



TASMANIAN STATE SERVICE NOTICES

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Tasmanian Government Gazette

Email text copy to

govt.gazette@mercurywalch.com.au

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

State Service Notices

Vacancy, Direct Selection and Staff Movement Notices

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

Order Information

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

Deadlines

Government Gazette :—

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

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

Deadlines will be strictly adhered to

Subscription or account enquiries phone (03) 6232 2137.

Gazette and State Service Online

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

EDUCATION

CORPORATE SERVICES

Human Resources Management

HR Operations Systems and Reporting

HR Operations Clerk (968398 and 968399 Re-advertised).

Applications Close:—Friday, 23 August 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time 73.5 hours per fortnight from as soon as possible for a period of 12 months.

Location:—Letitia House.

Description of Role:—To provide an efficient and effective personnel and payroll service through the use of an integrated, computerised HRM system for the Department.

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

Enquiries to Sharon England, Department of Education, phone (03) 6233 3651, email **sharon.england@education.tas.gov.au**.

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

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

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

EDUCATION

CORPORATE SERVICES

Human Resources Management

Vacancy and Staffing Services

Senior HR Consultant Vacancy and Staffing Services (964971 and 966583).

Applications Close:—Friday, 23 August 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight.

Location:—Letitia House.

Description of the Role:—Co-ordinate the efficient and effective recruitment, establishment and staffing services, processes and related systems ensuring a high quality consultancy and advisory service to managers and staff. Develop and implement strategies, policies and plans to ensure effective human resources management practices throughout the Department.

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

Desirable Requirements:—Relevant tertiary qualifications in Human Resources Management.

Enquiries to Shari Rieder, Manager Vacancy and Staffing Services, Department of Education, phone (03) 6233 7357, email **shari.rieder@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

EARLY YEARS AND SCHOOLS

Manager Aboriginal Education (106322).

Applications Close:—Friday, 23 August 2013.

Salary:—\$98,977 – \$106,612 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 8.

Fixed-term full-time 73.5 hours per fortnight, from as soon as possible until 24 December 2013.

Location:—Hobart.

Description of Role:—Provide high level advice, leadership and support to principals, schools and Learning Services staff in the development and delivery of Aboriginal Education Services and implementation of the Closing the Gap in Aboriginal Educational Outcomes 2010-2014 strategy.

Essential Requirements:—The ability to communicate effectively and sensitively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of contemporary Aboriginal or Torres Strait Islander culture and society.

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

Desirable Requirements:—Relevant tertiary qualifications.

Current drivers licence.

Enquiries to Liz Banks, Department of Education, phone (03) 6233 7483, email liz.banks@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

EDUCATIONAL PERFORMANCE SERVICES

Assistant Director Educational Performance (962368).

Applications Close:—Friday, 23 August 2013.

Salary:—\$120,654 p.a.

Teaching Service (Tasmanian Public Sector) Award, Principal (Non Teaching) Band 3, Level 6.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Description of the Role:—Work with the Director Educational Performance Services to provide leadership and strategic direction within the Branch and take a lead role in assigned areas.

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

The Head of the State Service has determined that the person

nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

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

Applications to Tony Luttrell, Director Educational Performance Services, Department of Education, phone (03) 6216 4400, email tony.luttrell@educational.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

FURTHER EDUCATION AND TRAINING

*Tasmanian Academy**Hellyer College***Administrative Assistant, Hellyer College (965691).**

Applications Close:—Friday, 23 August 2013.

Salary:—\$47,823 – \$51,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hellyer College.

Description of the role:—To undertake various administrative and clerical duties that support the function of a campus, team or business unit, including providing a client focussed reception service. Assist with operational processes including the maintenance of databases and related matters.

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

Enquiries to Kathy Cameron, Department of Education, phone (03) 6435 5200, email kathy.cameron@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 (South)

Rosny College

Teacher Assistant, Rosny College (954129).

Applications Close:—Friday, 23 August 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 32 hours per fortnight, 40 weeks per year.

Location:—Rosny College.

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

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

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

Enquiries to Melinda Williams, Department of Education, phone (03) 6244 9200, email melinda.j.williams@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 (South)

Austins Ferry Primary School

Teacher Assistant, Austins Ferry Primary School (2 Vacancies).

Applications Close:—Friday, 23 August 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 953566.

Permanent part-time 25 hours per fortnight, up to 42 weeks per year.

Location:—Austins Ferry Primary School.

Vacancy No. 953488.

Permanent part-time 25 hours per fortnight, up to 42 weeks per year.

Location:—Austins Ferry Primary School.

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

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

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

Enquiries to Kerrie Riewoldt, Department of Education, phone (03) 6275 7222, email kerrie.riewoldt@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 (South)

Glenorchy Primary School

Teacher Assistant, Glenorchy Primary School (2 Vacancies).

Applications Close:—Friday, 23 August 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 954400.

Permanent part-time 20 hours per fortnight, up to 42 weeks per year.

Location:—Glenorchy Primary School.

Vacancy No. 960524.

Permanent part-time 20 hours per fortnight, up to 42 weeks per year.

Location:—Glenorchy Primary School.

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

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

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

Enquiries to Ruth Brown, Department of Education, phone (03) 6272 7574, email ruth.brown@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.

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Adoption Officer (520105).

Applications Close:—Friday, 23 August 2013.

Salary:—\$49,785 – \$79,877 p.a.

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

Permanent full-time day work (part-time hours may be considered by negotiation).

Location:—Children and Youth Services, Hobart.

Duties:—The role of the Adoption Officer is to provide high quality and professional services in accordance with legislation, practice guidelines, policies and procedures and by applying professional judgment to ensure that services delivered are in the best interest to children. Clients include prospective adoptive parents, adoptive and birth families, and children subject to permanent care arrangements.

As a member of Children and Youth Services the Adoption Officer is responsible for the safety and well-being of children and young persons and will assist in the service delivery for the Adoption Service, After Care Support Service, Adoption Information Service, Permanency Service and other programs as required.

Selection criteria includes:—An understanding of the social and developmental needs of individuals, children and families and the ability to apply this in a service delivery context and within statutory responsibility.

Well-developed written and verbal communication skills, in particular, strong interpersonal and counselling skills and the ability to present confidently in public.

A knowledge of the tasks performed in the work area together with a good knowledge of the operations of the agency and other agencies providing a service relevant to the work area or the ability to acquire such knowledge.

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

Satisfactory completion of an appropriate course of study from a recognised tertiary institution.

Current Driver's Licence.

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

Enquiries to Tim Vaatstra, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8012, email tim.vaatstra@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

Business Support Officer (517457).

Applications Close:—Friday, 23 August 2013.

Salary:—\$59,720 – \$69,055 pro rata, per annum.

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing as soon as possible for a period of 12 months.

Location:—Children and Youth Services, Hobart.

Duties:—In a multi skilled environment, provide a high level of administrative support as required to professional workers, management and clients to ensure the efficient and effective delivery of Children and Family Services.

Selection criteria includes:—Ability to undertake supervisory and staff training duties and manage administrative staff to ensure an efficient administrative support service.

Highly developed computer skills including competency in the use of word processing, spreadsheet, database packages and computerised financial management information systems.

Knowledge and understanding of Government accounting and Human Resource procedures, or the ability to acquire this knowledge.

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

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

Enquiries to LeeAnn Russell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7666, email leeann.russell@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

Social Worker (517486).

Applications Close:—Friday, 23 August 2013.

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

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

Fixed-term part-time day work (15.20 hours per fortnight) commencing as soon as possible for a period of 12 months.

Location:—CYS, Child Health and Parenting Centre, North.

Duties:—Within a primary health care framework and in accordance with the philosophy of the Child Health and Parenting Services (CHAPS), Agency policy, legal requirements and Australian Association of Social Workers (AASW) Code of Ethics, the Social Worker will:

Provide and develop a social work service for families, as part of a multi-disciplinary team within the Parenting Centre.

Selection criteria includes:—Significant post qualification experience in child and family health service delivery.

Comprehensive knowledge of the principles of primary health care and the ability to apply these principles in practice.

Sound theoretical knowledge of child development, and highly developed professional clinical skills in assessment and counselling intervention in working with families with complex needs.

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

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

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

Enquiries to Marie Shepherd, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2155, email marie.shepherd@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

Support Worker (501650).

Applications Close:—Friday, 23 August 2013.

Salary:—\$44,602 – \$46,672 pro rata, per annum.

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

Fixed-term part-time day work (30.0 hours per fortnight) commencing as soon as possible for a period of 6 months.

Location:—Children and Youth Services, North West.

Duties:—Under the supervision of the Co-ordinator, provide support to children, young persons and families with the aim to enable children to grow up in a safe and supportive environment including providing transport and supervision of client access visits.

Selection criteria includes:—A good knowledge of the tasks performed by Child and Youth Services or the ability to quickly acquire that knowledge.

Demonstrated personal qualities including sensitivity and perseverance and the ability to work in an environment subject to work pressure and change and maintain a high level of confidentiality.

Good written, verbal and interpersonal skills including conflict resolution and negotiation skills.

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

Desirable Requirements:—A relevant VET (Vocational Education and Training) qualification from the Community and Health Sector training area.

Current Driver's Licence.

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

Enquiries to Selina McGuire, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 6404, email 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

Disability, Housing and Community Services

Disability and Community Services

Clinical Psychologist/Registered Psychologist (518808).

Applications Close:—Friday, 23 August 2013.

Salary:—\$76,505 – \$87,754 p.a.

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing 21 October 2013 for a period of 12 months.

Location:—D,H and CS – Tasmanian Autism Diagnostic Service, provides a State-wide service, based primarily in Hobart.

Duties:—Provide psychology services within the state-wide Tasmanian Autism Diagnostic Service which undertakes comprehensive diagnostic assessments for children and young people up to 18 years suspected of being on the autism spectrum. (in accordance with Agency policy and direction, legal requirements and professional competence).

Conduct independent evidence based autism diagnostic assessment and provide comprehensive written reports in a timely manner.

Selection considerations include:—The service is seeking a registered psychologist who can come up to speed quickly and start working independently in subtle and complex presentations and who preferably has:—Training in the Autism Diagnostic Observation Schedule and the Autism Diagnostic Interview, revised; Sound experience and skills in psychological differential diagnosis methodologies.

Consideration will be given to:—Clinical experience in the human services sector; experience working with people with Autism Spectrum Disorder will be an advantage.

Strong knowledge and understanding of contemporary approaches to diagnostic assessment and clinical interventions for people with Autism Spectrum Disorder.

A strong understanding of family-centred, capacity building and collaborative multi-disciplinary processes.

Excellent task and time management skills, including organising resources to enable goals to be achieved.

Although the services clinic is based in Hobart, in order to meet the needs of the children, young people and their families, the service provides monthly regional clinics all over Tasmania. A preparedness to regularly travel including overnight stays in regional locations is required.

Desirable Requirements:—A current drivers licence.

Essential Requirements:—Registered with the Psychology Board of Australia and endorsed to practice in the approved area of practice of clinical psychologist.

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

Please Note:—Potential applicants are strongly encouraged to contact Ruth McBrien to discuss the specific selection considerations of this position prior to applying.

Enquiries to Ruth McBrien, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7629, email ruth.mcbrrien@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

Disability, Housing and Community Services

Housing Tasmania

Project Officer Contract Management (519276).

Applications Close:—Friday, 23 August 2013.

Salary:—\$71,665 – \$74,932 pro rata, per annum.

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing as soon as possible until 05 February 2014.

Location:—D,H and CS, Housing Tasmania, Hobart.

Duties:—Provide project support and co-ordination for key compliance activities within the branch.

Act as the key resource to support performance activities related to new initiatives including Better Housing Futures, Ask and Housing Connect within Compliance and Corporate Support responsibilities.

Provide support to the Compliance Assessment Summary process including the authoritative drafting of advice and related documentation.

Provide high level project management support and business process advice in relation to major contracts.

Selection criteria includes:—Demonstrated knowledge and understanding of contract performance and compliance principles and practices.

Sound understanding and advanced proficiency in the use of Microsoft Office suite, including Word, Access, Excel, Outlook and TechnologyOne for the preparation and dissemination of executive and management information reports.

Well developed ability to effectively design and implement programs and undertake project management.

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

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

Enquiries to Kylie Fidanza, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 2607, email kylie.fidanza@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

DISABILITY, HOUSING AND COMMUNITY SERVICES

Housing Tasmania

Tenancy Officer (2 vacancies) (517097).

Applications Close:—Friday, 30 August 2013.

Salary:—\$53,203 – \$57,913 pro rata, per annum.

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

Fixed-term full-time day work, commencing as soon as possible until 30 May 2014 (both positions).

Location:—D,H and CS, Housing Tasmania, North West.

Duties:—Provide a range of tenancy management services to a portfolio of public housing clients and properties in accordance with Housing Tasmania's service delivery policies, principles and standards.

Selection criteria includes:—Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change.

Demonstrated ability to interpret client circumstances and requirements, use initiative and utilise problem solving skills to make well-informed recommendations in relation to tenancy management, within legislation, policy and guidelines.

Demonstrated ability, both individually and as a member of a team, to plan, organise, set priorities to complete tasks to meet deadlines and achieve established benchmarks and standards.

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

Desirable Requirements:—Hold and maintain a current driver's license.

Working towards or successful completion of qualifications relevant to the job.

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

Please note:—All potential applicants are invited to a job information session at Housing Tasmania, 1st floor Reece House, 46 Mount Street, Burnie at 5.30 pm to 6.30pm on Tuesday 20 August. This is an ideal opportunity to gain a greater insight into the role and learn more about Housing Tasmania.

Enquiries to Karen Challis, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 5092, email karen.challis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Strategic Control, Workforce and Regulation

Government Relations and Strategic Policy

Policy Officer (512167).

Applications Close:—Friday, 30 August 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—We are seeking a Policy Officer to join our team, if you are interested please apply! The Government Relations and Strategic Policy Unit (GRASP) is responsible for supporting the portfolio Ministers, Secretary, Agency and Tasmanian Health Organisations regarding the negotiation, management and reporting requirements associated with intergovernmental agreements. GRASP also plays a lead role in analysing the impact on the Agency of Commonwealth and State policy initiatives and has responsibility for overseeing the implementation of some of these initiatives across the Agency, such as National Health Reform. The role of GRASP in supporting the Agency's government relations and strategic policy agenda is further defined in the GRASP Operational Plan. The Policy Officer is expected to work under direction within the GRASP team and contribute to the development of written advice, reports, other documentation and projects.

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

Enquiries to Kendra Strong, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8074, email kendra.strong@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Strategic Control, Workforce and Regulation

Government Relations and Strategic Policy

Senior Policy Analyst (Re-advertised) (519390).

Applications Close:—Friday, 30 August 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—The Government Relations and Strategic Policy Unit (GRASP) is responsible for supporting the portfolio Ministers, Secretary, Agency and Tasmanian Health Organisations regarding the negotiation, management and reporting requirements associated with intergovernmental agreements. GRASP also plays a lead role in analysing the impact on the Agency of Commonwealth and State policy initiatives and has responsibility for overseeing the implementation of some of these initiatives across the Agency, such as National Health Reform. The role of GRASP in supporting the Agency's government relations and strategic policy agenda is further defined in the GRASP Operational Plan. The Senior Policy Analyst is expected to work under direction within the GRASP team and contribute to the management of intergovernmental agreements, develop written advice, reports, other documentation and complete projects.

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

Enquiries to Kendra Strong, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8074, email kendra.strong@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Strategic Control, Workforce and Regulation

Workplace Relations and Safety

Client Services Officer (500449).

Applications Close:—Friday, 23 August 2013.

Salary:—\$53,203 – \$57,913 p.a.

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

Permanent part-time day work (30.4 hours per fortnight)
commencing as soon as possible.

Location:—Hobart.

Duties:—Focus: As a member of Workplace Safety and Injury Management, perform tasks associated with the processing of workers compensation claims, including those associated with payroll activities.

Duties include; Calculate and process payroll and prepare other documentation related to the employment benefits, conditions and entitlements of employees of the Agency regarding workers compensation payments on a statewide basis. Process timesheets for those employees in receipt of workers compensation payments. Provide assistance to employees or key stakeholders on enquiries relating to workers compensation payments by phone or electronically and maintain a current working knowledge of workers compensation legislation.

Essential Requirements:—Nil.

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

Enquiries to Trudi Keenan, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 9626, email trudi.keenan@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Strategic Control, Workforce and Regulation

Workplace Relations and Safety

Employee Relations Advisor (515061).

Applications Close:—Friday, 23 August 2013.

Salary:—\$71,665 – \$74,932 pro rata, per annum.

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

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

Location:—Hobart.

Duties:—Focus- The Employee Relations Advisor provides high-level industrial and employee relations consultancy and advisory services to managers and Human Resources (HR) staff. Duties include:—Provide consultancy service to HR Managers, Managers and their staff, and senior management in the Agency on industrial and employee relations issues including interpretation of Awards/Agreements and employment legislation.

Work with all relevant stakeholders to develop, integrate and maintain sound industrial relations practices throughout the Agency.

In consultation with the Manager Employee Relations and relevant stakeholders, assist in the negotiation of industrial agreements, award maintenance, grievance and dispute resolution.

Desirable Requirements:—Satisfactory completion of an appropriate course of study from a recognised tertiary institution.

Essential Requirements:—Nil.

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

Enquiries to Jane Fitton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3690, email jane.fitton@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Strategic Control, Workforce and Regulation

Workplace Relations and Safety

Employee Relations Consultant (517697).

Applications Close:—Friday, 23 August 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

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

Location:—Hobart.

Duties:—The Employee Relations Consultant provides high-level industrial and employee relations consultancy and advisory services to managers and Human Resources (HR) staff within the Agency in relation to external client complaints, employee grievances, disciplinary matters, Integrity Commission complaints, Award negotiations, legislation interpretation and employee relations policy development and implementation.

Desirable Requirements:—Satisfactory completion of an appropriate course of study from a recognised tertiary institution.

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

Enquiries to Jane Fitton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3690, email jane.fitton@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Strategic Control, Workforce and Regulation

Workplace Relations and Safety

HR Advisor (515062).

Applications Close:—Friday, 23 August 2013.

Salary:—\$71,665 – \$74,932 pro rata, per annum.

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

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

Location:—Hobart.

Duties:—We are seeking a Human Resources Advisor to join our team in the role that supports the development, maintenance and promotion of human resource related policies, procedures and resources. The role also contributes to improving communication and the availability of relevant and accurate information through a range of channels, including the intranet. The role supports managers and staff in the development and maintenance of a best practice workplace health and safety program for the Department of Health and Human Services (DHHS) units. The role contributes to Workplace Relations and Safety's core business and objectives by undertaking human resource related projects and representing the unit in a variety of forums as required.

Essential Requirements:—Nil.

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

Enquiries to Bel Stevanovich, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4889, email bel.stevanovich@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

System Purchasing and Performance

Service Purchasing and Performance

Senior Clinical Costing Officer (512175).

Applications Close:—Friday, 23 August 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

Permanent full-time Commencing as soon as possible.

Location:—Hobart.

Duties:—The position forms a key component of the Tasmanian Health System's ability to implement and maintain Activity Based Funding (ABF) for hospital and health services statewide. The focus of the position is to:

Provide high level clinical costing support within the Clinical Costing Unit, System Purchasing and Performance (SPP) Group.

Collaborate in the conduct of Episode level costing activity and funding model development for the Purchasing Commissioner, SPP Group and Tasmanian Health Organisations (THOs).

Provide specialist technical advice and support on matters regarding the clinical costing of hospital activity to episode level.

Desirable Requirements:—Current Driver's Licence.

Essential Requirements:—Nil.

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

Enquiries to Ian Jordan, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3447, email ian.jordan@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Allied Health Assistant, Orthopaedics (521535).

Applications Close:—Friday, 23 August 2013.

Salary:—\$48,183 – \$51,330 pro rata, per annum.

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

Fixed-term part-time weekend shift work, working 24 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 30 March 2014.

Location:—LGH.

Duties:—The Allied Health Assistant will form part of and assist the Physiotherapy Team provide and maintain optimal specialist physiotherapy services to Orthopaedic and General Surgery patients at LGH and associated areas on weekends. Undertake tasks under direction of Allied Health Professionals in the management of patients, preparation of equipment for use in treatment and other related tasks.

Desirable Requirements:—Current Driver's Licence.

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Nurse Unit Manager (NUM), Ward 5D (504115).

Applications Close:—Friday, 23 August 2013.

Salary:—\$91,458 – \$95,726 p.a.

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

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

Location:—Ward 5D, LGH Charles Street, Launceston.

Duties:—Provides leadership to the Ward 5D, Launceston General Hospital. Ensures the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within Ward 5D. Leads and manages the co-ordination of overall patient care and is responsible for managing the allocated human, material and financial resources for service delivery within Ward 5D, Launceston General Hospital.

Desirable Requirements:—Relevant post graduate qualifications.

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

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

Enquiries to Robyn Liddington, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7901, email robyn.liddington@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 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Registered Nurse (Preceptor Education) (518470).

Applications Close:—Friday, 23 August 2013.

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

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

Fixed-term part-time day worker, working 48 hours. To commence 25 August until 1 March 2014.

Location:—LGH, Nursing Education Unit.

Please note that access to the Grade 4 salary range \$72 675 – \$76 859 is subject to successful application for progression to Grade 4.

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

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

Enquiries to Sharon Philpot, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7953, email sharon.philpot@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 WEST

North West Regional Hospital

Correspondence Clerk (501986).

Applications Close:—Friday, 23 August 2013.

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

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

Fixed-term part-time day worker (working 38 hours per fortnight) up until 31 January 2014.

Location:—Transport, NW Regional Hospital.

Who are we?

The Tasmanian Health Organisation, North West is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community in Tasmania's

beautiful North West. We are committed to providing the highest levels of healthcare and services and our values are Partnership, Respect, Integration, Development/Support, and Excellence.

Who are we looking for?

We are seeking a motivated and experienced Correspondence Clerk to provide an efficient mail courier service to all Departments within the North West Regional Hospital and other Departmental health care facilities.

Reporting to the Regional Transport Manager, your primary responsibility will be the daily sorting and delivery of all internal/external mail for distribution to all departments within the North West Regional Hospital and local health care facilities and Government Offices.

For this role you will be able to demonstrate your knowledge of the Highway Code and have a proven high standard of safe driving skills.

Do you have?

Current Driver's Licence.

Demonstrated ability to prioritise your daily work output under limited supervision.

Good communication and interpersonal skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

To find out more information or to discuss your application please contact Kim Miles on (03) 6434 6982 or email kim.miles@dhhs.tas.gov.au.

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

Essential Requirements:—Current Driver's Licence.

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

Enquiries to Kim Miles, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 6982, email kim.miles@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

Statewide Mental Health Services

Psychologist (505005).

Applications Close:—Friday, 23 August 2013.

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

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

Fixed-term part-time day work, working 68.4 hours per fortnight. Commencing 31 October 2013 to 21 November 2014.

Location:—Adult Community Mental Health Services, South.

Duties:—The Tasmanian Department of Health and Human Services is currently seeking to employ a Psychologist to join the case management team at Glenorchy and Northern District Adult Community Mental Health Team based at Brighton Community Health Centre. This position involves the provision of clinical psychology interventions for adults with severe and complex mental health issues, within a multidisciplinary setting. It is a challenging, but rewarding role, covering the Brighton/Derwent Valley and Southern Midlands areas. The role is based in community health centres and some outreach work is also required.

Desirable Requirements:—Current drivers license.

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

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

Enquiries to Sharmayne Batt, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6211 5000, mobile 0439 011 203, email sharmayne.batt@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Clinical Nurse Consultant, 2 Vacancies.

Applications Close:—Friday, 23 August 2013.

Salary:—\$81,689 – \$87,328 p.a.

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

Vacancy No. 505563.

Fixed-term full-time day work (with oncall), commencing as soon as possible for a period of 2 years.

Location:—Repatriation Centre, Hobart.

Duties:—The Tasmanian Health Organisation, South is seeking to employ experienced Registered Nurses to provide clinical leadership and direction in planning, implementing and evaluating the provision of palliative care to effectively support the delivery of an acute and community palliative care service. Clinical leadership and authoritative advice is provided to health care providers and external stakeholders. Your duties will include co-ordinating acute and community palliative care clinical practices, including palliative care treatment plans, psychosocial support and interventions. Leading the

development and implementation of clinical policy, guidelines and service delivery options.

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

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

Enquiries to Angela Kosmeyer, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6220 2400, email angela.kosmeyer@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Community Occupational Therapist (506207).

Applications Close:—Friday, 23 August 2013.

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

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

Permanent part-time shift worker (set rotational), working 45 hours per fortnight.

Location:—Repatriation Hospital Hampden.

The Tasmanian Health Organisation, South is seeking a part-time Community Occupational Therapist to join the Community Occupational Therapy team.

Duties:—In the role of Community Occupational Therapist and in accordance with organisational policies and professional code of ethics, you will provide an efficient and effective occupational therapy service to aged and disabled clients in the community. You are expected to contribute to program development and service delivery including:

Health Promotion projects in the district in which the Occupational Therapist works.

Education and supervision of support staff and students as required.

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

Current Driver's Licence.

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

Enquiries to Linda Osborne, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7253, email linda.osborne@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

Medical Oncology Registrar (512846).

Applications Close:—Friday, 23 August 2013.

Salary:—\$78,220 – \$92,847 pro rata, per annum.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner in Training, Level 1 (Salary commensurate with qualifications and experience).

Fixed-term full-time day work (with oncall), commencing 1 October 2013 until 3 February 2014.

Location:—The Department of Clinical Haematology and Medical Oncology, Royal Hobart Hospital.

Duties:—The Department of Clinical Haematology and Medical Oncology at the Royal Hobart Hospital is seeking to employ a Medical Oncology Registrar in a full-time fixed term capacity. You will be responsible for the day to day, management of private and public inpatients and outpatients within the Hospital who are under the care of the medical oncology unit or where the medical oncology unit has been consulted. You will also be required to participate in undergraduate and post graduate teaching and to participate in research and quality improvement activities.

Successful completion of Part 1 Clinical Examination FRACP is highly desirable.

Essential Requirements:—General or limited registration with the Medical Board of Australia.

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

Enquiries to Dr Rosemary Harrup, Department of Health and Human Services and Tasmanian Health Organisations, mobile 0412 596 658, email rosemary.harrup@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Relief Cook (Non Trade) (506670).

Applications Close:—Friday, 23 August 2013.

Salary:—\$44,602 – \$46,672 pro rata, per annum.

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

Fixed-term casual shift work (fully rotational), as and when required commencing as soon as possible for a period of 2 years.

Location:—Midlands Multi Purpose Centre.

Duties:—The role of the Relief Cook (Non Trade) is to provide a high standard of food service to all customers which will include the preparation, cooking and serving of meals. Your duties will include conducting relevant audits within the kitchen/catering environment as per food safety plan, continuous quality improvement programs and legislative requirements.

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

Enquiries to Sandy Carmichael, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6254 5030, email sandy.carmichael@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Staff Specialist, Clinical Haematologist (508398).

Applications Close:—Friday, 30 August 2013.

Salary:—To be negotiated.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner (Salary commensurate with qualifications and experience).

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

Location:—Department of Haematology and Medical Oncology, Royal Hobart Hospital.

Duties:—The Department of Clinical Haematology and Medical Oncology, Royal Hobart Hospital, in accordance with Hospital policy, procedures and statutory regulations, is seeking to employ a Staff Specialist in a part-time capacity to provide a consultant service in clinical and diagnostic Haematology. This will include inpatient and outpatient care in Haematology to public and private patients of the Royal Hobart Hospital. You will be involved in undergraduate and postgraduate teaching,

participate in research and quality improvement activities, provide consultant services in Haematology for the care of inpatients and outpatients at the Royal Hobart Hospital and where appropriate in other hospitals in Tasmania. You will also participate in the diagnostic Haematology services of the Royal Hobart Hospital and participate in an on-call roster for the Medical Oncology/Haematology Unit.

Essential Requirements:-

General or limited registration with the Medical Board of Australia.

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

Enquiries to Dr Rosemary Harrup, Department of Health and Human Services and Tasmanian Health Organisations, mobile 0412 596 658, email rosemary.harrup@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

Hotel Services and Logistics

Cleaner (several vacancies) (510533).

Applications Close:—Friday, 23 August 2013.

Salary:—\$40,286 – \$42,027 pro rata, per annum.

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

Fixed-term casual working as and when required; commencing as soon as possible for a period of up to twelve months.

Location:—Environmental Services, Royal Hobart Hospital.

Duties:—Perform general cleaning duties, including floor, and wall maintenance in offices, wards, corridors, toilet blocks, and other designated areas throughout the hospital as directed. Undertake special cleaning tasks, and other related duties, including removal of garbage, and collection /distribution of linen. Ensure equipment is used and maintained in the correct manner.

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

Enquiries to Tony Barrett, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8211, email anthony.barrett@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

Surgical Services

Support Services Officer (2 Vacancies).

Applications Close:—Friday, 23 August 2013.

Salary:—\$44,602 – \$46,672 pro rata, per annum.

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

Vacancy No. 509536.

Permanent full-time or permanent part-time shift work (fully rotational) working up to 76 hours per fortnight (not working weekends or public holidays). Hours to be negotiated with the successful applicants.

Location:—Day Procedure/Endoscopy Unit, Royal Hobart Hospital.

Vacancy No. 509536.

Fixed-term casual working as and when required for a period of up to two years.

Location:—Day Procedure/Endoscopy Unit, Royal Hobart Hospital.

Duties:—Provide support services for the effective operation of the Day Procedure/ Endoscopy Unit. Maintain a cooperative attitude towards assisting other members of the Department complete tasks and perform as a team.

Decontaminate and reprocess general and specialised equipment, including cleaning of the surrounding environment within infection control guidelines. Provide transportation services for movement of patients' including the discharge transport of patients from the Day Procedure/Endoscopy Unit. Assist nursing staff with the preparation of the theatres and or procedure rooms, ensuring the relevant equipment is present, clean and in working order.

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

Enquiries to Michelle Kent, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7880, email michelle.kent@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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INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

Human Resources

Human Resources Consultant (371716).

Applications Close:—Friday, 23 August 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time or Part-time Minimum 0.8 FTE.

Location:—Hobart.

Duties:—Provide the primary contact and escalation point for Branch managers in relation to a range of diverse HR matters.

Develop effective business partnerships by understanding Branch business needs and anticipate, facilitate and monitor effective HR business solutions.

Provide expert and consultative advice and assist in the management of employee relations issues in collaboration with Branch management, including representing the Department where appropriate.

Assist in the development and review of contemporary HR strategies and policies including reviewing the relevance and effectiveness in meeting the departmental business needs and to facilitate the implementation of these throughout the Branches.

Play a leadership role in the diagnosis of leadership, management, workforce planning, employee relations, recruitment and selection, performance management and organisational development needs of Divisions/Branches and facilitate effective business solutions.

High-level advice and support to stakeholders with respect to job analysis and job design and the classification of positions.

Participate and contribute to HR and Branch management forums and represent the Department on committees and liaise with external stakeholders.

Preparation of high-level correspondence, reports and briefing materials as required.

Desirable Requirements:—A relevant tertiary qualification in human resource management or related discipline.

Enquiries to Jacqui Cooke, Senior Human Resources Consultant, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart, phone (03) 6233 5441, email jacqui.cooke@dier.tas.gov.au.

Applications to HR Operations, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6233 6396, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Road Safety Operations

School Crossing Patrol Officer (4 Vacancies).

Applications Close:—Friday, 23 August 2013.

Salary:—\$37,511 – \$46,233 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Vacancy No. 904010.

Fixed-term part-time until 31 December 2013.

Location:—Launceston.

Vacancy No. 904010.

Fixed-term part-time until 31 December 2013.

Location:—Perth.

Vacancy No. 902810.

Fixed-term part-time until 31 December 2013.

Location:—West Hobart.

Vacancy No. 902810.

Fixed-term part-time until 31 December 2013.

Location:—Moonah.

Duties:—Responsible for the safe conduct of school children and others at pre-selected crossing points.

Responsible for requiring drivers of vehicles to stop on a road where the School Crossing Patrol Officer is engaged in the duties of protecting children and others crossing to and from a school.

Provide advice to the School Principal when children are crossing the road other than at the selected location, or are not observing instructions, so that corrective measures may be taken.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction check for: Crimes of violence, Sex rela; and Medical examination covering general health, medical history, vision and hearing.

Desirable Requirements:—Current drivers licence.

Possession of a current First Aid Certificate.

Enquiries to Aly Sargent, School Crossing Patrol Officer Co-ordinator, Department of Infrastructure, Energy and Resources, phone (03)63365459, email aly.sargent@dier.tas.gov.au.

Applications to HR Operations, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6233 6396, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Vehicle Operations

Transport Inspector (370293).

Applications Close:—Friday, 30 August 2013.

Salary:—\$64,927 – \$75,893 p.a.

Tasmanian State Service Award, Transport Inspector.

Permanent full-time.

Location:—Burnie.

Duties:—Undertake compliance and enforcement duties in respect to vehicle weight and dimensions limits, Transport Operator Accreditation, drivers licensing and vehicle registration requirements, and all other aspects of the relevant State and National legislation and vehicle standards. Apply the Agency's compliance and enforcement policies and procedures in a consistent and fair manner.

Prepare reports on the physical condition of vehicles involved in serious and fatal collisions to establish their mechanical condition and its potential contribution to the collision.

Conduct inquiries, investigations and interviews as required in support of enforcement of the relevant State and National legislation and vehicle standards and prepare relevant court documents.

Provide information, advice and training to industry on various aspects of relevant State and national Legislation and vehicle standards.

Facilitate and arrange for the escort of oversize loads to ensure the safety of other road users. Escort over-dimensional vehicles controlling other traffic as required.

Attend courts and coronial inquiries as an expert witness and undertake prosecution duties as required.

Investigate, report and ensure that the work of Authorised Inspection Stations, or members of Alternative Compliance Schemes, complies with the requirements of the Agency.

Identify and report on deficiencies in standards and recommend remedial action.

Essential Requirement:—Current Driver's Licence.

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

Desirable Requirements:— Trade certificate in automotive mechanic or a relevant related field.

Enquiries to Harry Marshall, A/Manager Transport Compliance, Department of Infrastructure, Energy and Resources, phone (03) 6434 6486, email harry.marshall@dier.tas.gov.au.

Applications to HR Operations, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6233 6396, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

MINERAL RESOURCES TASMANIA

Geoscience

Geologist (420104).

Applications Close:—Friday, 23 August 2013.

Salary:—\$53,926 – \$87,771 p.a.

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

Permanent full-time.

Location:—Hobart.

Duties:—Undertake and lead research; including the preparation of maps and reports on Tasmania's geological potential, with a focus on industrial and fuel minerals, onshore petroleum, and geothermal energy.

Assist with the preparation and dissemination of information to increase the level of mineral exploration activity in Tasmania.

Provide geoscientific advice and information to internal and external clients based on up-to-date knowledge and expertise.

Assist in the administration of industrial and fuel mineral, petroleum and geothermal exploration.

Assist in the development of relevant legislation, regulations and guidelines, as appropriate, related to the Tasmanian minerals industry.

Essential Requirements:— Bachelor of Science, majoring in Geology.

Current Driver's License.

Desirable Requirements:—Bachelor of Science with Honours, or other postgraduate qualification, in geology.

Enquiries to Andrew McNeill, Manager Geoscience, Department of Infrastructure, Energy and Resources, 30 Gordons Hill Road, Rosny, phone (03) 6233 8334, email andrew.mcneill@dier.tas.gov.au.

Applications to HR Operations, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6233 6396, fax (03)6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

TRANSPORT INFRASTRUCTURE SERVICES

Contract Supervisor (372150).

Applications Close:—Friday, 23 August 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Act as Contract Supervisor on assigned contracts within delegated authority.

Act as the quality management representative including surveillance and auditing of the Contractor's Management Plans.

Contract reporting including site meetings, progress reports, monthly payment certificates, interim and final contract performance reporting.

Undertake technical assessments and evaluations of construction works including traffic management, environment, road sealing, signs, line marking, bridges and Occupational Health and Safety issues.

Represent the Department in dealings with service authorities, the public, contractors, consultants and property owners for works within the road reservation.

Liaise with project managers, provide technical advice and assistance as required, participate in debriefs, review documentation prior to tender, provide advice to designers and review drawings.

Essential Requirement:—A Diploma in Civil Engineering (Design/Construction) from a recognised TAFE institution, or an equivalent qualification appropriate to the nature of the work.

Enquiries to Guna Ginneliya, Project Manager, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart, phone (03) 6233 5298, email Gunadasa.Ginneliya@dier.tas.gov.au.

Applications to HR Operations, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6233 6396, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

TRANSPORT INFRASTRUCTURE SERVICES

Project Officer (372091).

Applications Close:—Friday, 23 August 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Review and document identified business processes and procedures in consultation with Divisional staff.

Manage Divisional internet and intranet content, including ensuring best practice content management and recording of internet documents on the DIER Right to Information register.

Contribute to the Division-wide information management task, including the ongoing support of electronic records management.

Prepare correspondence, including memos, meeting papers, business cases, Ministerials, Briefs and Minutes on matters relevant to the business of the Division.

Scope and implement a range of small to medium business improvement projects as part of the Branch's continuous improvement program.

Enquiries to Christie Carless, Manager Business Support and Analysis, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart, phone (03) 6233 7163, email christie.carless@dier.tas.gov.au.

Applications to HR Operations, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6233 6396, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

JUSTICE

COMMUNITY CORRECTIONS

Southern Region

Report Writer/Assessor (356428).

Applications Close:—Friday, 23 August 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time Working 73.5 hours per fortnight until 20 December 2013.

Location:—Hobart.

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

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

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

Enquiries to Martha Robson, A/Statewide Operations Manager, Community Corrections, Department of Justice, phone (03) 6233 9570, email martha.robson@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Martha Robson on (03) 6233 9570.

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

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

JUSTICE

MONETARY PENALTIES ENFORCEMENT SERVICE

Regional Enforcement Co-ordinator (2 Vacancies).

Applications Close:—Friday, 23 August 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Vacancy No. 356560.

Permanent full-time Working 73.50 hours per fortnight.

Location:—Hobart.

Vacancy No. 356561.

Permanent full-time Working 73.50 hours per fortnight.

Location:—Hobart.

Duties:—In consultation with the Director develop, implement and deliver appropriate plans and strategies for the recovery of outstanding monetary penalties within a defined region. Co-ordinate, supervise and attend enforcement-based field operations on a regional rotational basis (within the Northern, Southern and Western districts).

Essential Requirements:—A current Tasmanian Drivers Licence.

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

Enquiries to Mark Cocker, Director, MPES, Department of Justice, phone (03) 6233 2126, email mark.cocker@justice.tas.gov.au.

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

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

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

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

JUSTICE

TASMANIA PRISON SERVICE

Correctional Officer (Various positions).

Applications Close:—Friday, 30 August 2013.

Salary:—See Below.

Correctional Officers Agreement.

Permanent full-time 76 hours per fortnight.

Location:—Southern Region (Risdon Prison Complex).

The Tasmania Prison Service is seeking highly motivated people who are looking for a challenging career in the correctional field with a dynamic, diverse and progressive organisation.

Correctional Officers come from a wide range of backgrounds including finance, hospitality and trades. They join us because the work is rewarding, diverse and absorbing. Although it's not without its challenges, being a Correctional Officer delivers a large amount of job satisfaction and the knowledge that they are playing an active role in the rehabilitation and reintegration of prisoners, while also contributing to the safety of the Tasmanian community.

If you're successful in joining us, you'll be rewarded with stable employment, career opportunities, good work/life balance and attractive employment conditions and entitlements.

Salary: There are two working arrangements, full shift (salary range \$63,245, \$69,787) and day shift (salary range \$49,410, \$54,521). However note that initially all new staff will be expected to work full shift arrangements upon the completion of training.

Information Night: To learn more about this challenging career, you are invited to attend an information night in Hobart, scheduled for 21 August 2013. Attendance is optional and there is no obligation to proceed with an application if you attend. Contact Alike Ertl as listed below for venue details or general enquiries.

Applicants who have applied in the last 12 months need not apply.

Essential Requirements:—Physical fitness, medical suitability and psychological characteristics appropriate to the duties of Correctional Officer.

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

Applications to Alike Ertl, Administration Officer, Tasmania Prison Service, Department of Justice, P O Box 24, Lindisfarne Tas 7015, phone (03) 6216 8156 or 1800 233 911, email correctional.officer.recruiting@justice.tas.gov.au.

JUSTICE

TASMANIA PRISON SERVICE

Psychologist (355558).

Applications Close:—Friday, 23 August 2013.

Salary:—\$77,368 – \$88,617 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DoE, DPEM, DoJ, Allied Health Professional, Level 3.

Permanent full-time Working 73.5 hours per fortnight (part-time negotiable).

Location:—Risdon Prison.

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

Duties:—Provide psychological assessment, treatment or interventions as required for offenders, with high and complex

needs within the Prison. Develop, foster, co-ordinate and monitor the involvement of other staff and agencies in the provision of interventions for these inmates. Identify and assist in training requirements for Corrections staff in relation to management and interventions required for inmates with high and complex needs.

Essential Requirements:—Person to be registered by the Psychology Board of Australia under the Health Practitioner Regulation National Law (Tasmania).

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

Enquiries to Helen Gardner, Senior Psychologist, Tasmania Prison Service, Department of Justice, phone (03) 6216 8011, email helen.gardner@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Helen Gardner on (03) 6216 8011.

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

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

PREMIER AND CABINET

STATE SERVICE MANAGEMENT OFFICE

Training Consortium

Consultant (001983).

Applications Close:—Friday, 23 August 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Liaise and negotiate with service providers and TTC member organisations regarding the development and delivery of training programs and other TTC events.

Undertake administrative and other event co-ordination tasks, undertake procurement, prepare contracts, budgets and correspondence to support the efficient development and delivery of TTC programs and events.

Provide day-to-day operational support to the programs run by TTC, taking a lead role in participant liaison and support.

Provide high levels of customer service in responding to

enquiries and general course requests from key stakeholders, including member organisations, service providers and training venues.

Market TTC program information to member organisations, providing options and recommendations. Represent TTC as required.

Provide support, guidance and training to the office trainee.

Identify, develop and assist in the implementation of continuous improvements to TTC's administrative systems and support the maintenance of the TTC websites and database systems.

Participate in projects and activities being co-ordinated by the broader Division as required.

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

Enquiries to Andrew Street, Business Manager, The Training Consortium, Department of Premier and Cabinet, phone (03) 6232 7033, email andrew.street@dpac.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

EPA DIVISION

Scientific and Technical

Scientific Officer, Air Monitoring (706299).

Applications Close:—Friday, 23 August 2013.

Salary:—\$53,926 – \$87,771 p.a.

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

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

Location:—Hobart.

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

Duties:—Undertake a range of activities associated with air quality monitoring, including software development; data validation; instrument calibration, maintenance and operation; publication of data on the web and elsewhere; and scientific investigation and reporting of trends and events based on data recorded in the air quality database.

Essential Requirements:—A Degree in Science, or an equivalent qualification, relevant to the professional duties to be undertaken, as provided by a university.

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

Enquiries to Bob Hyde, phone (03) 6233 6206, email Bob.Hyde@environment.tas.gov.au.

Applications to The Manager, Human Resources Management, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 6390, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

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

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

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

RESOURCE MANAGEMENT AND CONSERVATION

Biodiversity Conservation

Spatial Analyst (Geoinformatics) (707063).

Applications Close:—Friday, 23 August 2013.

Salary:—\$53,926 – \$87,771 p.a.

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

Permanent full-time.

Location:—Hobart.

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

Duties:—To provide Geographic Information System(GIS) analytical skills and advice and Remote Sensing services to the Biodiversity Conservation Branch (BCB); and to develop and manage systems, processes and tools to ensure the program meets the evolving needs of key stakeholders.

Essential Requirements:—A Degree in Science or Spatial Information Science, relevant to the professional duties to be undertaken, as provided by a university.

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

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

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

Enquiries to Kristy Franken, phone (03) 6233 2667, email Kristy.Franken@dpipwe.tas.gov.au.

Applications to The Manager, Human Resources Management, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas 7001, phone (03) 6233 6390, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Southern Region

Regional Administration Officer (707053).

Applications Close:—Friday, 23 August 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Located within the Southern Region initially located at Glenorchy.

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

Duties:—Co-ordinate and manage regional administrative support to ensure timely and effective co-ordination of budget, staffing, purchasing, records, information, reporting and related administrative activities in support of regional operational requirements.

Desirable Requirements:—A current motor vehicle drivers licence.

An ability to pass the PWS fire fighter fitness assessment at the 'Moderate' or 'Arduous' level.

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

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

Enquiries to Justin Helmich, phone 0488 135 045, email justin.helmich@parks.tas.gov.au.

Applications to The Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS, 7001, phone (03) 6233 6390, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Commercial and Business Services

Crown Land Services

Crown Land Officer (703089).

Applications Close:—Friday, 23 August 2013.

Salary:—\$60,530 – \$70,007 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time from as soon as possible to 28 March 2014, or until the return of the substantive occupant, which ever is the sooner.

Location:—Hobart.

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

Duties:—Facilitate the use and development of Crown land by the public and private sector through investigating and evaluating applications for use of Crown land and through addressing issues or concerns related to the management of Crown land and property.

Desirable Requirements:—A current motor vehicle driver licence.

Appropriate tertiary qualifications.

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

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

Enquiries to Tim Turner, phone (03) 6233 3825, email tim.turner@dpipwe.tas.gov.au.

Applications to The Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS 7001, phone (03) 6233 6390, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

PUBLIC TRUSTEE

CORPORATE SERVICES

Chief Financial Officer (790215).

Applications Close:—Friday, 23 August 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Lead, manage and develop the human resources of the Financial Services Branch and manage the day to day delivery of the financial and investment operations of the Public Trustee. Prepare the Public Trustee's annual budget and financial statements and provide regular and timely reporting on results both internally and externally. Invest the Public Trustee's funds under management in accordance with approved delegations and guidelines and set crediting rates for common fund contributors.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—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:—Appropriate tertiary qualifications, such as accounting and commercial qualifications. Eligibility for membership of the Australian Society of Certified Practising Accountants or equivalent.

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 website.

Enquiries to Peter Maloney, Chief Executive Officer, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone (03) 6235 5291, email pmaloney@publictrustee.tas.gov.au.

Applications to Peter Maloney, Chief Executive Officer, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone (03) 6235 5291, email pmaloney@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.

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

Revenue Branch

Senior Project Officer (724300).

Applications Close:—Friday, 30 August 2013.

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

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time for a period of 6 months.

Location:—Hobart.

Duties:—The Senior Project Officer will undertake research, consultation, investigation and analysis to recommend an appropriate administrative framework for the ongoing provision of concessions by electricity retailers to eligible customers. Following approval the Senior Project Officer will work with the State Revenue Office to implement the administrative framework. The Senior Project Officer will receive limited guidance from the Specialist Taxation Advisor.

In the context of the selection criteria, to be successful in the position applicants will have:—project management skills, including: project governance, planning, issue identification, reporting and stakeholder management skills; strong written and verbal communication skills and demonstrated initiative and the ability to manage own output, work effectively in a team environment, establish and adjust work priorities in order to meet deadlines in a dynamic work environment.

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

Enquiries to Lisa Steele, Specialist Taxation Adviser, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 2286, email lisa.steele@treasury.tas.gov.au.

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

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

Tasmanian Government Senior Executive Service

JUSTICE

OFFICE OF THE SECRETARY

Deputy Secretary, Administration of Justice (355274).

Applications Close:—Friday, 23 August 2013.

Salary:—\$169,326 – \$186,259 p.a.

Senior Executive, Level 3, Payment of Salary above the base salary of the advertised range is subject to an annual performance assessment.

Fixed-term full-time 5 year Senior Executive Appointment.

Location:—Hobart.

Duties:—Provide high level strategic advice to the Minister, Secretary and other Agencies on a range of issues which have strategic and/or critical impact on both corporate objectives and Government policy. Represent the Department and acting as advocate for the Departmental and Government policy across a wide range of forums in often sensitive negotiations encompassing issues affecting both Department and Government. Manage critical issues on behalf of the Department and in consultation with the Ministerial Offices.

Additional salary information:—The salary for the position will be set on appointment from within the range applicable to Senior Executive Service level 3 (\$169,326, \$186,259 pa) and will be indexed as determined by the Government from time to time. Other conditions of employment include official and private use of a fully maintained motor vehicle with private number plates, employer superannuation contributions at 9.25% of salary with the ability to salary sacrifice additional superannuation contributions.

Enquiries to Simon Overland, Secretary, Department of Justice, phone (03) 6233 3201, email melissa.broadribb@justice.tas.gov.au.

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

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

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Education Facility Attendant	H. Medcraft	6 months	07.08.13
Health & Human Services & Tasmanian Health Organisations	Dental Therapist	J. Elizondo	6 months	07.08.13
Health & Human Services & Tasmanian Health Organisations	Dental Prosthetist	S. Ashworth	6 months	26.05.13
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	T. Connolly	6 months	19.08.13
Health & Human Services & Tasmanian Health Organisations	Dental Officer	C. Handbury	6 months	08.07.13
Health & Human Services & Tasmanian Health Organisations	Dental Officer	A. Singh	6 months	05.08.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	T. Levett	6 months	07.08.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	L. Olaco	6 months	23.06.13
Health & Human Services & Tasmanian Health Organisations	Dental Officer	C. Wijayasena	6 months	05.08.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Wilson	6 months	22.07.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	R. Clark	6 months	23.06.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Abraham	6 months	04.08.13
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	M. East	6 months	01.07.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Ricardson	6 months	04.08.13
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	A. Skeggs	6 months	07.08.13
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	R. Smith	6 months	17.07.13
Health & Human Services & Tasmanian Health Organisations	Community Care Services Coordinator	S. Dobson	6 months	29.07.13
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	L. Williams	6 months	07.08.13
Health & Human Services & Tasmanian Health Organisations	Dental Prosthetist	G. Hesp	6 months	17.07.13
Health & Human Services & Tasmanian Health Organisations	Physiotherapist Assistant	B. Zeitzen	6 months	29.07.13
Justice	Deputy Registrar	P. Ikedife	6 months	12.08.13

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>
Justice	Project Officer	E. Goddard	2 years	12.08.13
Primary Industries, Parks, Water & Environment	Project Manager (Macquarie Island Pest Eradication Project)	K. Springer	12 months	09.08.13

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	A. Martin	Sports Performance Officer (Talent Identification and Development)	01.08.13
Education	N. Karas	Advanced Skills Teacher	06.08.13
Health & Human Services & Tasmanian Health Organisations	L. Collidge	HR Advisor Redeployment	05.08.13
Health & Human Services & Tasmanian Health Organisations	A. Keen	Allied Health Team Leader	12.08.13
Health & Human Services & Tasmanian Health Organisations	C. Short	Deputy Manager Physiotherapy	12.08.13
Justice	A. Smart	Assistant Manager, Supreme Court	12.08.13
Treasury & Finance	F. Blain	Manager Intergovernment Financial Relations	12.08.13

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Community Health Nurse	C. Bethune	08.08.13
Health & Human Services & Tasmanian Health Organisations	Senior Project Consultant	G. Middleton	02.08.13
Health & Human Services & Tasmanian Health Organisations	Senior Policy Consultant	J. Austin	06.08.13
Health & Human Services & Tasmanian Health Organisations	Pay/Personnel Officer	V. Hack	01.08.13
Health & Human Services & Tasmanian Health Organisations	Dental Officer	S. Valley	02.08.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	G. Marshall	27.07.13
Health & Human Services & Tasmanian Health Organisations	Physiotherapist	D. Heap	05.08.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	S. Sween	06.08.13
Health & Human Services & Tasmanian Health Organisations	Health Care Assistant	S. Downham	24.07.13
Justice	Investigation/Conciliation Officer	L. Wall	09.08.13
Police & Emergency Management	Information & Communication Technology Officer	M. Edler	18.07.13
Primary Industries, Parks, Water & Environment	Client Service Officer	M. Gault	12.08.13
Integrity Commission	Misconduct Prevention (Education) Officer	R. Malley	09.08.13
Tasmanian Audit Office	Senior Administrative Officer	J. Reardon	02.08.13

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Fisher	29.07.13
Health & Human Services & Tasmanian Health Organisations	Pharmacist	H. Kibbey	02.08.13
Justice	Manager Workcover	R. Pickett	09.08.13



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