



# 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

#### EARLY YEARS AND SCHOOLS

##### **Aboriginal Education Officer (965688).**

Applications Close:—Friday, 9 August 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

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

Location:—Nothorn Area.

Description of the Role:—Assist schools to engage with Aboriginal community members, organisations and cultural resources in order to build their capacity to provide culturally responsive and inclusive learning environments that value Aboriginal students and Aboriginal culture, and actively promote Aboriginal student engagement, attainment and successful transitions, Years 8 – 12. Support school communities to implement the Closing the Gap in Aboriginal Educational Outcomes 2010-2014 strategy and other relevant initiatives.

Essential Requirements:—The Head of the State Service has determined that this position is an Aboriginal identified position and that it can only be filled by Aboriginal people or Torres Strait Islanders in accordance with Employment Direction No. 10 Aboriginal and Torres Strait Islander Employment in the State Service.

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

Desirable Requirements:—A current driver's license.

Enquiries to Greg Phair, Manager Aboriginal Education Services, Department of Education, phone (03) 6233 7968, email **gregory.phair@education.tas.gov.au**.

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

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

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

### EDUCATION

#### EDUCATIONAL PERFORMANCE SERVICES

##### **Educational Review Officer (964446).**

Applications Close:—Friday, 9 August 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 73.5 hours per fortnight. For a period of 12 months with a possible extension.

Location:—Educational Performance Services.

Description of Role:—Assist in implementing the program of evaluation of students' achievements and school performance with reference to quality assurance matters. Analyse, report on and develop performance indicators and evaluation strategies as part of the Department's accountability and school improvement processes.

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

Desirable Requirements:—A Degree or tertiary qualification or equivalent in a relevant discipline is desirable.

Enquiries to Paul Becker, Principal Educational Review Officer, Department of Education, phone (03) 6233 6957, email **paul.becker@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)*

#### Lauderdale Primary School

#### ***Assistant Principal, Lauderdale Primary School (201791).***

Applications Close:—Friday, 9 August 2013.

Salary:—\$104,093 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Lauderdale Primary School.

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

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

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

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

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

Enquiries to Mike Woods, Principal, Department of Education, phone (03) 6248 6270, email lauderdale.primary@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.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

#### Rokeby Primary School

#### ***Aboriginal Education Worker, Rokeby Primary School and Clarendon Vale Primary School (954758).***

Applications Close:—Friday, 9 August 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 50 hours per fortnight.

Location:—Rokeby Primary School and Clarendon Vale Primary.

Description of the Role:—Provide assistance to teacher(s) to support implementation of the Closing the Gap in Aboriginal Educational Outcomes 2010-2014 strategy and other relevant initiatives that contribute to improvement in the attendance, participation and educational outcomes of Aboriginal students, Prep – Year 8.

Essential Requirements:—The Head of the State Service has determined that this position is an Aboriginal identified position and that it can only be filled by Aboriginal people or Torres Strait Islanders in accordance with Employment Direction No. 10 Aboriginal and Torres Strait Islander Employment in the State Service.

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:—Post year 10 studies in health and/or education.

Enquiries to Tracey Johnston, Principal, Department of Education, mobile 0408 968 269, email tracey.johnston@education.tas.gov.au.

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

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

Electronic submission of applications is preferred.

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

#### Austins Ferry Primary School

#### ***School Executive Officer, Austins Ferry Primary School (303915).***

Applications Close:—Friday, 9 August 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Austins Ferry Primary School.

Description of Role:—Manage the operations of the school office and co-ordinate the school administrative service and assigned resources. Provide authoritative advice and support to the Principal and senior staff on administrative, resource and service management. Develop and implement operational solutions to meet administrative service requirements.

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

Desirable Requirements:—Qualification or studies in relevant areas e.g. human resources, business studies or accounting.

Enquiries to Anne Douglas, Department of Education, phone (03) 6275 7222, email [anne.douglas@education.tas.gov.au](mailto:anne.douglas@education.tas.gov.au).

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

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

#### Montrose Bay High School

#### ***School Administration Clerk, Montrose Bay High School (960421).***

Applications Close:—Friday, 9 August 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time 73.50 hours per fortnight up to 42 weeks per year.

Location:—Montrose Bay High School.

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

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

Enquiries to Sharon Lacey, Department of Education, phone (03) 6273 1677, email [sharon.lacey@education.tas.gov.au](mailto:sharon.lacey@education.tas.gov.au).

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

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

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

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### ***Business Analyst, ABF (520161).***

Applications Close:—Friday, 9 August 2013.

Salary:—\$93,032 – \$99,415 p.a.

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

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

Location:—Royal Hobart Hospital.

The Tasmanian Health Organisation, South is currently seeking a full-time Business Analyst, ABF.

Duties:—In the role of Business Analyst, you will work with a team to provide high-level reporting, analysis and advice in relation to budget, financial management, strategic and business planning processes relating to the implementation of the National Health Reforms across THO-South. You are expected to have advanced knowledge of Microsoft SQL and demonstrated experience in information, records, data management and institutional data warehousing. You are expected to work with the team to develop processes to inform and improve performance and service delivery through the transition to the National Health Reforms.

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 Simon Foster, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 6738, email [simon.foster@dhhs.tas.gov.au](mailto:simon.foster@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

### HEALTH AND HUMAN SERVICES

#### *Ambulance Tasmania*

#### Health Transport Services

### ***Patient Transport Officer (518039).***

Applications Close:—Friday, 9 August 2013.

Salary:—\$48,183 – \$51,330 p.a.

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

Permanent full-time day work.

Location:—Hobart.



Provide an efficient and safe non emergency patient transport service for eligible Department of Health and Human Services (DHHS) and Tasmanian Health Organisation (THO) patients in accordance with Ambulance Tasmania Non Emergency Patient Transport Policy and Clinical Protocols. Work as a member of the Health Transport Services team providing transport of low acuity, medically stable patients requiring a basic level of care and observation for patients travelling to, from or between DHHS and THO facilities.

Essential Requirements:—Current Driver's Licence.

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

Enquiries to Helen Kreutzer, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6211 7253, email [helen.kreutzer@dhhs.tas.gov.au](mailto:helen.kreutzer@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Children and Youth Services*

#### **Child Protection Worker (501542).**

Applications Close:—Friday, 9 August 2013.

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

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

Fixed-term full-time day work commencing 01 September 2013 until 14 July 2014, SEE NOTE BELOW.

Location:—Children and Youth Services, North.

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

Fixed term casual (as and when required) positions may also be filled from this selection process.

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

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

Selection criteria includes:—Your sound skills in building relationships, casework, interpreting and analysing information, and communication will be highly valued. Demonstrated abilities and experience will include:.

Identifying and initiating contact with key individuals and groups who are important in decision making processes and providing expertise or assistance, investing time to create and maintain professional relationships based on mutual respect and contributing to a supportive and collaborative team environment.

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

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

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

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

Current Driver's Licence.

The 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 Kai Kitchen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2376, email [kai.kitchen@dghhs.tas.gov.au](mailto:kai.kitchen@dghhs.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*

#### **Information Support Officer (501508).**

Applications Close:—Friday, 16 August 2013.

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

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

Fixed-term part-time day work (38.0 hours per fortnight) commencing As soon as possible for a period of 6 months.

Location:—CYS, Program Support Unit, Hobart.

Duties:—To assist in a range of information system duties, including first level helpdesk support, projects and other day to day tasks to support and develop the Group's applications.

Provide user training for a range of business software; contribute to issue identification, documentation, change management and problem resolution.

Selection criteria includes:—Knowledge and experience in contemporary information system management and administration practice.

Well developed interpersonal, communication and negotiation skills and a strong customer focus.

The ability to analyse and problem solve in relation to the provision of general help desk support.

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

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

Enquiries to Matthew Dennis, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 2259, email [matthew.dennis@dhhs.tas.gov.au](mailto:matthew.dennis@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*

#### ***Project Manager, Implementation of Signs of Safety Framework (521347).***

Applications Close:—Friday, 9 August 2013.

Salary:—\$93,032 – \$99,415 p.a.

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

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

Location:—Children and Youth Services, Quality Improvement and Workforce Development, Statewide.

Duties:—This position is being recruited for the sole purpose of managing, supporting and imbedding the Signs of Safety Framework within Children and Youth Services in Tasmania.

Signs of Safety actively promotes a framework of case practice that demands greater engagement with families where safety concerns exist, whilst providing families with greater opportunities to work with Child Protection practitioners and other community services to build demonstrable safety measures around children. It is a framework and an approach that encourages safety planning and risk management.

The Signs of Safety approach seeks to create a constructive culture around child protection organisation and practice. Central to this is the use of specific practice tools and processes where professionals and family members can engage with each other in partnership to address issues of child abuse and maltreatment.

This role will:—Effectively manage the implementation and evaluation of the Signs of Safety framework. This

includes: planning processes; resource allocation and funding methodology; assessment and prioritisation processes; development of infrastructure; establishment of regional access and co-ordination functions; development of an outcomes framework and quality system; and Workforce capacity building.

Provide high level consultative advice regarding project objectives, development and implementation.

Participate as a member of the Quality Improvement and Workforce Development team to assist in the achievement of Unit, Group and Agency objectives.

Selection Criteria:—High level expertise in the planning, design and detailed development and evaluation of services and programs aimed at improving client outcomes, including a demonstrated capacity to effectively evaluate the cost benefit of alternative options and make practical recommendations.

Proven strategic, conceptual and analytical skills and high level expertise in quantitative and qualitative information analysis.

Significant project and change management skills including the demonstrated capacity to effectively manage complex activities, solve complex problems, and proactively ensure identified project KPI's are achieved. This includes capacity to deliver project outputs according to specified timeframes.

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

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

Enquiries to Angela McCrossen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7946, email [angela.mccrossen@dhhs.tas.gov.au](mailto:angela.mccrossen@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*

#### Quality Improvement and Workforce Development

#### ***Trainer, CYS Quality Improvement (521338).***

Applications Close:—Friday, 16 August 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 (part-time hours may be considered by negotiation).

Location:—Children and Youth Services, Quality Improvement and Workforce Development, Statewide.

Duties:—Lead the development and implementation of professional learning and development programs for staff of Children and Youth Services.

As part of Quality Improvement and Workforce Development and Support assist in and lead the development and, co-ordination of the delivery of learning and development programs to staff within Children and Youth Services.

Assist in planning, delivery and reviewing learning materials to ensure content is applicable to current needs. Monitor and review the application of skills in the workplace to ensure the effectiveness of training delivery and the transfer of skills to participants.

Selection criteria includes:—Experience in the delivery of human/family services.

Knowledge and understanding of workplace adult learning and professional development.

Demonstrated organisational skills and the ability to prioritise and meet deadlines in a timely manner.

Demonstrated high level ability to co-ordinate the development and delivery of training and professional development programs.

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

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

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

Enquiries to Angela McCrossen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7946, email [angela.mccrossen@dhhs.tas.gov.au](mailto:angela.mccrossen@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Population Health*

#### Population Health Operations

#### ***Manager Operations (515523a).***

Applications Close:—Friday, 9 August 2013.

Salary:—\$93,032 – \$99,415 p.a.

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

Fixed-term full-time daywork commencing as soon as possible for a period of 2 years.

Location:—Hobart.

As part of the Population Health Operations senior management team and in accordance with Agency policy and direction and legal requirements, the Manager Operations is responsible for providing: leadership, direction and support to the human, financial and operational resources within the Operations Unit of Population Health Operations. Support to the Director of Public Health in emergency management planning, preparedness and response. High level advice and

support to the Director and other senior managers in Population Health Operations, in relation to: effective external relations with other areas of the Department of Health and Human Services (DHHS); human resource issues; financial and business management; and contracting.

Desirable Requirements:—Relevant tertiary qualifications.

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 Siobhan Harpur, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6212 2656, email [siobhan.harpur@dhhs.tas.gov.au](mailto:siobhan.harpur@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*

#### Procurement

#### ***Senior Contract Officer (515734).***

Applications Close:—Friday, 9 August 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

Permanent full-time daywork.

Location:—Launceston.

Support the Manager in the development and management of the Unit's procurement activities. Participate in or undertake higher level procurements and business arrangements involving tenders/contracts undertaken by the Unit and for client Divisions. Investigate, establish and monitor contracts and pursue opportunities to establish new or more effective contract arrangements.

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 Dan Longstaff, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5596, email [dan.longstaff@dhhs.tas.gov.au](mailto:dan.longstaff@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

**IT Officer (ITSupport) (500351).**

Applications Close:—Friday, 9 August 2013.

Salary:—\$47,265 – \$69,055 p.a.

Health and Human Services (Tasmanian State Service) Award, ICT Technician.

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

Location:—Launceston.

As part of the IT Client Services team you will provide second level support services through the local IT support teams. These services include PC hardware, printer and software installation, problem resolution, incident and service request management together with vendor and client management.

Desirable Requirements:—Relevant industry experience. A Degree or tertiary qualification in a relevant discipline. A 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 Gary Murphy, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6440 7063, email gary.murphy@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

**Employment Advisor (521533).**

Applications Close:—Friday, 9 August 2013.

Salary:—\$71,665 – \$74,932 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

As a member of the Workplace Relations and Safety team, this role facilitates the best practice implementation of employment policy and contributes to policy development by undertaking research and presenting feedback. The role provides direct support to clients through the provision of employment policy expertise. The Employment Advisor works closely with HR Teams to provide training on changes to

employment policy, and collaborates with Tasmanian Health Organisations (THOs) on general matters of employment policy and best practice targets.

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.

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 Manager, Better Access to Palliative Care in Tasmania (521395).**

Applications Close:—Friday, 9 August 2013.

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

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

Fixed-term full-time day work, commencing as soon as possible to 30 June 2015.

Location:—Launceston or Hobart.

Duties:—Better Access to Palliative Care in Tasmania (BAPC) is a schedule to the National Partnership Agreement, Improving Health Services in Tasmania. BAPC is designed to increase Tasmania's capacity to provide patients, their families and carers with greater choice regarding how and where they receive palliative and end of life care. The Project Manager is a senior manager whose primary objectives are to: Lead the development and implementation of BAPC initiatives for adoption by stakeholders to address support and strengthen a consistent approach to the delivery of palliative care services across Tasmania and address gaps in the delivery of community based palliative care and end of life care; Manage the maintenance and development of strategic partnerships between the Department, the broader health, aged and community service sectors, and other entities with a role in palliative care advocacy and capacity building to support and implement BAPC initiatives. Provide high level specialised and technical advice in determining milestones, objectives, methods and priorities throughout all stages of the project life.

Desirable Requirements:—Appropriate professional and/or tertiary qualifications.

Current Drivers Licence.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction 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 Pip Leedham, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5590, email [pip.leedham@dhhs.tas.gov.au](mailto:pip.leedham@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*

### **Hospital Assistant (Multiple Vacancies) (521477).**

Applications Close:—Friday, 9 August 2013.

Salary:—\$44,602 – \$46,672 p.a.

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

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

Location:—John L Grove Rehabilitation Unit.

Duties:—As part of a multi disciplinary health care team the occupant of this position will perform a range of duties involving, undertaking general cleaning of unit; support of nursing staff with the provision of daily living requirements for patients and assisting staff with meal distribution.

Desirable Requirements:—Certificate Level III in Aged Care.

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 Wallace, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7671, email [lee.wallace@dhhs.tas.gov.au](mailto:lee.wallace@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, 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*

### **Senior Physiotherapist (503775).**

Applications Close:—Friday, 9 August 2013.

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

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

Permanent part-time day work (with oncall), working 66 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital.

Duties:—This role will provide and maintain optimal specialist physiotherapy services to the acute surgical and medical sectors within the Tasmanian Health Organisation North and provide professional guidance and support to level 1/2 Physiotherapists.

Desirable Requirements:—Current Driver's License.

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

### **Advanced Scope Physiotherapist, EIIP (519428).**

Applications Close:—Friday, 23 August 2013.

Salary:—\$87,754 – \$97,057 p.a.

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

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

Location:—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.

Who are we looking for?

We are seeking a motivated and experienced Advanced Scope Physiotherapist to lead the early intervention assessment program and co-ordinate case management for patients on the Orthopaedic waiting list.

Reporting to the Manager Physiotherapy Services, this role encompasses a wide range of responsibilities including, but not limited to, supervision and direction of Allied Health members of the team, liaising and advocating for the service with stakeholders, innovation of the service, providing expert clinical opinion for patients, and conduct audits and managing Early Intervention programs across THO-NW.

Do you have?

Current Registration.

Proven high level musculo-skeletal expertise.

Demonstrated high level verbal and written communication skills.

Proven ability to manage high performing teams.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Simon Watt on (03) 6430 6608 or email [simon.watt@dhhs.tas.gov.au](mailto:simon.watt@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 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 Simon Watt, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6608, email [simon.watt@dhhs.tas.gov.au](mailto:simon.watt@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### *Statewide Mental Health Services*

#### **Youth Alcohol and Drug Worker (517287).**

Applications Close:—Friday, 9 August 2013.

Salary:—\$49,785 – \$79,877 p.a.

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

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

Location:—Alcohol and Drug Services, North.

Duties:—The Alcohol and Drug Services North is currently seeking to employ a Youth Alcohol and Drug Worker on a full-time capacity.

Your key requirements of the job will include:—Providing direct clinical care, including comprehensive alcohol and drug assessments and clinical interventions based on evidence based practice, to young people who may be physically and or psychologically dependant on legal and or illegal substances.

Provide developmentally appropriate specialist alcohol and drug services to young people including, assessment, information, referral, counselling, case management and individual and group interventions, which reflect the philosophies of the National Drug Strategy and contemporary practice.

Provide consultation liaison services and support to other health professionals and agencies, specifically those that deliver

services to young people. This includes active participation in collaborative process that assist in the development of comprehensive care plans and the provision of integrated services to young people with complex issues the mental health needs and promote community awareness in relation to mental health.

Desirable Requirements:—Current drivers license.

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 Monika Petschar, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5577, email [monika.petschar@dhhs.tas.gov.au](mailto:monika.petschar@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### *Complex Chronic and Community Services*

#### **Cleaner (519862).**

Applications Close:—Friday, 9 August 2013.

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

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

Permanent part-time shift work, working 20 hours per fortnight.

Location:—Nephrology Department.

Duties:—The role of the Cleaner is to maintain a high standard of cleaning in allocated areas, removal of garbage and collection/distribution of linen. You will be required to participate in unit based quality improvement activities relating to environmental 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 Colin Banks, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7792, 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

## *Medicine Services*

### **Registrar, Cardiology/General Medicine (513014).**

Applications Close:—Friday, 30 August 2013.

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

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

Fixed-term full-time day worker, commencing as soon as possible until January 2014.

Location:—Royal Hobart Hospital, Cardiology Department.

The Department of Cardiology is an integrated Department incorporating a four-bed Coronary Care Unit, Cardiac Catheterisation Laboratory and 16-bed full telemetry Cardiology Ward, providing the only public inpatient and outpatient cardiology services in Southern Tasmania. The Department works in close collaboration with the Tasmanian Cardiothoracic Unit and shares an integrated inpatient ward. The Cardiology Department provides consultative services to the Emergency Department, Intensive Care Unit, General Internal Medicine service (including Assessment and Planning Unit), Specialty Medicine, and General and Specialty Surgical Services (including the Department of Anaesthesia). The Department provides daily outpatient clinic services.

The Royal Hobart Hospital appoints Advanced Trainees in Cardiology (under the auspices of the STC of the Cardiac Society of Australia and New Zealand and the Royal Australasian College of Physicians) through the Victorian/Tasmanian matching scheme. The position is accredited for advanced training with the Royal Australian College of Physicians. We are seeking to appoint registrar to join our cardiology department for six months on a fixed term contract commencing 5th August 2013. Ideally the appointee should have experience in Cardiology but we will consider trainees in General Medicine seeking to gain experience in Cardiology. The successful candidate must have full registration with AHPRA.

Duties:—Responsible for the day to day management of private and public inpatients and outpatients within the Hospital. Provide after hours emergency cover at the hospital as determined by the Medical Staffing Unit.

Desirable Requirements:—The successful applicant must have full registration with Australia Health Practitioner Regulation Agency (AHPRA).

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

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

Enquiries to Dr Paul MacIntyre, Head of Department, Department of Health and Human Services and Tasmanian Health Organisations, phone 0407 153 827, email paul.macintyre@dhhs.tas.gov.au or Dr Phil Roberts-Thomson,

Supervisor of Cardiology Training, Department of Health and Human Services and Tasmanian Health Organisations, email philip.roberts-thomson@dhhs.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink Recruitment Services, Department of Health and Human Services, 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

## *Medicine Services*

### **Staff Specialist (Department of Emergency Medicine) (two vacancies) (513254).**

Applications Close:—Friday, 9 August 2013.

Salary:—\$132,011 – \$184,815 p.a.

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

Fixed-term full-time or part-time shift worker (with on-call); working up to 76 hours per fortnight. Hours to be negotiated with the successful applicants. Commencing as soon as possible until 21 August 2016.

Location:—Department of Emergency Medicine, Royal Hobart Hospital.

Duties:—The Tasmanian Health Organisation, South is seeking Staff Specialists to work in the Department of Emergency Medicine.

The Staff Specialist provides specialist emergency care to public and private patients attending the Department of Emergency Medicine (DEM) at the Royal Hobart Hospital. They are involved in research and quality improvement activities, undergraduate and postgraduate teaching at Royal Hobart Hospital. They provide specialist advice to inpatient units as required.

Essential Requirements:—Specialist or limited registration with the Medical Board of Australia in a relevant specialty.

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 Emma Huckerby, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8608, mobile 0439 324 526, email emma.huckerby@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

*Oral Health Services (Statewide)*

Oral Health North

### **Dental Technician (521264).**

Applications Close:—Friday, 9 August 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

Fixed-term full-time day work commencing as soon as possible until 6 August 2014.

Location:—Norther Dental Clinic.

Duties:—The role of the Dental Technician is to work within a dynamic and professional dental team to provide an efficient and effective, high quality dental prosthetic service within the framework of Oral Health Services Tasmania (OHST).

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

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check 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 Jayne Scull, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 4100, email [jayne.scull@dhh.stas.gov.au](mailto:jayne.scull@dhh.stas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Oral Health Services (Statewide)*

Oral Health North West

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

Applications Close:—Friday, 9 August 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

Vacancy No. 501285.

Permanent full-time day work.

Location:—Oral Health Services Tasmania, North West.

Vacancy No. 501287.

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

Location:—Oral Health Services Tasmania, North West.

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

Duties:—Opportunities are currently available for highly motivated, qualified and experienced Dental Technicians to

join our dynamic team. Oral Health Services Tasmania (OHST) is a state-wide service. We work in an exceptionally friendly environment in which you will be supported to maintain and progress a broad range of your technical skills. These Dental Technician positions are based across our Burnie and Devonport Clinics as part of a growing prosthetics team. Duties involve fabrication of dentures and appliances and supporting the Dental Prosthetists.

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

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check 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 Roseanne Robinson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6440 7120, email [roseanne.robinson@dhhs.tas.gov.au](mailto:roseanne.robinson@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

*Surgical Services*

### **Registered Nurse (multiple vacancies) (518390).**

Applications Close:—Friday, 9 August 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 (fully rotational) working 76 hours per fortnight. Notwithstanding part-time hours may be negotiated with the successful applicants.

Location:—Perioperative Unit, Royal Hobart Hospital.

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

This selection process may be used to fill subsequent permanent and Fixed-term full and part-time vacancies for up to six months from the date of this advertisement.

Duties:—The Tasmanian Health Organisation, South is seeking several experienced Registered Nurses to work in the Perioperative Unit of the Royal Hobart Hospital. The ideal applicant will possess recent clinical experience and/or a relevant qualification in the field of perioperative nursing.

We offer a challenging and rewarding career with opportunities for advancement and excellent salary and non-salary benefits.

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

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



in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Keven Cronk, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8536, email keven.cronk@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.

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

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### *Surgical Services*

#### **Registered Nurse (multiple vacancies) (509609).**

Applications Close:—Friday, 9 August 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 and part-time shift-work; working up to 76 hours per fortnight. Hours to be negotiated with successful applicants.

Location:—Anaesthetics and Post-Anaesthetics Recovery Unit, Royal Hobart Hospital.

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

Duties:—The Tasmanian Health Organisation, South is seeking experienced Registered Nurses to work in the Anaesthetics and Post Anaesthetics Recovery Nursing Unit of the Royal Hobart Hospital.

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.

In collaboration with members of the healthcare team, they plan, implement and evaluate patient/client care. The Registered Nurse practices in accordance with relevant codes and guidelines for registered nurses/midwives.

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

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

Enquiries to Sheila Rojahn, Department of Health and Human Services and Tasmanian Health Organisations, mobile 0417 100 920, email sheila.rojahn@dhhs.tas.gov.au.

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

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## INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

### *LTS Policy*

#### **Manager Crash Data (371710).**

Applications Close:—Friday, 9 August 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high-level research and data analysis identifying trends and undertaking a proactive approach to support the Land Transport Safety Policy Branch, as well as provide independent statistical data, advice and reports to DIER staff and other key stakeholders including the Road Safety Advisory Council (RSAC).

Manage and liaise with key stakeholders, including Tasmania Police, and the Motor Accidents Insurance Board (MAIB) to achieve a holistic approach to the provision of statistical crash data in Tasmania.

Undertake complex research to produce, interpret and evaluate specific, targeted and ad-hoc statistical reports to support briefing reports for the Minister, Secretary and other Senior Managers.

Manage the Crash Data Management (CDM) database including effective resourcing, maintenance and integrity of information. Liaise with and train internal and external users such as MAIB, Police and Local Government and respond to changing priorities and requirements, including on-going database development, and the timely and efficient processing of crash report forms.

Prepare regular reports from crash data for internal use and external publications, and research and analyse trends and emerging issues to provide recommendations in support of policy implementation.

Perform the duties of application administrator for the Road Information Management system (RIMS) including maintaining current accounts, accesses and integrity.

Presenting findings to and liaising with interstate and national bodies to actively contribute to the improvement of crash data, including the development of national crash data guidelines and collections.

Enquiries to Yasmin Maskiell, Manager Policy and Projects, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart, phone (03) 6233 4553, email yasmin.maskiell@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.

The incumbent may be subjected to gruesome, explicit or unsavoury detail of road related accidents.

## INFRASTRUCTURE, ENERGY AND RESOURCES

TRANSPORT INFRASTRUCTURE SERVICES

#### **Executive Assistant (370815).**

Applications Close:—Friday, 9 August 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—Provide experienced administrative support to the Division including diary management, organisation of meetings, preparation and circulation of agendas and minutes, travel arrangements and word processing.

Provide high level customer and client service as the first point of contact for the Division relating to a variety of general enquiries.

Co-ordinate and monitor the flow of information for the Division including internal and general correspondence and registering external correspondence into the central records system (TRIM).

Assist with finance tasks using Finance One, including procurement of supplies, processing of invoices and printing of reports.

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

Enquiries to Mark Phillips, Manager Business Services, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS 7000, phone (03) 6233 7146, email [Mark.Phillips@dier.tas.gov.au](mailto:Mark.Phillips@dier.tas.gov.au).

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### TRANSPORT INFRASTRUCTURE SERVICES

#### ***Manager Business Support and Analysis (372034).***

Applications Close:—Friday, 9 August 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Manage business improvement within the Division, including identification and prioritisation of improvement opportunities; and documenting, implementing and assessing the effectiveness of a range of approved projects and initiatives.

Identify key dependencies and determine proactive strategies to address these through continuous improvement and managing down risk.

Participate in business planning, and assist in the co-ordination of the Division's business planning processes.

Scope, research and develop a Division-wide information management strategy, undertake relevant implementation activities, and monitor Divisional staff compliance with agreed directives.

Conduct high level research and analysis of business processes, document information system requirements and develop strategies to improve delivery of information to end-users.

Prepare and undertake quality reviews of key Divisional documents including policies, procedures, briefs, reports, research papers, presentations and contract documents, and liaise with Group Managers to progress relevant changes and updates.

Desirable Requirements:—A tertiary qualification in a business or information systems discipline.

Enquiries to Mark Phillips, Manager Business Services, Department of Infrastructure, Energy and Resources,

10 Murray Street, Hobart, TAS 7000, phone (03) 6233 7146, email [Mark.Phillips@dier.tas.gov.au](mailto:Mark.Phillips@dier.tas.gov.au).

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### TRANSPORT INFRASTRUCTURE SERVICES

#### ***Manager Resource Services (372169).***

Applications Close:—Friday, 9 August 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the Division's Resource Management Team to provide financial, human and physical management services within the Division.

Manage the Division's operational budget including collaboration with Branch Managers, monitoring and reporting against budget and key performance indicators and recommending corrective action as required.

Work with Branch Managers to identify operational efficiencies and revenue opportunities to enable the Division to better meet its financial goals and obligations.

Ensure the delivery of timely and effective procurement and financial services across the Division, including collaboration with key stakeholders within and outside the Division.

Manage the Division's physical resources including effective and efficient management of the Division's vehicle fleet requirements, office, communications and field equipment and other supplies. Make recommendations on efficient allocation of resources and initiatives to improve efficiency.

Work collaboratively with Human Resources Branch and Managers within Roads and Traffic Division to ensure the effective delivery of support within the Division in the areas of OH&S and human resource operations.

Desirable Requirements:—Relevant tertiary qualification or equivalent work experience in a relevant field.

Current driver's licence.

Enquiries to Mark Phillips, Manager Business Services, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS 7000, phone (03) 6233 7146, email [Mark.Phillips@dier.tas.gov.au](mailto:Mark.Phillips@dier.tas.gov.au).

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

## JUSTICE

### COMMUNITY CORRECTIONS

#### *Court Mandated Diversion Unit*

#### ***Court Diversion Officer (356098).***

Applications Close:—Friday, 9 August 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time Working 73.50 hours per fortnight.

Location:—Hobart.

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

**Duties:**—Work with offenders referred to the program to develop comprehensive case plans, make appropriate referrals and/or recommendations to external program or treatment providers. Deliver front end social and or emotional health and welfare related services to offenders. Identify and explore offending behaviours and substance abuse patterns with the aim of assisting offenders to reduce the risk of re-offending and the use of illicit substances.

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

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

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6233 6809, fax (03) 6233 3254, email [applications@justice.tas.gov.au](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 Martha Robson on (03) 6233 9570.

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

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

## JUSTICE

### TASMANIA PRISON SERVICE

#### *Office of Director of Prisons*

#### ***Prison Administration Clerk Visitors Reception Centre (355618).***

Applications Close:—Friday, 9 August 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time 73.5 hour per fortnight for the period 1 September 2013 until 31 May 2014.

Location:—Risdon Prison.

Participation in a roster required, working Monday to Sunday.

**Duties:**—Undertake reception duties at the Visitor Reception Centre, including telephone reception, booking visits, receipting of monies and property and providing general customer service to clients. Undertake financial tasks including processing of prisoner requests and checking and upgrading financial transactions for inmates, together with banking of monies.

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

Enquiries to Jenita Deverell, Executive Assistant, Tasmania Prison Service, Department of Justice, phone (03) 6216 8043, email [jenita.deverell@justice.tas.gov.au](mailto:jenita.deverell@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 Jenita Deverell on (03) 6216 8043. 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

### HUMAN RESOURCES

#### *Police Academy*

#### ***Utility Officer (003247).***

Applications Close:—Friday, 9 August 2013.

Salary:—\$37,511 – \$46,233 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time.

Location:—Rokeby.

**Duties:**—Provide general maintenance, care and minor servicing of police buildings, vehicles, grounds and other routine tasks as required.

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

**Desirable Requirements:**—Unrestricted drivers licence is highly desirable.

Enquiries to Ms Christine Wright, Business Manager, Human Resources, Department of Police and Emergency Management, phone (03) 6230 2055, email [christine.wright@police.tas.gov.au](mailto:christine.wright@police.tas.gov.au).

Applications to Co-ordinator, Employee Relations, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2266, fax (03) 6230 2119, email [applications@police.tas.gov.au](mailto:applications@police.tas.gov.au).

Applicants should address the knowledge and skills (selection criteria) as outlined in the Statement of Duties. Applications forwarded by email receive an automatic response upon



successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within DPEM. If no acknowledgement or system generated response is received please contact Employee Relations on (03) 6230 2266. Please ensure that your application is in either Microsoft Word format, PDF or RTF (rich text format).

#### PREMIER AND CABINET

##### STATE SERVICE MANAGEMENT OFFICE

#### **Senior Consultant (001974).**

Applications Close:—Friday, 9 August 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake research and manage employment related projects. In the short to medium term support Heads of Agencies in developing and implementing the whole-of-service Leadership and Management Development Program (and Projects) to support the needs of State Service Agencies and whole-of-government.

Provide high level advice to the Director SSMO and Managers on current and emerging opportunities in relation to human resource management, including learning and education.

Prepare and manage the Divisions Business Plans and co-ordinate the Divisions whole of department planning and reporting requirements.

Prepare budgetary management and reporting information and Estimates Committee Briefing Papers.

Manage and co-ordinate the Australian and New Zealand School of Government (ANZSOG) processes and procedures including ANZOG's three teaching programs.

Support the Manager, Learning and Education with the strategic delivery of ANZSOG education programs for applicants and scholars.

Desirable Requirements:—Formal tertiary qualifications in relevant disciplines.

Enquiries to Paul Leitch, Manager, Learning and Education, Department of Premier and Cabinet, phone (03) 6232 7045, email paul.leitch@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.applications@dpac.tas.gov.au.

#### PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

##### ABORIGINAL HERITAGE TASMANIA

#### **Aboriginal Heritage Advisor (Re-Advertised) (706998 and 706999).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

This vacancy has been re-advertised.

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

Duties:—Liaise with and assist the Aboriginal community

and the wider community, with the management of Aboriginal cultural heritage. Provide advice and information on Aboriginal heritage including project assessments, impact control and advice on protective works on Aboriginal heritage sites. Perform administrative and associated procedures required under the Aboriginal Relics Act 1975, including field inspections, processing permits and advising the general public on matters related to this Act. Assist with the development of Aboriginal heritage legislation, policy and processes.

Essential Requirements:—The Director SSMO has determined that this is an Aboriginal Identified Position and that it will be filled in accordance with Employment Direction No.10 on Aboriginal and Torres Strait Islander Employment in the Tasmanian State Service.

Desirable Requirements:—A current motor vehicle driver's licence. A current workplace level 2 First Aid Certificate or the ability to acquire one.

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 Karen McFadden, phone (03) 62 33 6618, email karen.mcfadden@heritage.tas.gov.au.

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

#### PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

##### EPA DIVISION

##### *Analytical Services Tasmania*

#### **Section Head, Organic Chemistry, (700570).**

Applications Close:—Friday, 9 August 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time.

Location:—New Town.

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

Duties:—Manage the Organic Chemistry Section of Analytical Services Tasmania (AST) to provide an analytical and advisory service in organic chemistry to internal and external clients.

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

Desirable Requirements:—Previously been a signatory in a NATA Accredited Facility. Management of a small team of laboratory staff.

Enquiries to Damien Norman, phone (03) 6230 7000, email Damien.Norman@environment.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@dipwe.tas.gov.au.

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

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



PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

INFORMATION AND LAND SERVICES

*Office of the Valuer-General*

**Graduate Valuer (335140).**

Applications Close:—Friday, 23 August 2013.

Salary:—\$53,926 – \$87,771 p.a.

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

Permanent full-time.

Location:—Launceston.

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

Relocation expenses up to \$15,000 may be considered for employees appointed to this position, however this is subject to approval.

Duties:—Provide property valuation and consultative advice to the Valuer-General and stakeholders on a State wide basis.

Essential Requirements:—

Band 1: A Degree in Business Studies (or similar), majoring in property valuations. A current motor vehicle driver's licence.

Band 2: Meet the necessary qualifications to practice as a Land Valuer in accordance with the Land Valuers Act 2001. A current motor vehicle driver's licence.

Desirable Requirements:—

Band 1: Working experience in statutory rating valuations and compulsory property acquisition valuations.

Band 2: A Degree in Business Studies (or similar), majoring in property valuations. Working experience in statutory rating valuations and compulsory property acquisition valuations.

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 Ken Robinson, phone (03) 6336 2439, email ken.robinson@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

INFORMATION AND LAND SERVICES

*Service Tasmania Operations*

**Service Delivery Manager (Contact Centre) (707054).**

Applications Close:—Friday, 9 August 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

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

Duties:—The role will have an immediate focus on change management activities and minimising issues and risks associated with establishment of the Contact Centre within the Department. This will be achieved through working collaboratively with the Service Tasmania Management Team

and the Integrated Tasmanian Government Contact Centre (ITGCC) project team. On a day to day basis the role provides leadership, direction and management of the Integrated Tasmanian Government Contact Centre (ITGCC) to be established within the Department to complement the existing Service Tasmania service delivery network. In the longer term the Service Delivery Manager will develop and implement contemporary operational guidelines pertinent to technological and service delivery changes.

Desirable Requirements:—Appropriate tertiary qualifications. 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 Kate Kent, phone (03) 6233 2738, email kate.kent@dpipwe.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

**Field Officer (706463).**

Applications Close:—Friday, 9 August 2013.

Salary:—\$47,823 – \$51,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time (38hrs per week, working 7.6hrs per day), working a roster of 10 on 4 off.

Location:—Within the North West Region, initially located at Lake St Clair Field Centre (See special employment conditions in the Statement of Duties for further information on other field centres within the Reg.

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:—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.

Essential Requirements:—A current motor vehicle drivers licence.

Desirable Requirements:—A workplace Level 2 First Aid Certificate.

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, 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, 7000, phone (03) 6233 6390, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

## TASMANIAN AUDIT OFFICE

**Senior Administration Officer (356524).**

Applications Close:—Friday, 9 August 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 73.5 hours per fortnight for a period of 24 months.

Location:—Hobart.

Duties:—Provide assistance and advice on corporate support matters, monitor and report on corporate support practices and assist with the implementation and development of relevant policies, practices and procedures.

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 and Identification check.

Desirable Requirements:—Relevant degree or Diploma in Administration or another relevant discipline.

Enquiries to Patty Johnson, Practice Manager, Tasmanian Audit Office, phone (03) 6226 0100, email [patty.johnson@audit.tas.gov.au](mailto:patty.johnson@audit.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Tasmanian Audit Office, 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 Patty Johnson on 6226 0100. The Office 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.

## TREASURY AND FINANCE

## BUDGET AND FINANCE DIVISION

**Finance Graduate (Graduate Program for People with Disability) (723765)**

Applications Close:— Friday, 23 August 2013.

ANZSCO:— Accountant (General)

Salary:— \$53,926 – \$64,927 p.a.

Tasmanian State Service Award, Graduate

Permanent full-time or part-time may be considered

Location:— Hobart

Duties:— Join our Budget and Finance Division and complete three years of annual rotations while studying professional accounting. You will learn about whole of Government and agency specific financial management and accounting and perform tasks relating to budgeting, financial and statistical reporting and accounting. You will have sound

communication, financial analysis and accounting skills, an aptitude for understanding complex issues and identifying possible solutions, and a pre-requisite degree for CPA or ICAA professional accounting studies.

This position is identified for people who meet the definition of 'disability' provided in the Disability Service Act 1992 and is advertised in accordance with Exemption 10/141 granted by the Anti-Discrimination Commissioner, Tasmania. We will readily consider making reasonable adjustments in the workplace and a range of workplace supports are available.

If you are results oriented and want to help us achieve our corporate goals, we'd like to hear from you.

Essential Requirements:—A business degree that enables the applicant to complete the Certified Practising Accounting and CPA Australia or the Institute of Chartered Accountants in Australia postgraduate program. Eligibility requirements in accordance with the approved Tasmanian State Service Graduate Program for People with Disabilities, as described on Department of Premier and Cabinet's website ([http://www.dpac.tas.gov.au/divisions/ssmo/employment\\_policy/managing\\_diversity/graduate\\_program\\_for\\_people\\_with\\_disabilities](http://www.dpac.tas.gov.au/divisions/ssmo/employment_policy/managing_diversity/graduate_program_for_people_with_disabilities))

Enquiries to Neil Thristan, Principal Human Resource Officer, Human Resources Branch, Department of Treasury and Finance, phone (03) 6233 2449, email [neil.thristan@treasury.tas.gov.au](mailto:neil.thristan@treasury.tas.gov.au).

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

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

## TREASURY AND FINANCE

## REVENUE, GAMING AND LICENSING DIVISION

## Revenue Branch

**Assistant Director, Compliance (724124).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$102,976 – \$110,919 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—The Assistant Director, as head of the Compliance Section of the Revenue Branch, will oversee the development and implementation of a contemporary program of compliance for state taxation. The Assistant Director will contribute to the achievement of corporate objectives through effective leadership and people management and will identify business initiatives that lead to improvements in both taxpayer services and taxpayer compliance. The Assistant Director will take an active role in Branch management.

In the context of the selection criteria, to be successful in the position applicants will:—have strong leadership capacity and demonstrated experience in successfully motivating staff and driving change; have the ability to manage and develop compliance resources for state revenue and other schemes administered by the Revenue Branch, including the development of strategies and programs for maximising compliance and identifying and mitigating areas of risk and have the demonstrated ability to analyse and form judgements on complex matters related to the interpretation and application of legislation.

Highly Desirable Requirements:—completion of relevant tertiary or industry qualifications, and/or professional affiliation.

Enquiries to Angelo Pavlides, Director, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 6647, email [angelo.pavlides@treasury.tas.gov.au](mailto:angelo.pavlides@treasury.tas.gov.au).

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

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

#### TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

*Revenue Branch*

#### **Team Leader (723497).**

Applications Close:—Friday, 16 August 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Manage a team to deliver effective and efficient operational processing in a demand driven environment. Provide advice to clients and mentor staff regarding taxation legislation and associated rulings and guidelines.

In the context of the selection criteria, to be successful in the position applicants will have:—an ability to interpret legislation and analyse legal documents relevant to administration of taxation, grants and schemes, whilst demonstrating sound judgement, utilising high level research skills and dealing with ambiguity; demonstrated ability to lead a team, and to develop, apply and evaluate a risk based approach to output management and decision making in a high pressure work environment with competing priorities and an ability to communicate complex issues to taxpayers and their representatives, build effective relationships with stakeholders (both internal and external) and to facilitate organisational change and policies over which they have little or no direct control.

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

Enquiries to Andrew Hutchinson, Assistant Director, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 2694, email [andrew.hutchinson@treasury.tas.gov.au](mailto:andrew.hutchinson@treasury.tas.gov.au).

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

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

## Staff Movements

#### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Education Facility Attendant	G. Morgan	6 months	07.02.13
Education	Teacher Assistant	W. Graham	6 months	04.02.13
Education	Teacher Assistant	P. MacGregor	6 months	04.02.13
Education	Customer Services Officer	E. Panaretos	6 months	21.01.13
Education	Education Facility Attendant	S. Stewart	6 months	21.01.13
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	R. Tapp	6 months	15.07.13
Health & Human Services & Tasmanian Health Organisations	Laboratory Technician	W. Farrugia	6 months	17.06.13
Health & Human Services & Tasmanian Health Organisations	Manager - Strategy, Performance and Information	E. Haddad	3 months	05.08.13
Health & Human Services & Tasmanian Health Organisations	Senior Program Officer	D. Avery	6 months	29.07.13
Health & Human Services & Tasmanian Health Organisations	Senior Asset and Program Analyst	R. Li	6 months	19.08.13
Health & Human Services & Tasmanian Health Organisations	Customer Service Officer	E. Coad	6 months	15.07.13
Justice	Prison Administration Clerk	O. Grant	6 months	29.07.13
Police & Emergency Management	Administrative Assistant	M. Allie	Nil	16.07.13

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

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Justice	Administrative Assistant	A. Mathews	17 months	22.07.13

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	D. Wagin	Advanced Skills Teacher	04.02.13
Health & Human Services & Tasmanian Health Organisations	X. Wan	Epidemiologist	30.07.13
Police & Emergency Management	J. Vinen	Station Officer	29.07.13
Police & Emergency Management	V. Ansett	Station Officer	29.07.13
Police & Emergency Management	J. Oosterloo	Station Officer	29.07.13

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Senior I.T Support Officer	D. Rushton Brumby	03.01.13
Health & Human Services & Tasmanian Health Organisations	Community Health Nurse	B. Leale	21.07.13
Health & Human Services & Tasmanian Health Organisations	Youth Alcohol and Drug worker	J. Piri Piri	19.07.13
Health & Human Services & Tasmanian Health Organisations	Professional Officer- Allied Health	L. Rocher	23.07.13
Health & Human Services & Tasmanian Health Organisations	Medical Scientist	S. Pearce	19.07.13
Health & Human Services & Tasmanian Health Organisations	I.T. Officer	B. Newport	19.07.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Smith	13.07.13
Treasury & Finance	Team Leader	D. Bottom	26.07.13

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Justice	Correctional Officer	B. Dillon	31.07.13
Primary Industries, Parks, Water & Environment	Client Service Officer	S. Brasnja	19.07.13

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