUCATION

### EARLY YEARS AND SCHOOLS

#### *Education and Care Unit*

#### **Team Leader, Education and Care (962018).**

Applications Close:—Friday, 21 December 2012.

Salary:—\$93,957 – \$100,355 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time from as soon as possible until 31 October 2013.

Location:—'Wirksworth' Bellerive.

Oversight the provision of education and information to education and care services and the community in relation to the National Quality Framework(NQF).

Develop and disseminate high quality education and care and child care policy and deal with more complex issues in relation to education and care and child care service provision in Tasmania.

Lead the development, implementation, dissemination and review of state and national compliance and assessment systems, and associated policies, procedures, training programs, publications and documentation, for use both within the Unit and the sector, including consulting appropriately with key stakeholders, to ensure the continued improvement of standards of education and care and child care within Tasmania.

Essential Requirements:—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.

Desirable Requirements:—Early childhood and/or other tertiary qualifications in a relevant field.

Enquiries to Lyn Chapman, Manager, Education and Care Unit, Department of Education, phone (03) 6233 5693, email **lyn.chapman@education.tas.gov.au**.

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

#### **Burnie Primary School**

#### **Education Facility Attendant, Burnie Primary School (965263).**

Applications Close:—Friday, 21 December 2012.

Salary:—\$38,063 – \$43,039 pro rata, per annum.

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 1-3.

Permanent part-time 48 hours per fortnight.

Location:—Burnie Primary School.

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

Essential Requirements:—The 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.

Enquiries to Jeffrey Triffitt, Department of Education, phone (03) 6433 3655, email [jeffrey.triffitt@education.tas.gov.au](mailto:jeffrey.triffitt@education.tas.gov.au).

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

#### Penguin High School

#### ***Education Facility Attendant, Penguin High School (952081).***

Applications Close:—Friday, 21 December 2012.

Salary:—\$38,063 – \$43,039 pro rata, per annum.

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant Level 1-3.

Permanent part-time 26 hours per fortnight.

Location:—Penguin High School.

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

Essential Requirements:—The 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.

Enquiries to Magella Dudley, Department of Education, phone (03) 6437 2102, email [magella.dudley@education.tas.gov.au](mailto:magella.dudley@education.tas.gov.au).

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

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

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

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### TASMANIAN HEALTH ORGANISATION - SOUTH

#### ***Customer Service Officer (520804).***

Applications Close:—Friday, 21 December 2012.

Salary:—\$46,265 – \$50,325 pro-rata per annum.

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

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

Location:—Cancer Services, Royal Hobart Hospital.

Duties:—The Customer Service Officer, Cancer Services provides clerical support throughout all areas of the service. The position involves a high standard of customer focused reception skills and wide range of clerical functions in support of patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for patient services.

Enquiries to Louise Nicholson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8338, email [louise.nicholson@dhhs.tas.gov.au](mailto:louise.nicholson@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: StaffLink Recruitment Services, Tasmanian Health Organisation - South, GPO Box 1061, Hobart, Tasmania, 7001

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Ambulance Tasmania*

#### Emergency and Medical Services

#### ***Duty Manager- Communications (519536).***

Applications Close:—Friday, 21 December 2012.

Salary:—\$77,794 p.a.

Tasmanian Ambulance Service Award, Ambulance Manager, Level 1 (Base).

Permanent full-time shiftwork.

Location:—Hobart.

Duties:—Provide guidance and support to on-duty communications officers ensuring an environment which provides opportunity for team members to develop, gain experience and improve competence to ensure maximum operational performance and service delivery. Provide leadership and co-ordination of operational resources including determining and liaising with operational colleagues to ensure appropriate staffing levels within allocated resources, to affect a seamless delivery of service to meet performance standards.

**Essential Requirements:**—Holds a Bachelor of Paramedic Science and relevant work experience or other qualification approved by the 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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Brendan Smith, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 8577, email [brendan.smith@dhhs.tas.gov.au](mailto:brendan.smith@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Children and Youth Services*

#### **Child Protection Worker (501555).**

Applications Close:—Friday, 21 December 2012.

Salary:—\$48,809 – \$78,311 pro rata, per annum.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 1-2.

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

Location:—CYS, Children and Youth Services, North West.

Please Note:—Alternative part-time hours may be available by negotiation. Other fixed term full-time and part-time vacancies, that may arise in the near future may also be filled from this selection process. Fixed term casual (as and when required) positions may also be filled from this selection process.

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

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

**Selection criteria includes:**—Your sound skills in building relationships, casework, interpreting and analysing information, and communication will be highly valued. Demonstrated abilities and experience will include:—Identifying and initiating contact with key individuals and groups who are important in decision making processes and providing expertise

or assistance, investing time to create and maintain professional relationships based on mutual respect and contributing to a supportive and collaborative team environment.

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

Capacity to draw upon relevant information, including alternate points of view and legislative requirements, to logically assess and analyse a situation, and utilise sound professional judgement to decide the best way forward.

Ability to confidently present both written and verbal messages, whilst seeking to respectfully understand a variety of stakeholder needs and tailoring communication style and message accordingly, even in complex and difficult circumstances.

**Essential Requirements:**—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields.

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

Enquiries to Selina McGuire, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 6404, email [selina.mcguire@dhhs.tas.gov.au](mailto:selina.mcguire@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Statewide and Mental Health Services*

#### **Administrative Assistant (504913).**

Applications Close:—Friday, 21 December 2012.

Salary:—\$46,265 – \$50,325 p.a.

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

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

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

**Duties:**—As part of the Mental Health Services North Administrative Team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Administrative Assistant will:—As an administrative member of a Mental Health Service team, provide a quality face to face and telephone reception service,

delivering a sensitive and confidential service to all persons accessing Mental Health Services North.

Manage and maintain medical and general filing and information systems in a timely and proficient manner to ensure effective retrieval of information and ease of access with a focus on confidentiality.

Undertake coding, entry and dissemination of accounts, generate purchase orders and maintain service unit Petty Cash, ensuring accurate storage, access and usage.

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

Enquiries to Jo Bennett, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2185, email joanne.bennett@dhhs.tas.gov.au.

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

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

##### HEALTH AND HUMAN SERVICES

##### *Statewide and Mental Health Services*

#### **Allied Health Professional (512593).**

Applications Close:—Friday, 11 January 2013.

Salary:—\$75,005 – \$86,033 pro rata, per annum.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 3.

Fixed-term casual daywork, working hours as and when required, commencing as soon as possible for a period of 2 years.

Location:—Statewide Mental Health Services, South.

Duties:—As part of a multidisciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Allied Health Professional will - Undertake the delivery of quality care to clients of the Child and Adolescent/Adult Community/Inpatient and Extended Treatment/Older Persons Mental Health Service, based on best practice principles and within a collaborative and multidisciplinary framework.

Provide a specialist assessment and treatment service to clients of Child and Adolescent/Adult Community/Inpatient and Extended Treatment/Older Persons Mental Health Services and their families or carers.

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

Desirable Requirements:—Current drivers licence.

Essential Requirements:—Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers or Registered with the Occupational Therapy Board of Australia or Registered with the Psychology Board of Australia.

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

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

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

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

##### HEALTH AND HUMAN SERVICES

##### *Statewide and Mental Health Services*

#### **Clinical Nurse Specialist (514809).**

Applications Close:—Friday, 21 December 2012.

Salary:—\$75,787 – \$79,310 p.a.

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

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

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

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Clinical Nurse Specialist: Provides expert knowledge utilising an advanced clinical framework in the management of consumers with complex mental health needs within the designated area of practice.

Develops, implements, co-ordinates and evaluates relevant activities to improve patient outcomes within the multi-disciplinary team.

Participates as an active member of the Adult Community Mental Health team in delivering case management, carer education, consultation and collaboration with GP's and significant others in provision of care to a designated number of consumers.

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

Holds or is working towards relevant tertiary qualifications.

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

Current Driver's Licence.

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

Enquiries to Alex Daniel, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6421 7663, email alexandra.daniel@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

### **Administrative Assistant, Clinical Effectiveness Service (515866).**

Applications Close:—Friday, 21 December 2012.

Salary:—\$46,265 – \$50,325 pro rata, per annum.

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

Fixed-term full-time day work, to commence As soon as possible until 30 August 2013. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Clinical Effectiveness Service, Launceston General Hospital.

Duties:—This position provides administrative and executive support to the Manager and staff of the Clinical Effectiveness Services Unit by co-ordinating the provision of office management and liaison support services for the Unit.

Essential Requirements:—Nil.

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

Enquiries to Jo Lawton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7863, email jo.lawton@dhhs.tas.gov.au.

Please complete the online application form or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Organisation, North, P.O. Box 1963, Launceston 7250.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

### **Enrolled Nurse (520486).**

Applications Close:—Friday, 21 December 2012.

Salary:—\$49,236 – \$54,527 pro rata, per annum.

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

Fixed-term part-time day work, working 32 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence 2 January 2013 until 5 July 2013.

Location:—Day Procedure Unit.

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

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

Enquiries to Nicole Heffernan, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8723, email [nicole.heffernan@dhhs.tas.gov.au](mailto:nicole.heffernan@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

### **Laundry Hand/Cleaner (506215).**

Applications Close:—Friday, 21 December 2012.

Salary:—\$41,625 – \$42,601 pro rata, per annum.

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

Fixed-term part-time day work, working 52 hours per fortnight. To commence 2 February 2013 until 29 June 2013.

Location:—North Eastern Soldiers Memorial Hospital, Scottsdale.

Duties:—To provide a high standard of linen service to Hospital and outside clients and to carry out some cleaning services within the Hospital and Day Care Centre.

Essential Requirements:—Nil.

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

Enquiries to Sue Bucher, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6352 5522, email [sue.bucher@dhhs.tas.gov.au](mailto:sue.bucher@dhhs.tas.gov.au).

Please complete the online application form or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Organisation, North, P.O. Box 1963, Launceston 7250.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mersey Community Hospital*

### **PIMS Clerk (514495).**

Applications Close:—Friday, 21 December 2012.

Salary:—\$46,265 – \$50,325 p.a.

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

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

Location:—Mersey Community Hospital.

Duties:—Tasmanian Health Organisation, North West is seeking a motivated person with excellent communication and interpersonal skills. As a part of Health Information Management Services (HIMS) you will be responsible of a vast array of tasks associated with maintaining Patients' Digital Medical Record.

An important aspect of this role is the ability to be flexible and work autonomously to maintain an effective and timely service. Attention to detail will be an indispensable attribute to successfully fulfil this role, as a key component of your duties will be identification collation and preparation of clinical documentation for placement in the Digital Medical Record, maintaining the integrity of the clinical information contained within the Digital Medical Record, problem solving and rectifying metadata failures in relation to scanning. The successful application will be responsible for updating the patient administration system with the location of medical records and location of any notes.

Your ability to maintain a high level of confidentiality in your day to day dealings with patient details and personal medical records is invaluable.

The successful applicant will have demonstrated knowledge of administration procedures within the healthcare and hospital system as well as application of skills in the use of electronic information systems and the Microsoft suite.

Ongoing professional development may be required to fulfil this role.

For more information or to discuss your application today please contact Allyson Clark on (03) 6426 5656 or email [allyson.clark@dhhs.tas.gov.au](mailto:allyson.clark@dhhs.tas.gov.au).

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

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# HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

## **Registered Nurse (502214).**

Applications Close:—Friday, 11 January 2013.

Salary:—\$54,527 – \$74,620 p.a.

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

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

Location:—North West Regional Hospital.

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

Duties:—Tasmanian Health Organisation-North West (THO-NW) is seeking to recruit a Grade 3 registered nurse who is passionate, motivated and enjoys working collaboratively with a team of health professionals in what can be a demanding and fast paced environment.

As a Registered Nurse, you will ensure the provision of quality nursing care to patients within the Medical Ward of North West Regional Hospital. You will be passionate about providing the greatest quality of care, ensuring that you collaborate with members of the multidisciplinary healthcare team. Within the dynamic multidisciplinary team, you will contribute to a strong professional team approach through open communication and a positive supportive environment.

Your excellent communication and interpersonal skills will ensure that patients, their families and other health clinicians, are kept informed and respond appropriately for the benefit of the patient.

We support the requirement for your education and up skilling as we value the additional benefits that this will bring to the team. We pride ourselves on being family friendly and encourage flexibility and a life/work balance.

We offer a welcoming work environment, excellent remuneration and superannuation and access to salary packaging. This excellent career opportunity is located on Tasmania's North West coast, the clean air, mild climate, beautiful beaches and casual lifestyle make it a fantastic and unique place to live and work.

To discuss your application and learn more about this career opportunity, please contact Maxine Munting on (03) 6430 6565 or email [maxine.munting@dhhs.tas.gov.au](mailto:maxine.munting@dhhs.tas.gov.au).

In order to be considered for this position it is a requirement that you address the selection criteria.

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

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

Enquiries to Maxine Munting, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6568, email [maxine.munting@dhhs.tas.gov.au](mailto:maxine.munting@dhhs.tas.gov.au).

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

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# HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

## **Group Manager, Corporate Services (521030).**

Applications Close:—Monday, 14 January 2013.

Salary:—\$118,940 – \$136,781 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 9.

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

Location:—Office of the Chief Executive Officer, Tasmanian Health Organisation, South.

Duties:—The Group Manager Corporate Services will apply high level specialist expertise to provide effective leadership and management in order to achieve the defined objectives of corporate services across multi-disciplinary areas of responsibility within the Tasmanian Health Organisation, South. The Group Manager Corporate Services provides the Chief Executive Officer with high quality and authoritative support.

As a member of the Executive provide a high-level of strategic leadership and direction, ensuring resources are effectively utilised, and the highest standards of service delivery are achieved in accordance with policy directions, services standards and financial performance targets.

Provide professional leadership and monitoring for departmental heads within the Corporate Services Group.

Lead and provide high level support for a range of change management activities throughout the THO South that assist with the RHH redevelopment and improve existing services.

Develop highly effective and productive relationships and manage networks with a broad range of stakeholders across program areas including departmental heads, specialists and other staff, and undertake a lead role in effective and productive liaison and negotiation with health services unions.

Evidence of the following must be provided prior to appointment to the job:—Appropriate professional and/or tertiary qualifications for example in business and/or hospital administration.

Extensive experience and/or qualifications in health management.

Desirable Requirements:—Preferably would have experience working in a tertiary or large secondary hospital or health service.

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

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

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

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# HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

## **Ward Clerk (509226).**

Applications Close:—Friday, 21 December 2012.

Salary:—\$46,265 – \$50,325 pro rata, per annum.

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

Permanent part-time shift work, working 30 hours per fortnight (two 4 hour evening shifts per week and 7 hours every Saturday).

Location:—Patient Information Management Service, Royal Hobart Hospital.

Duties:—The Ward Clerk provides clerical support throughout all areas of the service. The position involves a high standard of customer focused reception skills and wide range of clerical functions in support of patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for patient services.

Enquiries to Jenny Burgess, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8448, email [jenny.burgess@dhhs.tas.gov.au](mailto:jenny.burgess@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: StaffLink Recruitment Services, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart 7001.

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Clinical Support Services*

#### **Allied Health Assistant (521150).**

Applications Close:—Friday, 28 December 2012.

Salary:—\$47,183 – \$50,324 p.a.

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

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

Location:—Repatriation Centre, Hobart.

Duties:—The role of Allied Health Assistant is to assist in the provision of effective and efficient client care and assist with the daily functioning of the Allied Health Service. Delegated tasks will be completed under supervision from therapists in Occupational Therapy, Speech Therapy, Physiotherapy, Nutrition and Dietetics and Podiatry. It is expected the Allied Health Assistant will exercise initiative and independent judgment in assisting clinicians in the rehabilitation and/or treatment of clients and in preparation of equipment for use in treatment and other related tasks.

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

Enquiries to Christy Dorward, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8633, email [christy.dorward@dhhs.tas.gov.au](mailto:christy.dorward@dhhs.tas.gov.au).

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

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Clinical Support Services*

#### **Registered Nurse (520020).**

Applications Close:—Friday, 21 December 2012.

Salary:—\$54,527 – \$74,620 p.a.

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

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

Location:—Pathology Services, Royal Hobart Hospital.

Duties:—In collaboration with other members of the health care team, the Registered Nurse plans, implements and evaluates patient/client care. Identify and meet educational needs of patient/clients and their families/significant others and as required participate in care conferences with other health professionals. Provide and maintain accurate and objective documentation and interact effectively with patient/client's families and other health team members. Participate in the development and revision of organisational documentation relating to nursing based best practice.

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

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

Enquiries to Katherine Marsden, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8410, email [katherine.marsden@dhhs.tas.gov.au](mailto:katherine.marsden@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: StaffLink Recruitment Services, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart 7001.

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Clinical Support Services*

#### **Technical Officer (Jack Jumper Allergy Program) (512195).**

Applications Close:—Wednesday, 2 January 2013.

Salary:—\$52,160 – \$56,777 pro rata, per annum.

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

Fixed-term part-time day work, working 15.2 hours per fortnight; commencing as soon as possible for a period of 12 months.

Location:—Jack Jumper Program, Royal Hobart Hospital.

Duties:—Perform quality control analysis of the Jack Jumper Ant Venom Active Pharmaceutical Ingredient according to the Good Laboratory Practice and Good Manufacturing Practice Principles. Assist the Quality Manager in the preparation and production of Quality Control and Quality Assurance reports.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the position: An Associate Diploma from a recognised tertiary institution, or an equivalent qualification, appropriate to the nature of the work OR relevant training and/or experience determined in accordance with the provisions of Section 37 of the State Service Act 2000 appropriate to the nature of the work.

Enquiries to Jenny Gudden, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7599, mobile 0409 855 988, email jenny.gudden@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: StaffLink Recruitment Services, Tasmanian Health Organisation, South, G.P.O. Box 1061 Hobart 7001.

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

TASMANIAN HEALTH ORGANISATION, SOUTH  
*Complex Chronic and Community Services*

##### **Occupational Therapist (506340).**

Applications Close:—Wednesday, 2 January 2013.

Salary:—\$48,809 – \$78,311 pro rata, per annum.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 1-2.

Permanent full-time Fixed-term, part-time day worker, working 45.6 hours per fortnight commencing as soon as possible to 9 August 2013.

Location:—Repatriation Centre, Hobart.

Duties:—The Occupational Therapist's role is to assess, plan and carry out treatment programs, in accordance with organisational policies and professional code of conduct, for clients referred to the Community Rehabilitation Unit (CRU). The Occupational Therapist assists senior Occupational Therapists in ensuring best practice standards for occupational therapy services are provided by Community Rehabilitation Unit. Rotation across clinical work areas in rehabilitation may be required.

Desirable Requirements:—Current driver's licence.

Essential Requirements:—Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers or Registered with the Occupational Therapy Board of Australia or Registered with the Psychology Board of Australia.

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

Enquiries to Nicky Kay, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7312, email [nicky.kay@dhhs.tas.gov.au](mailto:nicky.kay@dhhs.tas.gov.au).

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

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH  
*Complex Chronic and Community Services*

##### **Registered Nurse (508441).**

Applications Close:—Friday, 21 December 2012.

Salary:—\$54,527 – \$74,620 pro rata, per annum.

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

Permanent part-time shift work (fully rotational), working 48 hours per fortnight.

Location:—Oncology Inpatient, Royal Hobart Hospital.

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

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

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

Enquiries to Katrina Hodge, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8399, email [katrina.hodge@dhhs.tas.gov.au](mailto:katrina.hodge@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH  
*Oral Health Services (Statewide)*

Oral Health North

##### **Casual Dental Assistant North (501717).**

Applications Close:—Friday, 21 December 2012.

Salary:—\$47,183 – \$50,324 pro rata, per annum.

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

Fixed-term casual day work, commencing as soon as possible for a period of 2 years.

Location:—Northern Dental Clinic.

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

Desirable Requirements:—Current Driver's Licence.

Satisfactory completion of Certificate 3 in Dental Assisting.

Current First Aid Certificate, Level 1.

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

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Oral Health Services (Statewide)*

Oral Health South

### **Dental Assistant (2 Vacancies).**

Applications Close:—Friday, 21 December 2012.

Salary:—\$47,183 – \$50,324 p.a.

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

Vacancy No.:—501380.

Permanent full-time day work.

Location:—Oral Health Services South.

Vacancy No.:—501409.

Permanent full-time day work.

Location:—Oral Health Services South.

PLEASE NOTE: These vacancies may also be filled on a fixed term full-time basis for a period of 2 years.

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

Desirable Requirements:—Current Driver's Licence.

Satisfactory completion of Certificate 3 in Dental Assisting.

Current First Aid Certificate Level 1.

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

Enquiries to Renee Moody, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6214 5472, email [renee.moody@dhhs.tas.gov.au](mailto:renee.moody@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Oral Health Services (Statewide)*

Oral Health South

### **Dental Assistant-Relief (501378).**

Applications Close:—Friday, 21 December 2012.

Salary:—\$47,183 – \$50,324 pro rata, per annum.

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

Fixed-term casual day work, commencing as soon as possible for a period of 2 years.

Location:—Oral Health Services South.

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

Desirable Requirements:—Current Driver's Licence.

Satisfactory completion of Certificate 3 in Dental Assisting.

Current First Aid Certificate Level 1.

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

Enquiries to Tracey Laws, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6214 5472, email [tracey.laws@dhhs.tas.gov.au](mailto:tracey.laws@dhhs.tas.gov.au).

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

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## PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

### **Visitor Services Assistant (0212).**

Applications Close:—Monday, 24 December 2012.

Salary:—\$37,511 – \$46,233 p.a.

Port Arthur Historic Site Management Authority Award, General Stream, Band 1.

Fixed-term full-time for two years, 38 hours per week, Mon-Fri.

Location:—Cascades Female Factory, South Hobart.

Duties:—To welcome visitors, interpret the Historic Site and its assets in an enjoyable and informative manner and to deliver excellent standards of customer care, service and interpretation at all times.

Enquiries to Robyn Bradshaw, A/g CFFHS Manager, Port Arthur Historic Site Management Authority, phone (03) 6233 6553, email [robyn.bradshaw@portarthur.org.au](mailto:robyn.bradshaw@portarthur.org.au).

Applications to Caitlin Vertigan, Human Resources Officer, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, Port Arthur 7182, phone (03) 6251 2357, fax (03) 6251 2322, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

## PREMIER AND CABINET

## TMD

*Service Delivery***Team Leader Integrated Communications (001465).**

Applications Close:—Friday, 21 December 2012.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Lead a team of customer service officers in delivering services for a range of integrated communications technologies including mobile telephony, mobile device and content management tools, fixed to mobile features and TMD's enterprise level telephony platforms.

Enquiries to Christine Anderson, Communication Team Leader, TMD, Department of Premier and Cabinet, phone (03) 6270 5455, email [Christine.Anderson@dpac.tas.gov.au](mailto:Christine.Anderson@dpac.tas.gov.au).

Applications to Matthew Abey, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart 7001, phone (03) 6270 5451, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

## CORPORATE SERVICES

*Information Services***Senior Software Developer (2 Vacancies).**

Applications Close:—Friday, 21 December 2012.

ANZSCO:—Software Engineer.

Salary:—\$72,571 – \$75,893 pro rata, per annum.

Tasmanian State Service Award, ICT Level 2.

Vacancy No:—706930.

Fixed-Term full-time (36.75 hours per week) from as soon as possible until 30 June 2013, or until the return of the occupant of 701603, whichever is sooner.

Location:—Hobart.

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

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

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

Vacancy No:—706912.

Fixed-Term full-time (36.75 hours per week) from as soon as possible until 30 November 2013, or until the return of the occupant of 706641, whichever is sooner.

Location:—Hobart.

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

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

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

Duties:—To perform a range of complex technical duties and project management tasks that directly contribute to improved organisational performance and capability through the delivery of efficient business systems and processes that support operational excellence and achievement of business outcomes.

Desirable Requirements:—An appropriate qualification at a tertiary level.

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

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

Enquiries to Anita Yan, phone 03 6212 5142, email [anita.yan@dpipwe.tas.gov.au](mailto:anita.yan@dpipwe.tas.gov.au).

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, GPO Box 44, Hobart, TAS 7001, phone 03 6233 3004, fax 03 6233 3682, email [job.applications@dpipwe.tas.gov.au](mailto:job.applications@dpipwe.tas.gov.au).

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

## ROYAL TASMANIAN BOTANICAL GARDENS

**Project Officer (706951).**

Applications Close:—Friday, 21 December 2012.

Salary:—\$53,926 – \$87,771 pro rata, per annum.

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

Fixed-term full-time until 12 April 2013.

Location:—Hobart.

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

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

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

Duties:—As a professional practitioner, develop and lead a three month seed collecting program in Tasmania's World Heritage Area for the 'Caring for our Country/Alpine and Conifer project'. To ensure project collection targets are met through a program of monitoring, planning and field collections of seed and/or cutting material.

Desirable Requirements:—Experience in undertaking extensive field work including bushwalking in alpine regions.

Enquiries to James Wood, phone (03) 6236 3079, email [James.Wood@rtbg.tas.gov.au](mailto:James.Wood@rtbg.tas.gov.au).

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 3682, email [job.applications@dpipwe.tas.gov.au](mailto:job.applications@dpipwe.tas.gov.au).

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

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

## PUBLIC TRUSTEE

## TRUSTEE SERVICES

**Client Account Manager (790149).**

Applications Close:—Friday, 21 December 2012.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time as soon as possible to 20 January 2014.

Location:—Burnie.

Duties:—The Client Account Manager will provide effective

management of a basic estate and trust administration caseload in accordance with relevant legislation, procedural guidelines and client instructions while exercising a formal discretion in relation to the management of these estates and trusts.

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: crimes involving dishonesty, crimes of violence, serious drug offences and sex related offences.

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

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

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

Enquiries to Fiona Sullivan, North West Branch Manager, Public Trustee, P.O. Box 138, Burnie, Tas, 7320, phone (03) 6434 6411, email [fsullivan@publictrustee.tas.gov.au](mailto:fsullivan@publictrustee.tas.gov.au).

Applications to Karyne Johns, Human Resources Officer, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone (03) 6233 7706, email [kjohns@publictrustee.tas.gov.au](mailto:kjohns@publictrustee.tas.gov.au).

The Public Trustee is committed to being a competitive, efficient and caring provider of quality, independent trustee services to the Tasmanian Community. Further information about our services is available at [www.publictrustee.tas.gov.au](http://www.publictrustee.tas.gov.au).

## Tasmanian Government Senior Executive Service

### JUSTICE

#### OFFICE OF LEGISLATION DEVELOPMENT AND REVIEW

#### ***Director, Office of Legislation Development and Review (355362).***

Applications Close:—Friday, 21 December 2012.

Salary:—\$116,607 – \$128,268 p.a.

Senior Executive, Level 1.

Senior Executive contract position for 5 years.

Location:—Hobart.

**Duties:**—Provide a focal point within the Department for expert advice on the development and review of legislation. Manage the Attorney General's legislative review program including necessary consultative processes and advise. Ensure scrutiny and the provision of high quality advice to the Attorney General and the Secretary on the implications of Government proposals, Cabinet documentation and other legislative and regulatory matters within the Attorney General's portfolio responsibilities.

**Essential Requirements:**—Tertiary qualification in law, public administration or a similar field.

Enquiries to Michael Stevens, Deputy Secretary (Corporate Services), Department of Justice, phone (03) 6233 3201, email [michael.stevens@justice.tas.gov.au](mailto:michael.stevens@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.tas.gov.au](http://www.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Melissa Broadribb (03) 6233 3201.

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Child and Family Health Nurse	J. Maarsevenn	6 months	11.12.12
Health & Human Services & Tasmanian Health Organisations	Recruitment & Community Education Officer	G. Brown	6 months	04.12.12
Primary Industries, Parks, Water & Environment	Heritage Planner	L. Fitzgerald	6 months	18.12.12

### *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>
Treasury & Finance	Project Manager (BIMS)	R. Blackwell	31 months	30.11.12
Port Arthur Historic Site Management Authority	Retail Assistant	C. Burbury	2 years	02.11.12
Port Arthur Historic Site Management Authority	Retail Assistant	M. Bickers	2 years	02.11.12
Port Arthur Historic Site Management Authority	Education Officer	G. Davie	2 years	03.12.12
Port Arthur Historic Site Management Authority	Functions & Events Officer	D. McKenzie	2 years	29.11.12
Port Arthur Historic Site Management Authority	Tour Guide	M. Evans	2 years	02.11.12
Port Arthur Historic Site Management Authority	Tour Guide	C. Bessell	2 years	02.11.12

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	D. Grieve	Team Leader-Adult Program, FVCSS, NW	17.12.12
Health & Human Services & Tasmanian Health Organisations	J. Delaney	Manager Community Physiotherapy Services	15.11.12
Health & Human Services & Tasmanian Health Organisations	L. Giumelli	Senior Dietitian	03.12.12
Primary Industries, Parks, Water & Environment	S. Tacey	Field Officer	06.12.12

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Administrative Officer	S. Wright	26.11.12
Health & Human Services & Tasmanian Health Organisations	Executive Assistant	I. Freeman	30.11.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse Oncology MDP	K. Costello	30.11.12
Health & Human Services & Tasmanian Health Organisations	Personal Care Assistant	K. Ward	30.11.12
Health & Human Services & Tasmanian Health Organisations	Senior Community Speech Pathologist	H. Wallace	03.12.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	L. Conroy	30.11.12
Health & Human Services & Tasmanian Health Organisations	Community Mental Health Nurse	A. Townsend	07.12.12
Justice	Office Manager	M. Mangili	05.12.12
Justice	CSO Supervisor South	L. Yanock	04.12.12
Primary Industries, Parks, Water & Environment	Senior Technical Officer	B. Beall	11.12.12
Treasury & Finance	Contracts Officer	C. Strike	07.12.12
Public Trustee	Learning and Development Officer	J. Steedman	06.12.12

### *Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	P. Townsend	Infrastructure, Energy & Resources	Senior Executive Officer	26.11.12

**We will be closing for the Festive Season  
from 12.30PM on Friday 21<sup>st</sup> December 2012  
and re-opening on Monday 7<sup>th</sup> January 2013**



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**We wish you a  
Merry Christmas  
and a  
Happy New Year!**

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