



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
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INCLUDING G.S.T.

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

## Vacancies—General Information

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

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

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

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

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

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

### *Further Information*

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

### *Submission of Applications*

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

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

### *Fixed-Term Appointment*

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

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

### *Fixed-Term Employment Registers*

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

## Tasmanian Government Gazette

Email text copy to

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

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

### State Service Notices

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

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

#### Order Information

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

#### Deadlines

*Government Gazette* :—

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

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

**Deadlines will be strictly adhered to**

**Subscription or account enquiries phone (03) 6232 2137.**

#### Gazette and State Service Online

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

#### EDUCATION

##### LEARNING SERVICES

*Learning Services (North)*

Scottsdale Primary School

#### **Education Facility Attendant, Scottsdale Primary School (965103).**

Applications Close:—Friday, 6 September 2013.

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

Education Facility Attendants Salaries and Conditions of Employment Industrial Agreement 2011, Education Facility Attendant, Level 1-3.

Permanent part-time up to 30 hours per fortnight.

Location:—Scottsdale Primary School.

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

Essential Requirements:—The Head of the State Service has determined that the person nominated for this role is to satisfy

a pre-employment check before taking up the appointment, promotion or transfer.

Enquiries to Debra Lade, Department of Education, phone (03) 6352 0200, email **debra.lade@education.tas.gov.au**.

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

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

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

#### EDUCATION

##### LEARNING SERVICES

*Learning Services (North-West)*

Smithton High School

#### **Teacher, (Material Design and Technology), Smithton High School (200459).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$53,659 – \$85,868 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher. Permanent full-time.

Location:—Smithton High School.

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

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

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

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

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

Enquiries to Nikki Clark, Department of Education, phone (03) 6452 1376, email **nikki.clark@education.tas.gov.au**.

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

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

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

## EDUCATION

### LEARNING SERVICES

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

##### Ulverstone High School

#### ***Teacher (Maths 7-10), Ulverstone High School (201374).***

Applications Close:—Friday, 6 September 2013.

Salary:—\$53,659 – \$85,868 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher. Permanent full-time from 4 February 2014.

Location:—Ulverstone High School.

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

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

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

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

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

Enquiries to Janine McCullough, Department of Education, phone (03) 6425 1433, email janine.mccullough@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)*

##### Howrah Primary School

#### ***Assistant Principal, Howrah Primary School (950420).***

Applications Close:—Friday, 6 September 2013.

Salary:—\$104,093 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Howrah Primary School.

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

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

Current certificate of registration issued by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000.

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

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

Enquiries to Shelley Thorne, Department of Education, phone (03) 6233 8090, email shelley.thorne@education.tas.gov.au.

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

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

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

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

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Children and Youth Services*

#### ***Family Violence Worker-Adult Program, FVCSS, North (501707).***

Applications Close:—Friday, 6 September 2013.

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

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

Fixed-term part-time day work (30.4 hours per fortnight) commencing as soon as possible until 20 December 2013.

Location:—Children and Youth Services, Family Violence Service, North.

Duties:—To work as a member of a professional team in the provision of services to adults affected by family violence as part of the multidisciplinary Family Violence Service established through the Government's Safe at Home initiative.

Provide specialist services to adults affected by family violence in accordance with best practice principles and within a collaborative and multidisciplinary framework.

Provide programs that incorporate multi-level assessments and interventions and address the needs of adults affected by family violence.

Selection criteria includes:—Demonstrated knowledge and understanding of family violence and its impact on adults.

Demonstrated ability to work effectively with adults with complex needs and apply appropriate models of intervention.

Demonstrated ability to exercise professional judgement and initiative, work with general supervision and seek guidance as appropriate.

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

Desirable Requirements:—A current drivers licence.

Essential Requirements:—University acquired degree or diploma in a humanities field.

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

Enquiries to Heather Malerbi, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2394, email [heather.malerbi@dhhs.tas.gov.au](mailto:heather.malerbi@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*

#### **Manager Child Protection, South (517162).**

Applications Close:—Friday, 13 September 2013.

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

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

Permanent full-time day work.

Location:—Children and Youth Services, Hobart.

Duties:—Provide leadership and management of an integrated, area based Child Protection Service, in accordance with Agency policy, directions and legal requirements, within a framework of agreed client outcomes, service performance measures and resource levels.

As a member of Children and Family Services, this position sits within a framework of human service reform that places priority on ensuring the safety and well being of Tasmanian children.

Selection criteria includes:—High level experience in and

knowledge of Child Protection or a related human services field.

Demonstrated ability in operational planning and managing a significant reform program in order to build a newly integrated child protection system in an open supportive and child focused organisational culture.

Proven ability to manage financial, human and physical resources and to monitor efficiency and effectiveness.

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 tertiary degree.

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

Enquiries to Andrea Sturges, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7936, mobile 0457 543 225, email [andrea.sturges@dhhs.tas.gov.au](mailto:andrea.sturges@dhhs.tas.gov.au).

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

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

##### HEALTH AND HUMAN SERVICES

##### *Population Health*

##### Office of the Chief Medical Officer

#### **Project Officer (501116).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

Permanent full-time daywork.

Location:—Cancer Screening and Control Services (CSCS), Hobart.

The Project Officer will work on projects across Cancer Screening and Control Services (CSCS). Projects involve the whole of CSCS, as well as its business units: BreastScreen Tasmania, Tasmanian Cervical Cancer Prevention Program, National Bowel Screening Program, and the Policy and Education Unit. The occupant will: contribute as needed to projects within CSCS, prepare project documentation on behalf of a project manager including briefs, specifications, budgets, schedules, activity reports, risk registers and as directed, complete related tasks including business cases, documentation, project communications, and arranging stakeholder forums.

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 and crimes involving dishonesty.



Identification check and disciplinary action in previous employment check.

Enquiries to Scott Marshall, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 4325, email [scott.marshall@dhhs.tas.gov.au](mailto:scott.marshall@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

#### *Shared Services*

#### Payroll

#### **Team Leader Payroll Services (520954).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

Permanent full-time daywork.

Location:—Pay/Personnel Unit, North.

Supervise a team of Pay/Personnel Officers and undertake quality improvement and data checking to achieve the efficient delivery of Pay/Personnel services.

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

Enquiries to Margaret Wilson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5556, email [margaretw.wilson@dhhs.tas.gov.au](mailto:margaretw.wilson@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

#### *Shared Services*

#### Payroll

#### **Team Leader Payroll Services (516259).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

Permanent full-time daywork.

Location:—Pay/Personnel Unit, North.

Duties:—Supervise a team of Pay/Personnel Officers and undertake quality improvement and data checking to achieve the efficient delivery of Pay/Personnel services.

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

Enquiries to Margaret Wilson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5556, email [margaretw.wilson@dhhs.tas.gov.au](mailto:margaretw.wilson@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*

#### Nursing and Midwifery

#### **Executive Support Officer (518402).**

Applications Close:—Friday, 13 September 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

Duties:—The Executive Support Officer supports the operational requirements of the Nursing and Midwifery Unit (NMU) through the provision of high level administrative support to the Chief Nurse and Midwifery Officer including: Provision of comprehensive, high quality administrative duties including minute taking, preparation of correspondence, organisation and scheduling of meetings, and participation in project work for the Chief Nurse and Midwifery Officer/Director of Education and Training. Co-ordination of physical, human and financial resource activities as directed by the Chief Nurse and Midwifery Officer/Director of Education and Training.

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

Enquiries to Anne Wallace, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 9042, email [anne.wallace@dhhs.tas.gov.au](mailto:anne.wallace@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Strategic Control, Workforce and Regulation*

Office of the Chief Information Officer

***Project Manager, eHealth (Child eHealth Record) (521488).***

Applications Close:—Friday, 6 September 2013.

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

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

Fixed-term full-time day work, commencing as soon as possible to 30 June 2014.

Location:—Hobart.

Duties:—Under the direction of the Project Sponsor and in conjunction with relevant business and operational units, the Project Manager will: Achieve the Project objectives and outcomes through leadership of the Project team in the day to day implementation of the Project, within the budget, available resources and time frame for Project completion.

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

Enquiries to Tim Hynes, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3687, email [tim.hynes@dhhs.tas.gov.au](mailto:tim.hynes@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*

Office of the Chief Information Officer

***Project Manager, eHealth (Medication Management) (521487).***

Applications Close:—Friday, 6 September 2013.

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

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

Fixed-term full-time day work, commencing as soon as possible until 30 June 2014.

Location:—Hobart.

Duties:—Under the direction of the Project Sponsor and in conjunction with relevant business and operational units, the Project Manager will, achieve the Project objectives and outcomes through leadership of the Project team in the day to day implementation of the Project, within the budget, available resources and time frame for Project completion.

Essential Requirements:—Nil.

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

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

Enquiries to Tim Hynes, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3687, email [tim.hynes@dhhs.tas.gov.au](mailto:tim.hynes@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 Administrative Assistant (515063).***

Applications Close:—Friday, 6 September 2013.

Salary:—\$47,265 – \$51,332 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—We are seeking a HR Administrative Assistant to join our team! The HR Administrative Assistant will, under the direction of the Team Leader, Strategic Staffing and Recruitment, provide efficient and effective administrative and clerical support to Workplace Relations and Safety staff and clients in an accurate and timely manner to support; Administrating and processing pre-employment data in accordance with the Agency policy and procedure whilst maintaining the highest level of confidentiality.

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

***Project Officer, Outreach Administration (521405).***

Applications Close:—Friday, 6 September 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

Permanent full-time daywork.

Location:—Launceston.

This position is for someone with demonstrated recent knowledge and experience in the operational and financial management of large and complex outreach rural and remote health programs. The successful applicant will also have demonstrated recent knowledge and experience in project support for outreach rural and remote health programs, especially to Aboriginal communities, including financial and statistical reporting to the Commonwealth government.

Duties:—Provide administrative and business support to the Principal Project Officer, including undertaking research in relation to outreach service costing and payment models, and preparing project reports. Administer financial processes relating to outreach rural and remote health programs within Service Planning and Design, including processing of invoices, monitoring of expenditure against budget, preparation of financial reconciliations and financial reports, and under the guidance of the Principal Project Officer preparation of service contracts.

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

Enquiries to Dr Kim Atkins, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5144, mobile 0400 178 332, email kim.atkins@dhhs.tas.gov.au.

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

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

#### **Clinical Lead (Older Persons Mental Health Services, North) (518277).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$87,754 – \$97,057 p.a.

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

Permanent full-time day work commencing as soon as possible.

Location:—Launceston.

Please Note: This vacancy is also advertised as a Registered Nurse Grade 6 (518277d) there is only one vacancy and only one vacancy will be filled based on merit.

Duties:—As part of a multidisciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Services

Principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Clinical Lead will provide high level support to the Team Leader within the relevant community mental health service in the provision of:

Leadership and direction in the strategic development and management of a comprehensive multidisciplinary community mental health team.

Effective management of specified human and physical resources.

Leadership, direction and change management to facilitate the progression of the current Mental Health Service Strategic Plan through the implementation of the associated model of care and relevant service policies, procedures and guidelines.

Optimal clinical processes and individual client outcomes.

Enhanced consumer and carer participation at all levels of the service.

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

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

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

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

#### **Clinical Nurse Consultant, Clinical Lead (Older Persons Mental Health Services, North) (518277d).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$81,689 – \$87,328 p.a.

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

Permanent full-time day work commencing As soon as possible.

Location:—Launceston.

Please Note: This vacancy is also advertised as a Allied Health Professional Level 4 (518277), there is only one vacancy and one vacancy will be filled based on merit.

Duties:—As part of a multidisciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Services Principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Clinical Nurse Consultant-Clinical Lead will provide high level support to the Team Leader within the relevant community mental health service in the provision of:



Leadership and direction in the strategic development and management of a comprehensive multidisciplinary community mental health team.

Effective management of specified human and physical resources.

Leadership, direction and change management to facilitate the progression of the current Mental Health Service Strategic Plan through the implementation of the associated model of care and relevant service policies, procedures and guidelines.

Optimal clinical processes and individual client outcomes.

Enhanced consumer and carer participation at all levels of the service.

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

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

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

##### **Health Care Assistant Casual Pool (516559).**

Applications Close:—Friday, 6 September 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 worker commencing as soon as possible for 12 months.

Location:—Launceston.

Duties:—Provide orderly services and assistance to Medical, Nursing and Allied Health staff in the general care of patients.

Provide intra and inter-hospital transport of patients.

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

Enquiries to Jan Dorman, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7473, email [jan.dorman@dhhs.tas.gov.au](mailto:jan.dorman@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

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

##### **Registered Nurse (504837).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$56,163 – \$76,859 p.a.

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

Permanent full-time shift worker (fully rotational) commencing As soon as possible.

Location:—Launceston.

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

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

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

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

Enquiries to Jan Dorman, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7473, email [jan.dorman@dhhs.tas.gov.au](mailto:jan.dorman@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*

##### **Enrolled Nurse (Various vacancies) (521372).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$50,713 – \$56,163 pro rata, per annum.

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

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



Location:—John L Grove Rehabilitation Unit, Launceston.

Duties:—The enrolled nurse provides direct patient/client centered nursing care to assigned patients/clients, within the scope of practice of an enrolled nurse and under the direction and supervision of a registered nurse/midwife to achieve planned patient outcomes.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as an Enrolled Nurse. (holds Board approved qualification in administration of medicine).

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

Enquiries to Kerry Leonard, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5192, email [kerry.leonard@dhhs.tas.gov.au](mailto:kerry.leonard@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, 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 (511364).**

Applications Close:—Friday, 6 September 2013.

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

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

Permanent part-time shift work (fully rotational) working 40 hours per fortnight, commencing 24 November 2013. Notwithstanding hours per fortnight may be negotiated with the successful applicant.

Location:—Paediatric and Adolescent Unit (Ward 4K), LGH Charles Street, Launceston.

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

Desirable:—Paediatric nursing experience will be highly regarded.

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

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

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

Enquiries to Sonja Leonard, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7053, email [sonja.leonard@dhhs.tas.gov.au](mailto:sonja.leonard@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*

##### **Registered Nurse (519317).**

Applications Close:—Friday, 6 September 2013.

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

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

Permanent part-time shift work (fully rotational) working 40 hours per fortnight, commencing 24 November 2013. Notwithstanding hours per fortnight may be negotiated with the successful applicant.

Location:—Paediatrics and Adolescent Unit (Ward 4K), LGH Charles Street, Launceston.

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

Desirable:—Paediatric nursing experience will be highly regarded.

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

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

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

Enquiries to Sonja Leonard, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7053, email [sonja.leonard@dhhs.tas.gov.au](mailto:sonja.leonard@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*

##### **Registered Nurse (503951).**

Applications Close:—Friday, 6 September 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 shift work (fully rotational), working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence As soon as possible until 30 June 2014.

Location:—Intensive Care Unit, LGH Charles Street, Launceston.

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

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

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

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

Enquiries to Jenny Parker, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7513, email [jenny.parker@dhhs.tas.gov.au](mailto:jenny.parker@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, 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 (Various vacancies) (521375).**

Applications Close:—Friday, 6 September 2013.

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

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

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

Location:—John L Grove Rehabilitation Unit, Launceston.

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

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

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

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

Enquiries to Kerry Leonard, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5192, email [kerry.leonard@dhhs.tas.gov.au](mailto:kerry.leonard@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, 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*

##### **Senior Occupational Therapist, Acute Medical Unit (521472).**

Applications Close:—Friday, 13 September 2013.

Salary:—\$76,505 – \$87,754 p.a.

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

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

Location:—Acute Medical Unit, LGH Charles Street, Launceston.

Duties:—To promote, develop and provide Occupational Therapy services in accordance with professional standards, best practice and evidence based practice, to a predominately specialist or complex caseload, in order to improve occupational outcomes for patients. Additionally, to provide professional support and guidance to Level 1 and 2 Occupational Therapists; and to provide professional advice and education to others with regard to the field of specialisation and related areas.

Desirable Requirements:—Current Driver's Licence.

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

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

Enquiries to Robyn Hayes, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8063, email [robyn.hayes@dhhs.tas.gov.au](mailto:robyn.hayes@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, 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*

##### **Senior Physiotherapist, Acute Medical Unit (521471).**

Applications Close:—Friday, 13 September 2013.

Salary:—\$76,505 – \$87,754 p.a.

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

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

Location:—Acute Medical Unit, LGH Charles Street, Launceston.

Duties:—To provide and maintain optimal specialist physiotherapy services within the THO-North. Provide professional guidance and support to level 1/2 Physiotherapists.

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

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

Enquiries to Robyn Hayes, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8063, email [robyn.hayes@dhhs.tas.gov.au](mailto:robyn.hayes@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, P.O. Box 1963, Launceston 7250.

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

##### **Multi-Skilled Domestic (506130).**

Applications Close:—Friday, 6 September 2013.

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

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

Permanent part-time shift work working 15 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—St Helens District Hospital, St Helens, Tasmania.

Duties:—A multi skilled part-time position based at St Helens District Hospital, responsible for providing a high standard of cleaning to allocated areas of the hospital, complying with infection control standards and also assist in preparation and delivery of meals to clients in accordance with 'FoodSafe' guidelines. Duties will include, damp dusting of all surfaces, cleaning of bathrooms and toilets, including the collection and disposal of contaminated and other waste, other cleaning tasks as directed by Head of Hotel Services, assist in kitchen duties, washing of cooking utensils, maintain kitchen hygiene in accordance with 'FoodSafe' hygiene plan and assist with purchase of stores.

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

Enquiries to Denise Callister, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6376 5222, email [denise.callister@dhhs.tas.gov.au](mailto:denise.callister@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

##### **Nurse Unit Manager (516497).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$56,163 – \$76,859 p.a.

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

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

Location:—George Town Hospital and Community Centre.

Duties:—The Nurse Unit Manager provides leadership to the relevant rural health facility, ensures the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within the relevant rural health facility and leads and manages the co-ordination of overall patient care and is responsible for managing the allocated human, material and financial resources for service delivery within the relevant rural health facility.

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Karyn Parker, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6380 3620, email [karyn.parker@dhhs.tas.gov.au](mailto:karyn.parker@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

##### **Registered Nurse (Relief), Casual (504321).**

Applications Close:—Friday, 6 September 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 casual shift work, as and when required, commencing 9 September 2013 to 8 September 2015.

Location:—Deloraine District Hospital.

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

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

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

Enquiries to Lester Jones, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6362 5000, email lester.jones@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

### **Registered Nurse, Palliative Care (504991).**

Applications Close:—Friday, 6 September 2013.

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

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

Permanent part-time daywork (with oncall) working 48 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Palliative Care North.

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

Duties:—Who are we.

Palliative care is care provided for people of all ages who have a life limiting illness, with little or no prospect of cure, and for whom the primary treatment goal is quality of life.

The Community Palliative Care Service, THO-North, Primary Health, is based in Launceston, and covers the (03) area of Tasmania.

We use a team approach to address the needs of patients and their carers, and work with health professionals across all health settings bringing knowledge, skills and expertise to enhance the care they provide. The palliative care team include palliative care medical specialists, specialist nurses, specialist social workers, occupational therapist and volunteers.

Who are we looking for.

We are seeking a motivated and experienced candidate to take up the role of a registered nurse Grade 3-4 to work within the Community Palliative Care Team. The successful candidate will be engaged in working with the client, carer and other

members of the health care team to focus on enhancing the quality of life for the client and supporting their 'unit of care'.

Do you have.

Comprehensive knowledge of Primary Health Care principles, contemporary nursing theory and practice related to palliative care, and the demonstrated advanced clinical expertise to apply this knowledge.

Demonstrated post graduate experience preferably within a palliative care setting and a knowledge of palliative care philosophy, principles and practice of palliative care.

Demonstrated ability to function effectively and constructively as a member of a multidisciplinary team within an inter-disciplinary framework.

What can we offer.

Day work (with an on-call component).

Multidisciplinary team.

Interdisciplinary approach to primary health care.

Commitment to ongoing professional development.

Supportive learning environment.

Desirable Requirements:—Current Drivers Licence.

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

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

Enquiries to Linda Johnstone, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5544, email linda.johnstone@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mersey Community Hospital*

### **Clinical Nurse Consultant (Blood Transfusion) (518006).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$81,689 – \$87,328 pro rata, per annum.

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

Permanent part-time day worker, working 32 hours per fortnight.

Location:—THO-North West – based at Mersey Community Hospital.

Who are we?.

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



Who are we looking for?

We are seeking a motivated and experienced Clinical Nurse Consultant, Blood Transfusion who is passionate, motivated and enjoys working collaboratively with a team of health professionals in what can be a demanding and high paced environment.

As Clinical Nurse Consultant you will provide a high standard of clinical leadership enabling implementation of the National Blood Transfusion guidelines for blood transfusion practice at the Mersey Community Hospital.

Your main duties will focus on providing authoritative expertise to all medical, nursing, scientific and other hospital staff regarding the implementation of National Blood Transfusion guidelines, as well as promoting safe and informed use of blood products.

Do you have?

Current Registration.

Comprehensive knowledge of blood transfusion practice.

Sound interpersonal and communication skills.

Demonstrated effective problem solving and decision-making skills.

Knowledge of continuous quality improvement.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

To discuss your application and learn more about what this career opportunity, please contact Julie Duff, on (03) 6426 5468 or email [julie.duff@dhhs.tas.gov.au](mailto:julie.duff@dhhs.tas.gov.au).

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

**Desirable Requirements:—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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mersey Community Hospital*

#### **Cook (514508).**

Applications Close:—Friday, 6 September 2013.

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

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

Permanent part-time shift worker, working 40 hours per fortnight.

Location:—Mersey Community Hospital.

The Tasmanian Health Organisation-North West (THO-NW) is seeking to recruit an experienced, well disciplined and enthusiastic cook. This is a fantastic opportunity that exists within our Food Services team at Mersey Community Hospital (MCH).

Your primary responsibility will be to follow strict daily production requirements for the preparation, cooking, weighing and portioning of food for patients, staff and delivered meals recipients across the area.

The successful applicant will have previous experience in cooking operations together with relevant trade qualifications in cookery and demonstrated knowledge of food hygiene practices.

Your high level communication and interpersonal skills will assist you to work effectively as part of a team to resolve issues as they arise and be adaptable to change in the work environment. You will have the demonstrated ability to prioritise your daily work output.

To find out more information or to discuss your application please contact Andrew Groves today on (03) 6430 6615/ 0419 973 006 or email [andrew.groves@dhhs.tas.gov.au](mailto:andrew.groves@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:—Relevant Trades Qualification.**

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

Enquiries to Andrew Groves, Department of Health and Human Services and Tasmanian Health Organisations, phone 6430 6615, mobile 0419 973 006, email [andrew.groves@dhhs.tas.gov.au](mailto:andrew.groves@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mersey Community Hospital*

#### **Registered Nurse (519934).**

Applications Close:—Friday, 6 September 2013.

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

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

Permanent part-time day worker, working 40 hours per fortnight.

Location:—Mersey Community Hospital.

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

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.

This position is in the specialist clinics/outpatients department of the Mersey Community Hospital.

Who are we looking for?

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

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

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Rosemary Ryan on (03) 6426 5477 or email [rosemary.ryan@dhhs.tas.gov.au](mailto:rosemary.ryan@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:—Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse.

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

### **Nurse Unit Manager (502123).**

Applications Close:—Friday, 6 September 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 worker, working 76 hours per fortnight.

Location:—North West 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.

This role is based at the North West Regional Hospital at Burnie.

Who are we looking for?

We are seeking a motivated and experienced Nurse Manager looking to bring their existing skills and knowledge to this exciting leadership position, in which you will provide leadership, strategic direction, and operational management to a friendly and dynamic Medical Ward team.

Reporting to the Co-Director of Nursing, this role encompasses a wide range of responsibilities, from ensuring exceptional clinical care is provided to each patient, providing leadership, and managing budgets as key aspects of this exciting opportunity.

Do you have?

Current AHPRA registration.

Recent Management experience.

Relevant clinical experience.

A consultative leadership style and ability to build rapport.

Ability to manage budgets, rosters, KPI's and commitment to quality management.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Great team environment.

Commitment to professional development.

This is a fantastic opportunity to progress your career, please don't miss out! Call the Co-Director of Nursing Hayley Elmer on 6430 6503 or email [hayley.elmer@dhhs.tas.gov.au](mailto:hayley.elmer@dhhs.tas.gov.au) for a confidential discussion about your application.

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

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

### ***Nurse Unit Manager (NUM) Ambulatory Care (512515).***

Applications Close:—Friday, 6 September 2013.

Salary:—\$85,411 – \$91,458 p.a.

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

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

Location:—North West 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.

This role is based at the North West Regional Hospital at Burnie.

Who are we looking for?

We are seeking a motivated and experienced Nurse Manager looking to bring their existing skills and knowledge to this exciting leadership position, in which you will provide leadership, strategic direction, and operational management to a friendly and dynamic Ambulatory Care team.

Reporting to the Co-Director of Nursing, this role encompasses a wide range of responsibilities, from ensuring exceptional clinical care is provided to each patient, providing leadership, and managing budgets as key aspects of this exciting opportunity.

Do you have?

Current AHPRA registration.

Recent Management experience.

Relevant clinical experience within Ambulatory Care.

A consultative leadership style and ability to build rapport.

Ability to manage budgets, rosters, KPI's and commitment to quality management.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Great team environment.

Commitment to professional development.

This is a fantastic opportunity to progress your career, please don't miss out! Call the Co-Director of Nursing Hayley Elmer on 6430 6503 or email [hayley.elmer@dhhs.tas.gov.au](mailto:hayley.elmer@dhhs.tas.gov.au) for a confidential discussion about your application.

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

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

### ***Psychologist, Diabetes Services (519186).***

Applications Close:—Sunday, 15 September 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 day worker, working 48 hours per fortnight.

Location:—North West Regional Hospital and Devonport Community and Health Services Centre.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Senior Psychologist with experience in diabetes who is passionate, motivated and enjoys working collaboratively with a team of health professionals in what can be a demanding and high paced environment.

We are looking for someone who will provide a specialised psychological assessment and therapeutic service at the Diabetes Centre and to clients of the THO, North West. You will co-ordinate psychology services provided by the Diabetes Centre, plan, and develop innovative best practice strategies for the psychological care of people with diabetes in the region.

Reporting to the Manager (NUM), Diabetes Centre, in this role you will be required to undertake a leadership role and maintain specialised knowledge to contribute to clinical best practice for psychology services provided from the Diabetes Centre to the patient population of the north west of Tasmania in accordance with organisational policies, best practice standards and the professional code of conduct of the Australia Psychology Society.

Do you have?

Current registration and current driver's license.

Demonstrated clinical knowledge.

Proven high level of negotiation and conflict resolution skills.

Demonstrated ability to work collaboratively in a multidisciplinary team.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.  
Dynamic team environment.  
Commitment to ongoing professional development.

To discuss your application and learn more about what this career opportunity, please contact Giuliana Murfet, on (03) 6430 6591 or email [giuliana.murfet@dhhs.tas.gov.au](mailto:giuliana.murfet@dhhs.tas.gov.au).

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

Desirable Requirements:—Current Driver's Licence.

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Giuliana Murfet, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6591, email [giuliana.murfet@dhhs.tas.gov.au](mailto:giuliana.murfet@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

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

Applications Close:—Friday, 6 September 2013.

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

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

Permanent part-time shift worker, working 28 hours per fortnight.

Location:—Paediatrics Unit, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is currently seeking a part-time Ward Clerk to work in the Paediatrics Unit, Royal Hobart Hospital.

Duties:—In the role of Ward Clerk you will provide clerical support throughout all areas of the service. This service will be provided with a high standard of customer focused reception skills and wide range of clerical functions in support of patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for patient services.

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

Enquiries to Jenny Burgess, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 62228448, email [jenny.burgess@dhhs.tas.gov.au](mailto:jenny.burgess@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: StaffLink 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

##### *Statewide Mental Health Services*

##### **Administrative Assistant (505078).**

Applications Close:—Friday, 6 September 2013.

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

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

Fixed-term part-time day work, working 45.6 hours per fortnight, commencing As soon as possible until 30 June 2016.

Location:—Repatriation Centre, Hobart.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Administrative Assistant provides day to day administrative support to a designated team/unit. You will also contribute towards optimal administrative and business support processes at the local level.

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

Enquiries to Janifer Smith, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6226 4414, email [janifer.smith@dhhs.tas.gov.au](mailto:janifer.smith@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

##### *Statewide Mental Health Services*

##### **Allied Health Professional, CAT (505020d).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$76,505 – \$87,754 p.a.

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

Permanent full-time shift work (set rotational).



Location:—Adult Community Mental Health Service, South.

Please Note: This vacancy is also advertised as a Community Mental Health Nurse, CAT (505020) Grade 3 there is only one vacancy and one vacancy will be filled based on merit.

Duties: As a member of a multidisciplinary Crisis Assessment and Treatment (CAT) team with Adult Community Mental Health Services (ACMHS) delivering high quality specialist mental health services, provide crisis assessment and community based treatment that is client and carer focused, evidenced based, outcome orientated and time limited, in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, CATT Model of Care, National Mental Health Standards, Agency policy, National Partnership Agreement?.

Essential Requirements:—Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers, or.

Registered with the Occupational Therapy Board of Australia, or Registered with the Psychology Board of Australia.

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

*Statewide Mental Health Services*

#### **Community Mental Health Nurse, CAT (505020).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$56,163 – \$76,859 p.a.

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

Permanent full-time shift work (set rotational).

Location:—Adult Community Mental Health Service, South.

Please note: This vacancy is also advertised as Allied Health Professional Level 3 (505020d) there is only one vacancy and one vacancy will be filled based on merit. Access to the Grade 4 salary range \$72,675 – \$76,859 is subject to successful application for progression to Grade 4.

Duties: As a member of a multidisciplinary Crisis Assessment and Treatment (CAT) team with Adult Community Mental Health Services (ACMHS) delivering high quality specialist mental health services, provide crisis assessment and community based treatment that is client and carer focused, evidenced based, outcome orientated and time limited, in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, CATT Model of Care,

National Mental Health Standards, Agency policy, National Partnership Agreement?.

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

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

*Statewide Mental Health Services*

#### **Registered Nurse (2 Vacancies).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$56,163 – \$76,859 p.a.

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

Vacancy No. 512052.

Permanent full-time shift work (fully rotational). Not withstanding hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Psychiatry, Mental Health Services South.

Vacancy No. 508652.

Permanent full-time shift work (fully rotational). Not withstanding hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Psychiatry, Mental Health Services South.

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

Duties: The Mental Health Services South is seeking to employ an experienced Registered Nurse in a full-time capacity. Your duties will include interacting effectively with patients'/clients' families and other health team members to facilitate the provision of optimum patient/client care. You will be part of and work within a dynamic multidisciplinary team helping to contribute to a strong team approach through open communication and a positive supportive approach.

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

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

Enquiries to Julia Miller, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8004, email [julia.miller@dhhs.tas.gov.au](mailto:julia.miller@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Statewide Mental Health Services*

#### **Registered Nurse (4 Vacancies).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$56,163 – \$76,859 p.a.

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

Vacancy No. 512079.

Permanent full-time shift work (fully rotational). Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Various sites rotating within Mental Health Services South.

Vacancy No. 512080.

Permanent full-time shift work (fully rotational). Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Various sites rotating within Mental Health Services South.

Vacancy No. 512078.

Permanent full-time shift work (fully rotational). Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Various sites rotating within Mental Health Services South.

Vacancy No. 512124.

Permanent full-time shift work (fully rotational). Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Various sites rotating within Mental Health Services South.

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

Duties: The Mental Health Services South is seeking to employ an experienced Registered Nurse in a full-time capacity. Your duties will include interacting effectively with patients'/clients' families and other health team members to facilitate the provision of optimum patient/client care. You will be part of and work within a dynamic multidisciplinary team helping to contribute to a strong team approach through open communication and a positive supportive approach.

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

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

Enquiries to Stewart Reed, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7549, email [stewart.reed@dhhs.tas.gov.au](mailto:stewart.reed@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Clinical Support Services*

#### **Administrative Assistant (520714).**

Applications Close:—Friday, 6 September 2013.

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

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

Fixed-term part-time day work, working 22.8 hours per fortnight commencing as soon as possible until 2 February 2015.

Location:—Statewide Audiology Service, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is seeking a fixed-term part-time Administrative Assistant to work in the Statewide Audiology Service, Royal Hobart Hospital.

Duties:—In the role of Administrative Assistant you will provide administrative management and co-ordination of the Ear, Nose and Throat (ENT) Elective Surgery Target Facilitation Project. Your duties also include provision of administrative support to staff in the Statewide Audiology Service, maintaining accurate and up-to-date databases and spreadsheets, and co-ordination and dissemination of statistical information and reports.

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

Enquiries to Lee Kethel, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7122, email [lee.kethel@dhhs.tas.gov.au](mailto:lee.kethel@dhhs.tas.gov.au).

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### *Clinical Support Services*

#### **Admissions Officer, Client Services (Two Vacancies) (511330).**

Applications Close:—Friday, 6 September 2013.

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

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

Permanent part-time shift workers, working 38 hours per fortnight.

Location:—Admissions Centre, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is currently seeking two part-time Admissions Officers, Client Services to work in the Admissions Department, Royal Hobart Hospital.

Duties:—In the role of Admissions Officer, Client Services you will provide clerical support and assistance associated to all administrative functions related to the admission process within all areas of the Admissions Department. You will be responsible for receiving, interviewing and registering presenting patients, ensuring a complete personal and financial profile is captured for each patient.

The hours of work for each position are Monday to Friday every alternate week commencing at 1.30pm.

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

Enquiries to Lisa Wickham, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8645, email [lisa.wickham@dhhs.tas.gov.au](mailto:lisa.wickham@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*

#### **Community Spinal Nurse (506534).**

Applications Close:—Friday, 13 September 2013.

Salary:—\$78,061 – \$81,689 p.a.

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

Permanent full-time day work.

Location:—Repatriation Centre, Hobart.

Duties:—As a member of a multi-disciplinary team, the Community Spinal Nurse functions as an advanced clinical nursing practitioner, applying evidence-based practice(s)

within the community health and rehabilitation settings, and acting as the pivotal contact point in the continuity of care for people diagnosed with spinal cord injury and their families. You will undertake a broad consultative role by initiating and maintaining a comprehensive network with acute care, sub-acute rehabilitation, community and support groups, and professional government and non-government associates.

Desirable Requirements:—Holds, or is working towards, appropriate tertiary qualifications in the area of spinal cord injury nursing.

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

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

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### *Complex Chronic and Community Services*

#### **Health Care Assistant, Multiple Vacancies (517340).**

Applications Close:—Friday, 13 September 2013.

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

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

Permanent part-time day work with hours to be negotiated.

Location:—Central Highlands Community Health Centre.

Duties:—The Central Highlands Community Health Centre is seeking to employ Health Care Assistants in a part-time capacity. Your duties will include providing assistance to clients with a range of activities of daily living that a person would normally do for themselves. This will include assisting with personal grooming, hygiene and environmental care activities.

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Donna Gallagher, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6287 2010, email [donna.gallagher@dhhs.tas.gov.au](mailto:donna.gallagher@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*

##### **Home Help (506687).**

Applications Close:—Friday, 6 September 2013.

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

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

Permanent part-time day work, working 8 hours per fortnight.

Location:—Triabunna.

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

Desirable Requirements:—Current Driver's Licence.

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

Enquiries to Robyn Rylands, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7077, email [robyn.rylands@dhhs.tas.gov.au](mailto:robyn.rylands@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*

##### **Hospital Assistant, Multiple Vacancies**

Applications Close:—Friday, 6 September 2013.

Salary:—\$44,602 – \$46,672 p.a.

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

Vacancy No. 508913.

Permanent full-time and part-time hours, (hours to be negotiated).

Location:—Renal Unit.

Duties:—The role of the Hospital Assistant, as part of a team, is to provide support and perform duties consistent with quality improvement guidelines including, general housekeeping, portage and catering duties to patients.

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

Enquiries to Colin Banks, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7771, email [colin.banks@dhhs.tas.gov.au](mailto:colin.banks@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*

##### **Food Services Officer (several vacancies) (520519).**

Applications Close:—Friday, 6 September 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 two years.

Location:—Cafeteria Royal Hobart Hospital.

Duties:—Assist with the food preparation, production, plating service, warewashing, and cleaning duties in the provision of catering services to patients, visitors and staff of the hospital.

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

Enquiries to Rob De Salis, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8548, email [rob.desalis@dhhs.tas.gov.au](mailto:rob.desalis@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

### *Women and Children Services*

#### **Hospital Aide (510045).**

Applications Close:—Friday, 6 September 2013.

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

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

Permanent part-time shiftwork, working 19 hours per fortnight.

Location:—Neonatal/Paediatric Intensive Care Unit, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is seeking a Hospital Aide to work in the Neonatal/Paediatric Intensive Care Unit.

Duties:—In the role of Hospital Aide you will be responsible for maintaining clean and hygienic surroundings to facilitate the control of infection in specialty areas. You will contribute to, and participate as a member of the health team. The successful applicant will also decontaminate, sterilise and maintain specialised equipment.

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

Enquiries to Tim Newham or Sonia Gallahar, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8629, email numnpicu@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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## INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

### *Financial Services*

#### **Chief Financial Officer (370910).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$102,976 – \$110,919 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—Ensure DIER complies with current legislative, regulatory and professional requirements for the public sector financial management. This includes all Tasmanian Government Financial instructions and Regulations, other relevant State legislation, Australian Government legislation including Fringe Benefits Tax and Goods and Services Tax, relevant accounting standards and internal and external audit requirements.

Promote a commitment to sound financial management probity and accountability through the development and implementation of best-practice accounting policies, procedures and financial services.

Provide the highest level of advice on financial management encompassing accounting, taxation, asset valuation, procurement, risk management, liability management, and insurance, across all levels of DIER management.

Lead the development and implementation of quality assurance procedures in financial management. Develop and monitor key metrics and measurements for financial performances Represent DIER in high-level liaison and negotiation on financial management issues – within the Department, with other State Government Agencies and the private sector.

As the Chief Financial Officer, be responsible for the preparation of the annual financial statements and other statutory requirements such as taxation compliance, ensuring that they comply with legislation, Australian Accounting Standards and Government requirements.

Manage, develop and motivate staff in delivering high quality customer services – to ensure that the needs of internal and external customers of financial services are discharged in a timely, efficient and professional manner.

Essential Requirements:—Satisfactory completion of a tertiary qualification in accounting from a recognised tertiary institution; and.

Current professional membership of either the Australian Society of Certified Practising Accountants (ASCPA) or the Institute of Chartered Accountants of Australia (ICA).

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, Identity check, Disciplinary action in previous employment.

Desirable Requirements:—High level of expertise and/or extensive high level financial management and policy development experience in a multi-disciplinary organization.

Enquiries to Amanda Russell, General Manager Corporate Services, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart, phone (03) 6233 3371, email [amanda.russell@dier.tas.gov.au](mailto:amanda.russell@dier.tas.gov.au).

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

STRATEGY AND POLICY

### *Forest Policy*

#### **Policy Officer (372561).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time for 12 months.

Location:—Hobart.

Duties:—Undertake research and analysis, including quantitative analysis, in relation to complex forestry issues, and provide recommendations to the Assistant Director (Forest Policy) and Senior Policy Analyst.

Using project management methodologies, undertake assigned projects including preparation of project proposals and documents.

Assist in the management, of projects relating to the development and delivery of forestry initiatives, including managing outputs of consultants, and communication and consultation with relevant stakeholders.

Prepare draft Ministerial briefing materials, submissions, project reports and written correspondence in relation to complex forestry issues, responses to enquiries and public consultation documents.

Respond to stakeholder enquiries and provide generalised advice on current projects and policies.

Provide secretariat support to high-level inter-departmental and Stakeholder advisory bodies.

Desirable Requirements:—A relevant tertiary qualification.

Enquiries to James Verrier, Assistant Director, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, phone (03) 6233 3017, email james.verrier@dier.tas.gov.au.

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### TRANSPORT INFRASTRUCTURE SERVICES

#### **Administrative Officer (370843).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake more complex administrative tasks in the Division, including: Supporting various programs for development of professional and technical staff; and Administering the Division's agreement with Australian Road Research Branch and Austroads.

Provide support within the Division for the use of DIER's corporate records management system (TRIM), including:

Providing one on one training for Division employees; Identification of, and recommendations relating to improvement opportunities; Participating in improvement projects; Producing TRIM reports for management and Arranging of authorisation for disposal of files.

Provide relief administrative support to Business Services Branch. Duties may include (but are not limited to): provide high level administrative support to the Division; co-ordinate the flow of information for Divisional staff and provide high level executive support to the General Manager.

Enquiries to Mark Phillips, Manager Business Services, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart, phone (03) 6233 7146, email mark.phillips@dier.tas.gov.au.

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

## INTEGRITY COMMISSION

#### **Misconduct Prevention (Research and Education) Officer (356203).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Undertake research, analysis and development of solutions, proposals or recommendations in relation to misconduct issues and improved ethical behaviour in public authorities. Prepare, deliver and assess presentations and training on ethical behaviour, misconduct prevention and the role of the Integrity Commission.

The Head of the State Service has determined that the person nominated for this position must satisfy a pre-employment check in the following areas: Criminal Activity: 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 and crimes involving conspiracy. Disciplinary/managerial action in previous employment. Identification check. 4) Satisfy a stringent security vetting process in accordance with national standards.

Desirable Requirements:—Relevant tertiary qualifications.

Enquiries to Robyn Trigge, Manager Misconduct Prevention Education and Research, Integrity Commission, phone (03) 6216 4440, email robyn.trigge@integrity.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Donna Johnston on (03) 6216 4409. The Commission 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.

## INTEGRITY COMMISSION

#### **Senior Misconduct Prevention (Research and Education) Officer (356577).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Undertake research, analysis and development of innovative solutions, proposals or recommendations in relation to misconduct issues and for improved ethical behaviour in public authorities. Prepare a range of high quality complex documents including business cases, briefings, reports, project plans and submissions. Assist with the supervision and mentoring of staff.

The Head of the State Service has determined that the person nominated for this position must satisfy a pre-employment check in the following areas: Criminal Activity: 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 and crimes involving

conspiracy. Disciplinary/managerial action in previous employment. Identification check. 4) Satisfy a stringent security vetting process in accordance with national standards.

Desirable Requirements:—Relevant tertiary qualifications.

Enquiries to Robyn Trigge, Manager Misconduct Prevention Education and Research, Integrity Commission, phone (03) 6216 4440, email [robyn.trigge@integrity.tas.gov.au](mailto:robyn.trigge@integrity.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Donna Johnston on (03) 6216 4409. The Commission 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

### VICTIMS SUPPORT SERVICES

#### **Manager, Victims Support Services (356574).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time Working 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Undertake the day to day management of the Victims Support Service, the Victims of Crime Service, the Court Support and Liaison Service and the Victims Assistance Unit including the effective use of assigned human, financial, information and material resources. Oversight the maintenance of the Victims' Register and associated practices and systems, including communication with victims, and liaison with relevant Government organisations about efficient exchange of information.

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 Robert Williams, Deputy Secretary, Department of Justice, phone (03) 6233 3201, email [robert.williams@justice.tas.gov.au](mailto:robert.williams@justice.tas.gov.au).

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

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

## POLICE AND EMERGENCY MANAGEMENT

### TASMANIA FIRE SERVICE

#### *Northern Region*

#### **Clerical Officer, Northern Region (520463T).**

Applications Close:—Monday, 9 September 2013.

Salary:—\$50,692 – \$55,118 p.a.

Tasmanian State Service Award, TFS General Stream, Band 2.

Fixed-term full-time up to 20 February 2015.

Location:—Hobart Road, Youngtown.

Duties:—Provide clerical and reception services that contribute to the delivery of an efficient and effective service to Tasmania Fire Service (TFS) business units within the Northern Region and the general public.

Desirable Requirements:—Certificate III in Business or equivalent qualification or progress towards attaining this qualification.

Knowledge of Microsoft Office applications a distinct advantage.

A current Driver's Licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Carol Davey on (03) 6336 5611 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquiries to Carol Davey on (03) 6336 5611.

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

## POLICE AND EMERGENCY MANAGEMENT

### TASMANIA FIRE SERVICE

#### *Northern Region*

#### **Clerical Officer, Northern Region (520283T).**

Applications Close:—Monday, 9 September 2013.

Salary:—\$50,692 – \$55,118 pro rata, per annum.

Tasmanian State Service Award, TFS General Stream, Band 2.

Fixed-term part-time for up to 3 years, up to 35 hours per week.

Location:—Hobart Road, Youngtown.

Duties:—Provide clerical and reception services that contribute to the delivery of an efficient and effective service to Tasmania Fire Service (TFS) business units within the Northern Region and the general public.

Desirable Requirements:—Certificate III in Business or equivalent qualification or progress towards attaining this qualification.



Knowledge of Microsoft Office applications a distinct advantage.

A current Driver's Licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Carol Davey on (03) 6336 5611 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquiries to Carol Davey on (03) 6336 5611.

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

#### PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

##### ***Waiting Person (0208).***

Applications Close:—Monday, 9 September 2013.

Salary:—\$59,779 – \$64,998 pro rata, per annum.

Port Arthur Historic Site Management Authority Award, General Stream, Band 2 RDW.

Permanent part-time working over a 7 day roster, mostly evenings.

Location:—Port Arthur.

Duties:—The Wait Person is dedicated to exceeding expectations of both internal and external customers to ensure the highest level of service is consistently provided in the Felons Bistro and other food and beverage outlets at the Port Arthur Historic Site.

Desirable Requirements:—Certificate III in Hospitality. Apply First Aid Certificate. Responsible Service of Alcohol (RSA).

Enquiries to Sarah Morse, Food and Beverage Manager, Port Arthur Historic Site Management Authority, phone (03) 6251 2314, email [sarah.morse@portarthur.org.au](mailto:sarah.morse@portarthur.org.au).

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, Port Arthur, Tas 7182, phone (03) 6251 2357, fax (03) 6251 2322, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

#### PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

##### TOURISM OPERATIONS

##### ***Food and Beverage Assistant***

Applications Close:—Monday, 9 September 2013.

Salary:—\$37,511 – \$57,791 pro rata, per annum.

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

Vacancy No. 0108 (3 Positions).

Permanent part-time working over a 7 day roster.

Location:—Port Arthur.

Duties:—To deliver the highest level of service to customers in the food and beverage outlets at the Port Arthur Historic Site including the provision of accurate information to visitors regarding activities, features and facilities at the Historic Sites.

Desirable Requirements:—Certificate II in Hospitality.

Enquiries to Sarah Morse, Food and Beverage Manager, Port Arthur Historic Site Management Authority, phone (03) 6251 2314, email [sarah.morse@portarthur.org.au](mailto:sarah.morse@portarthur.org.au).

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, Port Arthur, Tas 7182, phone (03) 6251 2357, fax (03) 6251 2322, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

#### PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

##### TOURISM OPERATIONS

##### ***Tour Guide***

Applications Close:—Monday, 9 September 2013.

Salary:—\$46,889 – \$57,791 pro rata, per annum.

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

Vacancy No. 0408 (2 positions).

Permanent part-time working over a 7 day per week roster.

Location:—Port Arthur.

Duties:—To provide the highest level of customer service, answer enquiries and to deliver a range of informative and historically accurate commentaries to visitors to the Port Arthur Historic Sites.

Desirable Requirements:—Certificate II in Tourism (Guiding). Apply First Aid Certificate.

Enquiries to Jake Bradshaw, Guiding Manager, Port Arthur Historic Site Management Authority, phone (03) 6251 2342, email [jake.bradshaw@portarthur.org.au](mailto:jake.bradshaw@portarthur.org.au).

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, Port Arthur, Tas 7182, phone (03) 6251 2357, fax (03) 6251 2322, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

#### PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

##### TOURISM OPERATIONS

##### ***Waiting Person, Traineeship (0308).***

Applications Close:—Monday, 9 September 2013.

Salary:—\$46,889 – \$57,791 pro rata, per annum.

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

Fixed-term part-time for two years, 7 day roster, mostly evening work.

Location:—Port Arthur.

Duties:—To successfully complete a Certificate III in Hospitality (Food and Beverage) while undertaking duties and providing excellent customer service in Felons Bistro and other food and beverage outlets at the Port Arthur Historic Site.

Enquiries to Sarah Morse, Food and Beverage Manager, Port Arthur Historic Site Management Authority, phone (03) 6251 2314, email [sarah.morse@portarthur.org.au](mailto:sarah.morse@portarthur.org.au).

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, Port Arthur, Tas 7182, phone (03) 6251 2357, fax (03) 6251 2322, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).



## PREMIER AND CABINET

## CORPORATE SERVICES DIVISION

*Human Resources Management Branch***Senior HR Consultant (001900).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time or Part-Time (minimum 0.8 FTE).

Location:—Hobart.

Duties:—Provide high level advice and guidance to senior management on complex human resource matters including the provision of industrial relations advice.

Develop, review and facilitate the implementation of contemporary HR strategies, policies procedures, practices, programs and systems that give effect to legislative requirements and business initiatives.

Provide leadership, management, development and direction to human resource staff who provide a broad range of human resource services to Departmental staff, Ministerial and Parliamentary Support staff and other clients.

Provide high level support and expertise in relation to employee relations, job design and classification, recruitment and selection, employee remuneration and entitlements, performance management, work force planning, occupational health and safety and health and wellbeing.

Research, investigate, analyse and evaluate human resource management information and emerging trends and provide recommendations, interpretative and solution focused advice to assist senior management in the provision of effective financial and budgetary management.

Respond to complex queries, conduct and co-ordinate investigations, reviews and projects and prepare high level correspondence, reports and recommendations.

Participate and contribute to human resource management forums and represent the Department on committees and undertake high level liaison with internal and external stakeholders.

Desirable Requirements:—Appropriate tertiary qualifications are desirable.

Enquiries to Katrina Sage, Manager, HR, Department of Premier and Cabinet, phone (03) 6232 7482, email [katrina.sage@dpac.tas.gov.au](mailto:katrina.sage@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](mailto:job.application@dpac.tas.gov.au).

## PREMIER AND CABINET

## TMD

*Program Management***Project Manager (001849).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time for 12 months.

Location:—Hobart.

Duties:—Contribute to the development of new and/or improved sustainable business services for the organisation through undertaking the development and review of business cases, project plans and briefs, and agency transition plans in consultation with key stakeholders.

Build effective professional relationships with key business and technology leaders to senior executive level across inner budget agencies, and other government organisations, providing specialist advice in relation to new TMD services, working with them to understand their specific needs, and developing creative solutions to resolve problems and enable service take-up.

Successfully project manage the development, implementation, and hand-over of sustainable services to the service delivery group for ongoing production support.

Manage project budgets, and procurement of products and services in compliance with Treasury procurement guidelines.

Provide timely, authoritative advice to senior managers within TMD and across government in relation to project performance, risk and change management, and communication strategies and measurement of achievement of agreed project outcomes.

Represent TMD and the Department in forums. Liaise, consult and negotiate with suppliers, representatives of other agencies, Government Business Enterprises and other non-State Government organisations.

Desirable Requirements:—Tertiary qualifications in a relevant discipline or research experience to a similar level would be an advantage.

Enquiries to Glenn Evans, Program Manager, TMD, Department of Premier and Cabinet, phone (03) 6270 5579, email [glenn.evans@dpac.tas.gov.au](mailto:glenn.evans@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](mailto:job.application@dpac.tas.gov.au).

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

## INFORMATION AND LAND SERVICES

## Service Tasmania Operations

**Client Service Officer (702891).**

Applications Close:—Friday, 6 September 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time for 36 hours and 45 minutes per fortnight (in accordance with an approved roster). The work pattern may change from time to time to meet business needs.

Location:—Southern Region/Hobart.

The role will be located within the Southern Region and initially located in Hobart, however the occupant may be required to work at other Service Tasmania shops within the Southern Region.

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

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

Duties:—To provide accurate and efficient client focussed services for a broad range of Government business transactions and information services including collection and receipt of monies and providing information.

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

Desirable Requirements:—12 months experience in a customer service environment.

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 Dean Kane, phone (03) 6233 5447, email dean.kane@dpipwe.tas.gov.au.

Applications to 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*

North-West Region

**Field Officer (707070).**

Applications Close:—Friday, 6 September 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time (22 hours and 48 minutes per week, working 7.6 hours per day) for 6 months, or until the return of the substantive occupant of 706124, whichever is the sooner.

Location:—Within the North West Region, initially located at King Island.

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

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

Duties:—Implement the Field Centre operational plans, carry out works to maintain field centre infrastructure and facilities for the conservation and sustainable use of natural and cultural resources.

Desirable Requirements:—A Trade Certificate in a discipline relevant to the duties.

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 Shelley Graham, mobile 0438 036 899, email Shelley.Graham@parks.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 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*

North-West Region

**Ranger (706533).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time working 8 hours per day on a 5 on 2 off roster.

Location:—Within the North West Region, initially located at the West Coast Field Centre at Strahan.

Commencing salary within the above range will be

determined in accordance with qualifications and previous relevant experience.

A percentage salary loading may be payable in addition to the annual award salary for those employees who are authorised to undertake work on weekends, public holidays, outside normal working hours and for performing first aid duties.

Duties:—Assist the Ranger-In-Charge with the management of field centre operations and resources for the conservation and sustainable use of natural and cultural resources.

Essential Requirements:—A minimum of five years experience in reserve management or equivalent experience. A workplace Level 2 First Aid Certificate. To access Band 4 Range 2 salary levels the following is essential: A Diploma in Conservation and Land Management or other qualifications deemed equivalent.

Desirable Requirements:—A Diploma in Conservation and Land Management or other qualifications deemed equivalent. 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 Nic.Deka@parks.tas.gov.au, phone (03) 6492 1115, email nic.deka@parks.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 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*

North-West Region

**Visitor Services Officer (706967).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$47,823 – \$51,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time (working a min of 40hrs per fortnight on a roster basis) for 2 years.

Location:—Arthur River.

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

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

Duties:—Assist with the day to day operations of the Arthur River Field Centre, including the collection and reconciliation of public money, including customer service, collecting and accounting for camping and 4WD track fees from visitors to the Arthur-Pieman Conservation Area and provide advice and information on recreational opportunities, facilities and use of local reserves managed by the Parks and Wildlife Service.

Desirable Requirements:—A current motor vehicle drivers licence. A current Workplace Level 2 First Aid Certificate or equivalent.

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 Natasha Norman, phone (03) 6472 6020, email Natasha.Norman@parks.tas.gov.au.

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

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Teacher Assistant	S. Bingham	6 months	15.08.13
Education	Teacher	L. Legro	6 months	18.07.13
Education	Teacher	J. Chamberlain	6 months	18.07.13
Education	Teacher	R. Thomas	6 months	18.07.13
Education	Teacher	J. Finch	6 months	18.07.13
Education	Teacher Assistant	L. Horton	6 months	15.08.13
Education	Teacher	J. Le Fevre	6 months	18.07.13
Education	Teacher	V. Boyes	6 months	18.07.13
Education	Teacher	Z. Pike	6 months	18.07.13
Education	Teacher	D. Evans	6 months	18.07.13
Education	Education Facility Attendant	G. Warren	6 months	26.08.13
Education	Teacher	B. Knott	6 months	18.07.13
Education	Teacher	R. Bailey	6 months	18.07.13
Education	Teacher	J. Noonan	6 months	18.07.13
Education	Teacher	J. Dudgeon	6 months	18.07.13
Education	Teacher	K. Hendey	6 months	18.07.13
Education	Teacher	P. McPhee	6 months	18.07.13
Education	Teacher	D. Davis	6 months	18.07.13
Education	Teacher	A. Youd	6 months	18.07.13
Education	Teacher	H. Golding	6 months	18.07.13
Education	Teacher Assistant	S. Webb	6 months	28.08.13
Education	Teacher	S. McKenzie	6 months	18.07.13
Education	Teacher	B. Dalliston	6 months	18.07.13
Education	Teacher	M. Woods	6 months	18.07.13
Education	Teacher	A. Gleeson	6 months	18.07.13
Education	Teacher Assistant	J. Peirce	6 months	27.08.13
Education	Teacher	R. Marshall	6 months	18.07.13
Education	Teacher	R. Claxton	6 months	18.07.13
Education	Teacher	T. Vowles	6 months	18.07.13
Education	Teacher	A. French	6 months	18.07.13
Health & Human Services & Tasmanian Health Organisations	Principal Project Officer	E. Jones	6 months	01.11.13
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	L. Viney	6 months	26.08.13
Health & Human Services & Tasmanian Health Organisations	Specialist Financial Analyst	T. Beechey	6 months	02.09.13
Justice	Administration Clerk	M. Harvey	6 months	19.08.13
Police & Emergency Management	Station Officer	A. Wood	6 months	26.08.13

### *Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Library Technician	S. Fellows	03.07.13
Education	Principal	M. House	19.07.13
Health & Human Services & Tasmanian Health Organisations	Community Nurse	S. Plowright	19.08.13

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	A. Willcox	School Executive Officer	21.08.13
Health & Human Services & Tasmanian Health Organisations	R. Penno	Clinical Coordinator	05.08.13
Health & Human Services & Tasmanian Health Organisations	M. Perry	Clinical Nurse Coordinator	01.09.13
Health & Human Services & Tasmanian Health Organisations	K. Dilworth	Clinical Nurse Coordinator	01.09.13
Health & Human Services & Tasmanian Health Organisations	M. Coombe	Clinical Nurse Coordinator	13.09.13
Health & Human Services & Tasmanian Health Organisations	R. Butt	Clinical Nurse Coordinator	01.09.13
Health & Human Services & Tasmanian Health Organisations	S. Waud	Clinical Nurse Coordinator	01.09.13
Health & Human Services & Tasmanian Health Organisations	C. Luckman	Executive Officer (State Administration)	19.08.13
Health & Human Services & Tasmanian Health Organisations	K. Dodge	Clinical Nurse Coordinator	01.09.13
Primary Industries, Parks, Water & Environment	D. Edwards	Senior Officer Licensing and Operations	22.08.13
Primary Industries, Parks, Water & Environment	A. Hatten	Consultant (Quarantine Services)	22.08.13
TasTAFE	C. Bissett	Senior Librarian	15.08.13

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	School Administration Clerk	A. Mullenger	23.08.13
Health & Human Services & Tasmanian Health Organisations	Consultant Individual Funding Unit	A. Jack	18.08.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	A. Oates	19.08.13
Health & Human Services & Tasmanian Health Organisations	registered nurse	M. sweeting	22.08.13
Health & Human Services & Tasmanian Health Organisations	Occupational Therapist	B. Tatarevic	22.08.13
Health & Human Services & Tasmanian Health Organisations	Senior Social Worker	A. Smith	05.08.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	M. Kaur	30.06.13

*Termination of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	C. Muskett	15.08.13

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