



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
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INCLUDING G.S.T.

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

Tasmanian Government Gazettes are available for perusal at the 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 Print Applied Technology Pty Ltd, 33 Innovation Drive, Dowsing Point, Tasmania 7010.

### *Further Information*

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

### *Submission of Applications*

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

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

### *Fixed-Term Appointment*

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

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

### *Fixed-Term Employment Registers*

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

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

## Vacancies—General Information

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

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

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

## Tasmanian Government Gazette

Email text copy to

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

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

### State Service Notices

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

The only way to place a State Service vacancy, direct selection and staff movement notices is through the **www.jobs.tas.gov.au** system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a **www.jobs.tas.gov.au** system log on, please contact your Human Resource Manager or the 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 Print Applied Technology Pty Ltd on (03) 6216 5346

#### Deadlines

*Government Gazette* :—

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

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

**Deadlines will be strictly adhered to**

**Subscription or account enquiries phone (03) 6233 3148.**

#### Gazette and State Service Online

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

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

**Desirable Requirements:**—Current driver's licence.

A relevant tertiary qualifications or commensurate professional experience in business or arts management.

Working knowledge of the arts, particularly in relation to Tasmanian Aboriginal culture and arts and Aboriginal and Torres Strait Islander arts and culture more broadly.

Enquiries to Steve Kyne, Deputy Director Arts Tasmania, phone (03) 6237 6319, email **Steve.Kyne@arts.tas.gov.au**.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, TAS 7001, phone (03) 6233 9521, fax (03) 6233 5703, email **applications@development.tas.gov.au**.

To be considered for an interview, applications must address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae.

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

##### TOURISM TASMANIA

##### Marketing

#### **Tasmanian International Distribution Co-ordinator (425338).**

Applications Close:—Friday, 14 June 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time for 3 years.

Location:—Sydney, New South Wales.

**Duties:**—Provide strategic and operational distribution and sales support to Tourism Tasmania's inbound distribution partners. This role involves working closely with Australian-based international wholesalers (ITO's), tertiary and vocational training institutions (with a focus on overseas students studying in Australia), and Tourism Australia to develop and deliver sales and marketing opportunities that drive international visitation to Tasmania.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, TAS 7001, phone (03) 6233 9521, fax (03) 6233 5703, email **applications@development.tas.gov.au**.

To be considered for an interview, applications must address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae.

#### EDUCATION

##### FURTHER EDUCATION AND TRAINING

##### Pathways and Participation

#### **Senior Project Officer (965538).**

Applications Close:—Friday, 14 June 2013.

Salary:—\$79,087 – \$90,853 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 73.5 hours (per fortnight) from as soon as possible until 20 December 2013.

Location:—Pathways and Participation, Hobart.

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

##### CULTURE, RECREATION AND SPORT

##### Arts Tasmania

#### **Program Officer (Aboriginal Arts) (424520).**

Applications Close:—Friday, 14 June 2013.

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

Tasmanian State Service Award, General Stream, Band 4.

Permanent part-time 0.6 FTE.

Location:—Hobart or Launceston.

**Duties:**—To administer Arts Tasmania's programs relevant to Aboriginal arts and culture including traditional and contemporary arts practice across multiple artforms and facilitate Indigenous arts and cultural policy and practice development in Tasmania. This includes supporting Indigenous artists and arts organisations in determining their development needs and assisting them to take advantage of opportunities locally, nationally and internationally, and in doing so promote quality Aboriginal arts practice in Tasmania that achieves international recognition.

**Description of the Role:**—Undertake policy research, analysis, development and review at a strategic level to facilitate the provision of Australian School-based Apprenticeship (ASbA) programs. Support the effective implementation of policies and procedures.

**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:**—Relevant academic qualifications and/or experience within the VET sector.

Current driver's licence.

Enquiries to Lesley Richardson, Department of Education, phone 0457 879 206, email [lesley.richardson@education.tas.gov.au](mailto:lesley.richardson@education.tas.gov.au).

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### Flinders Island District High School

#### ***Education Facility Attendant (Cleaning), Flinders Island District High School (305221).***

Applications Close:—Friday, 14 June 2013.

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

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

Permanent part-time up to 25 hours per fortnight.

Location:—Flinders Island District High School.

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

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

Enquiries to Megan Nevin, Department of Education, phone (03) 6359 2021, email [megan.nevin@education.tas.gov.au](mailto:megan.nevin@education.tas.gov.au).

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### Queechy High School

#### ***Canteen Assistant, Queechy High School (964112).***

Applications Close:—Friday, 14 June 2013.

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

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time up to 30 hours per fortnight. Employment Conditions are 40 weeks per year. Job sharing may be considered.

Location:—Queechy High School.

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

**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 Tanya Smart, Department of Education, phone (03) 6341 4455, email [tanya.smart@education.tas.gov.au](mailto:tanya.smart@education.tas.gov.au).

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### Queechy High School

#### ***Education Facility Attendant (Cleaning), Queechy High School (966040).***

Applications Close:—Friday, 14 June 2013.

Salary:—\$38,063 – \$43,039 p.a.

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

Permanent full-time 80 hours per fortnight.

Location:—Queechy High School.

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

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

Enquiries to Tanya Smart, Department of Education, phone (03) 6341 4455, email tanya.smart@education.tas.gov.au.

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

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

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

## EDUCATION

### LEARNING SERVICES

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

##### Burnie Primary School

#### ***School Administration Clerk, Burnie Primary School (300154).***

Applications Close:—Friday, 14 June 2013.

Salary:—\$47,823 – \$51,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Burnie Primary 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 Jeffrey Triffitt, Department of Education, phone (03) 6433 3655, email jeffrey.triffitt@education.tas.gov.au.

The preferred method of contact for enquiries is by email.

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

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

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

## EDUCATION

### LEARNING SERVICES

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

##### Latrobe Primary School

#### ***Advanced Skills Teacher, Latrobe Primary School (964291).***

Applications Close:—Friday, 14 June 2013.

Salary:—\$93,009 p.a.

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

Permanent full-time.

Location:—Latrobe Primary School.

Description of the role:—To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

Leadership of physical, social/emotional and mental health programs K-6 with additional responsibility for collaborative leadership of specific curriculum areas. Community and cultural leadership within school teams and committees.

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

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

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

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

Enquiries to Melissa Allison, Department of Education, phone (03) 6426 1203, email melissa.allison@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)*

## Bellerive Primary School

***Education Facility Attendant, Bellerive Primary School (965293).***

Applications Close:—Friday, 14 June 2013.

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

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

Permanent full-time 40 hours per fortnight.

Location:—Bellerive Primary School.

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

Essential Requirements:—The 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 Marg Smith, Senior Executive Officer, Department of Education, phone (03) 6233 8432, email [margaret.r.smith@education.tas.gov.au](mailto:margaret.r.smith@education.tas.gov.au).

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

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

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

## Moonah Primary School

***Education Facility Attendant, Moonah Primary School (953854).***

Applications Close:—Friday, 14 June 2013.

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

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

Permanent part-time 8 hours per fortnight.

Location:—Moonah Primary School.

Description of Role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of

school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

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

Enquiries to Angela Mieztis, Department of Education, phone (03) 6272 9868, email [angela.mieztis@education.tas.gov.au](mailto:angela.mieztis@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

## HEALTH AND HUMAN SERVICES

***Registered Nurse (513993).***

Applications Close:—Friday, 14 June 2013.

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

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

Fixed-term casual working hours as and when required. Commencing as soon as possible to for a period of 12 months.

Location:—Launceston Remand Centre and Ashley youth Detention Centre.

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

Duties:—In accordance with Agency policies and professional standards is responsible to the Director of Nursing for:—Providing and evaluating clinical care to identified client groups. Collaborating within a multidisciplinary framework. Providing leadership to registered, enrolled nurses and students in the planning, provision and evaluation of care. The maintenance of the advanced level of nursing knowledge, care delivery and skills expected in this position.

Desirable Requirements:—Holds or is working towards relevant post graduate/tertiary qualification in primary health care, psychiatric, adolescent, forensic and/or correctional health.

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 Daniel Wright, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2866, mobile 0418 624 644, email [daniel.wright@dhhs.tas.gov.au](mailto:daniel.wright@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.

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

### HEALTH AND HUMAN SERVICES

#### *Disability, Housing and Community Services*

#### Housing Tasmania

#### **Systems Analyst, Housing Tasmania (521396).**

Applications Close:—Friday, 14 June 2013.

Salary:—\$78,181 – \$90,026 pro rata, per annum.

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing as soon as possible until 01 December 2013.

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

Duties:—This position supports the developing provisions of Information Systems services to meet Housing Tasmania's obligations under the Better Housing Futures, Housing Connect and other emerging strategic outcomes. Working with considerable independence and in collaboration with the Housing Innovations Unit and the Housing Operations branch, the incumbent will:

Provide authoritative advice, technical analysis and documentation for Housing Tasmania's current and emerging information systems.

Undertake systems development and business analysis associated with Housing Tasmania's information systems with a focus on the emerging relationships between allocations, tenancy management and property management and the associated reporting requirements. This includes identifying and analysing issues through investigation and research and implementing appropriate solutions which contribute to business improvement.

Undertake a diverse range of highly technical and complex systems administration duties and providing specialised advice as required or identified.

Resolve high-level technical and system enquiries and problems from service delivery staff. This includes the identification, definition and implementation of solutions.

Selection criteria includes:—High level communication and interpersonal skills including the ability to liaise and negotiate effectively with key stakeholders, support positive team environments and resolve conflict.

Demonstrated information management analysis skills including the ability to research, conceptualise, provide options, document and execute appropriate solutions.

Superior time management skills including the ability to manage concurrent activities whilst working in an environment subject to tight time frames both individually and as part of a team.

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

Desirable Requirements:—Tertiary qualifications and/or experience relevant to this position.

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

Enquiries to Tim Young, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 2589, email [tim.young@dhhs.tas.gov.au](mailto:tim.young@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.

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

### HEALTH AND HUMAN SERVICES

#### *Population Health*

#### Population Health Operations

#### **Epidemiologist (500877).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$107,273 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS Allied Health Professional, Level 5, Grade 1.

Permanent full-time day work.

Location:—Hobart.

Duties:—The Epidemiologist provides timely, high-level, expert epidemiological analyses and advice on matters relating to health service utilisation and outcomes of health care, including producing high quality reports, scientific papers and related documentation. The Epidemiologist will work in partnership with various stakeholders to manage or contribute to key policy-relevant research projects relating to population health and surveillance monitoring. Manage and undertake high level communications with a range of stakeholders involved in epidemiology, health service and strategic planning from senior management in state and federal jurisdictions, local government and other stakeholders.

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 Kelly Shaw, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6212 2659, email [kelly.shaw@dhhs.tas.gov.au](mailto:kelly.shaw@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.

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

### HEALTH AND HUMAN SERVICES

#### *Statewide and Mental Health Services*

#### **Allied Health Professional (Alcohol and Drug Service) (500841).**

Applications Close:—Friday, 28 June 2013.

Salary:—\$49,785 – \$79,877 p.a.

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

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

Location:—SMHS, Alcohol and Drug Services, North West.

Duties:—Within a primary health care framework, provide comprehensive assessment and referral, provide appropriate evidenced-based treatment interventions, and actively participate in liaison and collaborative partnerships with government agencies and non-government organisations around alcohol and drug related issues with identified high-needs populations.

Selection criteria includes:—Knowledge of, or demonstrated ability to rapidly acquire knowledge of, contemporary alcohol and other drug assessments and treatment planning, and an ability to provide contemporary and effective counselling and group interventions appropriate to alcohol and other drug treatment.

Ability to work independently as well as in a multi-disciplinary team, and demonstrated highly developed written and verbal communication skills.

An ability to develop and provide alcohol and other drug education and training, and an ability to undertake and evaluate basic practice research.

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

Desirable Requirements:—Current driver's 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 Mark McKenna, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6429 8555, email [mark.mckenna@dhhs.tas.gov.au](mailto:mark.mckenna@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Statewide and Mental Health Services*

#### **Clinical Co-ordinator (504823).**

Applications Close:—Friday, 14 June 2013.

Salary:—\$78,061 – \$81,689 p.a.

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

Permanent full-time shift work.

Location:—Northside Clinic, North.

Duties:—The Clinical Co-ordinator will:

Co-ordinate care planning for complex patients in accordance with best practice principles and within a collaborative, multidisciplinary framework.

Interpret and implement clinical policies, regulations and guidelines to achieve positive patient outcomes.

Develop, implement and evaluate clinical risk management in conjunction with the Consultant Psychiatrist and Nurse Unit Manager.

Promote a culture of learning and professional development by identifying areas of need to develop, implement and evaluate strategies to address them.

Provide leadership in contemporary nursing practice and promote an environment conducive to innovation and change.

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

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Statewide and Mental Health Services*

**Executive Assistant (516080).**

Applications Close:—Friday, 14 June 2013.

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

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing as soon as possible until 24 December 2013.

Location:—SMHS, Alcohol and Drug Services, Hobart.

Duties:—Provide high level administrative and executive support to the Clinical Director Alcohol and Drug Service and Service Development Unit.

Co-ordinate the provision of a range of efficient and effective office management support services for Service Development Unit.

Manage the day to day running of the office and ensure the efficient flow of information and correspondence relating to the activities of the Statewide Alcohol and Drug Service.

Participate in the development and revision of organisational documentation and policies and procedures.

Selection criteria includes:—Personal qualities such as initiative, flexibility, sound judgement and discretion including the ability to interpret and analyse information and recommend and/or decide on appropriate action.

Knowledge and experience in sound office management practices, including fast and accurate keyboard skills, audio typing skills, together with significant skills and ability in using Microsoft Windows applications for diary management, word processing and spreadsheets, along with a high standard of secretarial skills.

Ability to maintain effectiveness and work without supervision in a senior management environment often subject to work pressures and change. Strong co-ordination and follow up skills, together with the capacity to be adaptable and flexible and to monitor and prioritise work in order to meet deadlines.

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 Mark Frohmader, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7800, email mark.frohmader@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Statewide and Mental Health Services*

**Executive Support Officer (519816).**

Applications Close:—Friday, 14 June 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

Permanent full-time day work.

Location:—Risdon Prison Complex.

Duties:—The Executive Support Officer will:—Provide administrative and executive support to the Manager, Forensic Health Services, including clerical, reception, and secretarial support.

Co-ordinate the preparation of complex and confidential documentation, including Ministerial and Question Time Briefs and the provision of background notes, for matters relating to the activities of the service.

Manage the day to day operations of the office, develop systems and protocols, which ensure an efficient flow of information and correspondence.

Co-ordinate the provision of a range of efficient and effective office management support services for Forensic Health.

Participate and contribute to a learning environment through continuing education, training and professional development.

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 Ann Marie Mallett, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 8240, email annmarie.mallett@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Statewide and Mental Health Services*

**Psychologist (512549).**

Applications Close:—Friday, 14 June 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.

Location:—Forensic Health Services, as part of Statewide Mental Health Services, South.

Please Note: This position attracts an additional 6.5% Correctional Health Allowance.



**Duties:** The Psychologist will:—Provide psychological assessment and diagnosis, including the use of formal psychological tests as required.

Provide psychological treatment, including the design, development, implementation and evaluation of specialised treatment programs.

Prepare formal psychological reports for Community Corrections, Parole Board, Classification Board and Courts as required.

Work within the multidisciplinary team and participate in case management reviews to ensure continuity of care.

Assist with and participate in the formulation, implementation and evaluation of quality improvement, risk management, ethical research activities and other strategies consistent with best practice.

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

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

Enquiries to William Doudle, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2627, email [william.doudle@dhhs.tas.gov.au](mailto:william.doudle@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Statewide and Mental Health Services*

#### **Registered Nurse (502795).**

Applications Close:—Friday, 14 June 2013.

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

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

Fixed-term part-time shift work, working 48 hours per fortnight. Commencing as soon as possible to 14 March 2015.

Location:—Spencer Clinic, North West.

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

**Duties:**—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Registered Nurse:..

Utilises a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients.

Interacts effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes.

Remains actively involved in maintaining and continually improving the quality of client care provided by the service.

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

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 Jean Burrows, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6579, email [jean.burrows@dhhs.tas.gov.au](mailto:jean.burrows@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 Consultant (Application Services) (2 Vacancies).**

Applications Close:—Friday, 14 June 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

Vacancy No.: 515177.

Permanent full-time day work.

Location:—Hobart.

Vacancy No.: 517378.

Permanent full-time day work.

Location:—Hobart.

**Duties:**—Working in close partnership with Tasmanian Health Organisations (THO) and Department of Health and Human Services (DHHS) stakeholders, the IT Consultant will; Deliver high level technical support to the design, development, installation, maintenance, upgrade and operational administration of the IT applications and associated integration infrastructure and systems architecture; Undertake a consultative role to business stakeholders by providing high level technical advice on application architecture, selection, commissioning, integration/interconnectivity and operational management and support; Provide leadership, management and co-ordination of technical activities required to develop, commission, interface, maintain and support IT applications, systems and integration frameworks.

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 Steven Levis, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 9640, email [steven.levis@dhhs.tas.gov.au](mailto:steven.levis@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 (IT Support) (517743).***

Applications Close:—Friday, 14 June 2013.

Salary:—\$47,265 – \$69,055 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

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. Some maintenance and monitoring of enterprise management systems may also be required.

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 Ian Mackintosh, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3965, email [ian.mackintosh@dhhs.tas.gov.au](mailto:ian.mackintosh@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

#### ***Senior IT Officer (Telehealth) (510925).***

Applications Close:—Friday, 14 June 2013.

Salary:—\$71,665 – \$74,932 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

As a member of the IT Client Services section, the Senior IT Officer will ensure that the IT Support is provided at agreed standards of service under the direction of the Team Leader. This includes undertaking: a range of computer, software, network, systems and peripheral device technical support tasks to provide quality ICT infrastructure for the Agency, management of the day to day operations of the Agency's videoconference network including support and monitoring of video conference sessions, assistance to clients with training and bookings and specific projects, research and analysis activities.

Desirable Requirements:—Relevant IT or Audio Visual industry experience. A degree or tertiary qualification in a relevant discipline. 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 Ian Mackintosh, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3965, email [ian.mackintosh@dhhs.tas.gov.au](mailto:ian.mackintosh@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *System Purchasing and Performance*

#### Service Purchasing and Performance

#### ***Team Leader, Information Development and Analysis (518275).***

Applications Close:—Friday, 14 June 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.

Location:—Hobart.

Duties:—The Team Leader, Information Development and Analysis is responsible for interpreting policies, regulations and guidelines to manage the development and delivery of reporting outcomes in line with current and future business needs. Manage and develop current and future data architecture of the Department of Health and Human Services (DHHS) data warehouse identifying future needs to achieve program objectives. Development and ongoing support for patient activity data reporting for Activity Based Funding (ABF) and other Federal reporting for compliance purposes. Provide leadership, direction, mentoring and technical assistance to analysts and senior analysts within Health Statistics and other units of Service Purchasing and Performance (SPP). Lead role in the design, management and delivery of support and training to Executive Information System (EIS) users. Provide specialist advice to assist other unit priorities as required including data-related working groups.

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 John Smith, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3775, email [john.smith@dhhs.tas.gov.au](mailto:john.smith@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Hospital Aide (520958).**

Applications Close:—Friday, 14 June 2013.

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

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

Permanent part-time shiftwork, working 60 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Emergency Medicine LGH.

Duties:—To assist with the management of all Wards supplies (excepting drugs) to ensure the delivery of a high standard of patient care in the hospital.

Essential Requirements:—Nil.

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

Enquiries to Scott Rigby, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7392, email [scott.rigby@dhhs.tas.gov.au](mailto:scott.rigby@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Manager, Northern Integrated Care Service (519809).**

Applications Close:—Friday, 14 June 2013.

Salary:—\$102,068 – \$109,918 p.a.

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

Permanent full-time day work.

Location:—Northern Integrated Care Service, LGH Charles Street, Launceston.

Duties:—Lead the development and improvement of integrated care services for clients with chronic conditions in the Northern Area with an initial focus on diabetes, cardio-pulmonary rehabilitation and musculoskeletal chronic conditions.

Desirable Requirements:—Tertiary qualification in health administration or a health related profession.

Essential Requirements:—Nil.

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

Enquiries to Rod Meldrum, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5595, email [rod.meldrum@dhhs.tas.gov.au](mailto:rod.meldrum@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Radiation Therapy Clinical Tutor (517132).**

Applications Close:—Friday, 14 June 2013.

Salary:—\$102,207 – \$107,075 pro rata, per annum.

Radiation Therapists (State Service) Union Agreement 2012, Radiation Therapist, Level 4a.

Permanent part-time day work, working 49.4 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—WP Holman Clinic, LGH Charles Street, Launceston.

Duties:—The Clinical Radiation Therapist Tutor will plan, develop and supervise Radiation Therapy undergraduate and post graduate trainee education within a clinical setting and in collaboration with relevant universities and the Medical Radiation Science Professionals Registration Board.

Essential Requirements:—Registered with the Medical Radiation Practice 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 Helen Tubb, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7127, email [helen.tubb@dhhs.tas.gov.au](mailto:helen.tubb@dhhs.tas.gov.au).



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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Registered Nurse (521419).**

Applications Close:—Friday, 14 June 2013.

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

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

Permanent part-time shift work (fully rotational) working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 5B, Launceston General Hospital.

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

Duties:—The Registered Nurse strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with patients/clients, their families and other health professionals. Ward 5B provides specialist care for patients requiring Orthopaedic, Plastic, Maxillofacial, ENT, General and Gynaecology Surgery.

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 Ian Waterhouse, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7634, email [ian.waterhouse@dhhs.tas.gov.au](mailto:ian.waterhouse@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Registered Nurse (POOL LGH) Multiple Vacancies.**

Applications Close:—Friday, 14 June 2013.

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

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

Vacancy No.: 503216.

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

Location:—LGH Charles Street, Launceston.

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

Multiple vacancies exist within the Nursing Pool. Nursing Pool provides services to the departments of Surgery, Medicine and Womens and Childrens Clinical Services, therefore strong preference will be given to applicants with experience across all 3 areas.

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

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

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 Vanessa Fulton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7901, email [vanessa.fulton@dhhs.tas.gov.au](mailto:vanessa.fulton@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mersey Community Hospital*

##### **Endoscopy Liaison Nurse, Perioperative Services (521394).**

Applications Close:—Friday, 14 June 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 day worker, working 76 hours per fortnight.

Location:—Mersey Community Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Endoscopy Liaison Nurse to provide expertise to the designated specialty units and co-ordinate the patient elective endoscopy care



pathways. The Endoscopy Liaison Nurse has a key role by ensuring in assisting the active, safe and consistent management of endoscopy waiting lists in accordance with the Improving Time to Treatment statewide policy.

Reporting to the Assistant Director of Nursing Perioperative Services, this role encompasses a wide range of responsibilities including, but not limited to, acting as primary contact person for the relevant waiting list for both patients and clinicians, ensuring the co-ordination and management of the patient is recorded on the relevant electronic database, co-ordinating patient's admission schedule, and providing patient and family education about admission, hospital episode and discharge.

Do you have?

Significant experience in perioperative and/or endoscopy nursing.

Advanced level of communication skills.

High level of computer literacy.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information or to discuss your application please contact Katrina Willis on 6440 8021 or 0418 638 301 and email [Katrina.willis@dhhs.tas.gov.au](mailto:Katrina.willis@dhhs.tas.gov.au) today.

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

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

Desirable Requirements:— Possesses or working towards relevant Post graduate qualification.

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 Katrina Willis, Department of Health and Human Services and Tasmanian Health Organisations, mobile 0418 638 301, email [Katrina.willis@dhhs.tas.gov.au](mailto:Katrina.willis@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

### ***Elective Surgery Booking Clerk (501825).***

Applications Close:—Friday, 14 June 2013.

Salary:—\$47,265 – \$51,332 p.a.

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

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

Location:—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 an enthusiastic and professional individual for the position of Elective Surgery Booking Clerk at North West Regional Hospital. We are seeking applicants with highly developed communication, interpersonal and organisational skills. You will work within a multi-skilled environment to provide an efficient, effective and confidential service to patients and key internal personnel within Perioperative Services.

The primary responsibilities of this role are the accurate maintenance of the computerised elective surgery waiting list and theatre booking system and ensuring that appropriate pre-admission assessments for elective surgery patients has been organised. Duties relating to this position include; preparation and circulation of admission lists, initial allocation and reallocation of pre-admission assessment and admission appointments.

Do you have?

Microsoft Office Skills.

Experience with the patient management system.

Completed medical terminology course.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information or to discuss your application please contact Katrina Willis on 6440 8021 or 0418 638 301 and email [Katrina.willis@dhhs.tas.gov.au](mailto:Katrina.willis@dhhs.tas.gov.au) today.

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Primary Health Services North West*

### ***Community Health Nurse (502621).***

Applications Close:—Friday, 14 June 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 day worker, working 76 hours per fortnight.

Location:—Queenstown Community Health.

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

**Duties:**—Are you passionate about providing nursing services to the community? Do you enjoy engaging with service providers to ensure your clients have access to health services? Do you want to take your nursing career further?.

The Tasmanian Health Organisation, North West is seeking to recruit a full-time Community Health Nurse to provide services in the West Coast area.

You will be a member of multidisciplinary health team, providing planning, implementation and evaluation of nursing care, in collaboration and consultation with your clients/patients. Your ability to provide direct holistic and individualised service to clients will be greatly valued and your nursing expertise will be utilised in the provision of treatment and therapeutic management of patients.

Your initiative and autonomy are integral to this role and you will work within a supportive and welcoming environment and participation in professional development and education is encouraged.

For more information please contact Yvonne Armstrong on (03) 6473 5700 or email [yvonne.armstrong@dhhs.tas.gov.au](mailto:yvonne.armstrong@dhhs.tas.gov.au).

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

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

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.

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

##### **HR Consultant (514357).**

Applications Close:—Friday, 14 June 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

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

Location:—StaffLink HR, Level 6, 25 Argyle Street, Hobart.

The Tasmanian Health Organisation – South is seeking an experienced HR Generalist Practitioner to join the StaffLink Human Resources team. Our business is fast moving and dynamic so you will need to be flexible and able to effectively deal with stakeholders and changes in business needs as they arise.

**Duties:**—In consultation with the Director StaffLink HR you will manage your portfolio providing a high-level HR consultancy service to senior managers and employees whilst working closely with assigned Group Managers, Business Managers and individual unit managers to help support effective and improved business outcomes. You will be extremely organised, efficient and self-motivated.

If you are looking for a challenging role that allows you to fully utilise your Human Resources skills, this is the role for you!.

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

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

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Clinical Support Services*

##### **Finance Services Officer (520006).**

Applications Close:—Friday, 14 June 2013.

Salary:—\$53,203 – \$57,913 p.a.

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

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

Location:—Patient Accounts/Pharmacy, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is seeking a Finance Service Officer to work in Patient Accounts/Pharmacy.

**Duties:**—In a multi-skilled team environment the Finance Services Officer will provide high level financial support with a stakeholder focus to maximize hospital revenue. You will undertake a range of financial and administrative duties including maintaining finance records, in accordance with relevant service standards, legislation and Departmental policies 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 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 Maurice Curtis, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 6693, email [maurice.curtis@dhhs.tas.gov.au](mailto:maurice.curtis@dhhs.tas.gov.au).

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

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

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# HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

## *Clinical Support Services*

### **Registered Nurse Relief Pool (509353).**

Applications Close:—Friday, 14 June 2013.

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

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

Fixed-term part-time hours available commencing as soon as possible for a period of 12 months.

Location:—As allocated, Royal Hobart Hospital, Liverpool Street, Hobart.

Nurse Relief Pool is a fully rotational roster and duties will be allocated in general units on a demand basis to ensure safe staffing levels. The registered nurse must be capable of performing duties across a variety of work areas, including general medical and surgical wards.

Duties:—Current knowledge of, and the ability to apply nursing principles, procedures and practices in the delivery of patient/client care in a designated practice area and in line with legal requirements and the Australian Nursing and Midwifery Council (ANMC) National Competency Standards for the Registered Nurse.

Desirable Requirements:—The successful applicants to the nursing relief pool will be required to work across a variety of areas, including medical, surgical and chronic care.

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 Marc Bester, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 62228152, email marc.bester@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, 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

## *Complex Chronic and Community Services*

### **Staff Specialist (Geriatric Medicine) (515931).**

Applications Close:—Friday, 14 June 2013.

Salary:—To be negotiated.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009.

Fixed-term full-time day work, commencing as soon as possible until 15 November 2013.

Location:—Royal Hobart Hospital.

Please Note: Salary commensurate with qualifications and experience.

Duties:—The Tasmanian Health Organisation, South is urgently seeking to employ a locum Staff Specialist (Geriatric Medicine) to provide services in Geriatric Medicine including diagnosis, treatment and care for patients, both inpatient and outpatient at the Royal Hobart Hospital and associated campuses.

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 Dr Frank Nicklason, Department of Health and Human Services and Tasmanian Health Organisations, mobile 0439 651 272, email frank.nicklason@dhhs.tas.gov.au.

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

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# HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

## *Hotel Services and Logistics*

### **Food Service Officer (Relief) (several vacancies) (507950).**

Applications Close:—Friday, 14 June 2013.

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

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

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

Location:—Food Services Unit, Royal Hobart Hospital.

Duties:—Assist in maintaining a high standard of food preparation, production, service, meal distribution, warewashing and cleaning of the hospital service areas at all times and in accordance with the relevant codes of practice. Perform receipt and storage duties associated with food supplies. Perform general food preparation, service, menu related and cash handling duties. Prepare vegetables, salads, diet requirements, including fluids, sandwiches, and assist in the serving of food. Cleaning of all kitchen equipment, utensils, floors, and walls as directed by relevant supervisors.

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 Gwen Bloomfield, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8544, email [gwen.bloomfield@dhhs.tas.gov.au](mailto:gwen.bloomfield@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### *Surgical Services*

#### **Hospital Aide (2 Vacancies) (509227).**

Applications Close:—Friday, 14 June 2013.

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

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

Permanent part-time shift work, working 26 hours per fortnight (set afternoon shifts) and permanent part-time shift work, working 38 hours per fortnight (set afternoon shifts).

Location:—Department of Surgical Services, Ward 2B Surgical, Royal Hobart Hospital.

Duties:—Clean, maintain and sterilise work areas and ward equipment within infection control guidelines. Provide a communication network between departments including delivery and collection service as required. Communicate effectively with patients, relatives and staff. Assist with maintenance of stores.

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

Enquiries to Annette Goulding, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8481, email [annette.goulding@dhhs.tas.gov.au](mailto:annette.goulding@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### *Surgical Services*

#### **Perioperative Technician (509572).**

Applications Close:—Friday, 14 June 2013.

Salary:—\$48,183 – \$51,330 p.a.

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

Permanent full-time shift work (fully rotational) working 76 hours per fortnight.

Location:—Surgical Services Unit, Royal Hobart Hospital.

Duties:—Maintain clean and hygienic surroundings to facilitate the control of infection in specialty areas. This includes the performance of both basic and specialized cleaning operations to areas and equipment on the Perioperative environment. Order, store and prepare surgical instrumentation for use in the Operating Theatre environment. Decontaminate, sterilise and maintain specialised equipment.

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

Enquiries to Carol Barber, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8918, email [carol.barber@dhhs.tas.gov.au](mailto:carol.barber@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### *Surgical Services*

#### **Registered Nurse (508781).**

Applications Close:—Friday, 14 June 2013.

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

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

Permanent part-time shift-work (with on-call); working 72 hours per fortnight (working Monday to Friday excluding public holidays).

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

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

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

In collaboration with members of the healthcare team plan, implement and evaluate patient/client care. Practice in accordance with codes and guidelines for nurses/midwives. Involve patients/clients and their families/significant others in the planning and implementation of care.

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 Michelle Kent, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7880, mobile 0409 161 699, email [michelle.kent@dhhs.tas.gov.au](mailto:michelle.kent@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### *Surgical Services*

#### **Staff Specialist, Orthopaedic Surgeon (521250).**

Applications Close:—Friday, 14 June 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).

Permanent full-time day work (with on-call); working 76 hours per fortnight.

Location:—Surgical Services, Royal Hobart Hospital.

Duties:—Provide quality Orthopaedic specialist and subspecialty medical services to the Royal Hobart Hospital (RHH) within the limits of specified clinical privileges.

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 Tony Xabregas, Medical Director Surgical Services, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7364, mobile 0400 886 759, email [tony.xabregas@dhhs.tas.gov.au](mailto:tony.xabregas@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### *Women and Children Services*

#### **Registered Midwife, Multiple vacancies (509830).**

Applications Close:—Friday, 12 July 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 full-time hours, also fixed term full-time and full-time positions available commencing as soon as possible.

Location:—Women's, Adolescent and Children's Services, Royal Hobart Hospital, Liverpool Street, Hobart.

Duties:—Current knowledge of, and the ability to apply midwifery principles, procedures and practices in the delivery of patient/client care in a designated practice area and in line with legal requirements and the Australian Nursing and Midwifery Council (ANMC) National Competency Standards for the Registered Midwife.

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

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 Jodie Semmler, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7440, email [jodie.semmler@dhhs.tas.gov.au](mailto:jodie.semmler@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, 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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## INFRASTRUCTURE, ENERGY AND RESOURCES

MINERAL RESOURCES TASMANIA

#### **Geologist (420094).**

Applications Close:—Friday, 14 June 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time.

Location:—Rosny Park.

Duties:—Manage and undertake research and preparation of maps and reports on Tasmania's geology, with particular reference to industrial and fuel mineral, petroleum and geothermal endowment and potential.

Participate in the evaluation of private sector exploration programs and the selection of the most appropriate of several competing project proposals. Assess performance of explorers in relation to progress with exploration programs. Assist with the attraction of mineral exploration investment to Tasmania.

Interact with and provide balanced scientific advice to Ministerial staff, Mineral Resources Tasmania personnel, exploration companies, consultants and the general public.

Plan detailed work programs and lead and supervise employees in industrial mineral, petroleum and geothermal projects and in the production of reports and maps from such projects and in undertaking other duties as may be directed.

Represent MRT at high level meetings and on committees as required.

Prepare information from published and unpublished sources and personal observation for entry into the Tasmanian Information on Geoscience and Exploration Resources

(TIGER) information system and to populate associated databases.

Take a lead role in developing relevant legislation, regulations and guidelines, as appropriate related to the Tasmanian minerals industry.

Essential Requirements:—Satisfactory completion of a Degree in Science from a recognised tertiary institution.

Desirable Requirements:—A degree with a major in geology.  
Current drivers licence.

Enquiries to Carol Bacon, A/G Chief Geologist, Department of Infrastructure, Energy and Resources, 30 Gordons Hill Road, Rosny, phone (03) 6233 8326, email Carol.Bacon@dier.tas.gov.au.

Applications to HR Operations, Human Resources Branch, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart, 7000, phone (03) 6233 2077, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

### TRANSPORT INFRASTRUCTURE SERVICES

#### ***Environment and Heritage Officer (372519).***

Applications Close:—Friday, 14 June 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Provide support to Project Managers by undertaking environment, heritage and planning assessments for a range of small to medium transport infrastructure projects.

Provide timely advice to DIER staff on environmental and heritage matters.

Develop relevant environment and heritage documentation to support projects, including project plans, reports and correspondence.

Participate in the development and maintenance of Unit policies, procedures and business systems, along with the Manager Environment and Heritage.

Liaise and consult with stakeholders including consultants and all levels of Government on planning, environmental and heritage project issues.

Research, analyse and assess relevant initiatives and issues and provide advice to project managers and consultants.

Undertake specific project activities as directed by the Manager Environment and Heritage.

Desirable Requirements:—A degree in planning, environmental science/management or associated discipline.

Experience in heritage issues including Aboriginal Heritage.

Enquiries to Selena Dixon, Manager Environment and Heritage, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, phone (03) 6233 5797, email Selena.Dixon@dier.tas.gov.au.

Applications to HR Operations, Human Resources Branch, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart, 7000, phone (03) 6233 2077, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

## JUSTICE

### MENTAL HEALTH TRIBUNAL

#### ***Registrar (356414).***

Applications Close:—Friday, 14 June 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time working 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Exercise the functions or powers of the Registrar in accordance with the Mental Health Act 2012. Provide high level strategic advice to the President of the Tribunal in relation to the operation and management of the Mental Health Act 2012.

Essential Requirements:—Tertiary qualifications in law with at least 3 years practical experience.

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 Rachel Isaac, Senior Consultant, Human Resources, Department of Justice, phone (03) 6233 3305, email rachel.isaac@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Rachel Isaac on (03) 6233 3305.

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

### OFFICE OF THE OMBUDSMAN AND HEALTH COMPLAINTS COMMISSIONER

#### ***Records Management Officer (Readvertised) (356484).***

Applications Close:—Friday, 14 June 2013.

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

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time Commencing as soon as possible for a period of 6 months, working 73.50 hours per fortnight.

Location:—Hobart.

**Duties:**—Revise and progress the implementation of the Ombudsman's Disposal Schedule in line with current operations and State Archives requirements. Deliver government record keeping and TRIM training to staff. Update record keeping policies and procedures. Perform TRIM system administration tasks.

Enquiries to Lianne Jager or Debbie White, Business Manager, Office of the Ombudsman and Health Complaints Commissioner, phone (03) 6233 8959, email [business.manager@ombudsman.tas.gov.au](mailto:business.manager@ombudsman.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 Lianne Jager or Debbie White on (03) 6233 8959.

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

### TASMANIAN PLANNING COMMISSION

#### ***Business Services Co-ordinator (356332).***

Applications Close:—Friday, 14 June 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time working 73.5 hours per fortnight until 28 July 2014.

Location:—Hobart.

Full-time hours may be considered.

**Duties:**—Work closely with the executive management team to implement the business requirements of the organisation, including the provision of Secretariat and other support services. Monitor business performance and develop corporate planning documents, business work plans, risk mitigation plans and assist senior staff in setting performance benchmarks.

Enquiries to Stewart Johnson, Director Business Services, Tasmanian Planning Commission, Department of Justice, phone (03) 6233 2325, email [applications@justice.tas.gov.au](mailto:applications@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 Bernie Van der Heyden on (03) 6233 2795.

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.

### MACQUARIE POINT DEVELOPMENT CORPORATION

#### ***General Manager, Planning and Development (251002).***

Applications Close:—Friday, 14 June 2013.

Salary:—\$121,319 – \$139,517 p.a.

Tasmanian State Service Award, General Stream, Band 9.

Permanent full-time.

Location:—Hobart.

**Duties:**—Provide the Chief Executive Officer (CEO) and the Board of the Corporation with high-level strategic and technical advice on all aspects of the Corporation's remediation and site development activities in accordance with the Macquarie Point Development Corporation Act 2012 (Act). Lead the establishment, maintenance and delivery of effective policies and practices relating to site planning and development, including heritage, environment, infrastructure and urban design. Provide strong leadership in the development and implementation of integrated infrastructure, land release, site remediation and site development strategies.

**Essential Requirements:**—A relevant tertiary degree such as a Bachelor of Science or Engineering and experience in project and contract management.

Enquiries to Elizabeth Jack, CEO, Macquarie Point Development Corporation, phone (03) 6233 9026, email [liz@macquariepoint.com](mailto:liz@macquariepoint.com).

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, TAS 7001, phone (03) 6233 9521, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au).

To be considered for an interview, applications must address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae.

## PREMIER AND CABINET

### CORPORATE SERVICES DIVISION

#### *Finance Branch*

#### ***Finance Officer (001587).***

Applications Close:—Friday, 14 June 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time, 1 July 2013 to 31 December 2013.

Location:—Hobart.

**Duties:**—As part of a team provide timely and effective Finance operational services and advice to management and staff on a range of finance related matters, with a focus on payment of creditors through the Department's Financial Management Information System (FMIS). Undertake preparation, coding and batching of vouchers and journals and associated data entry, in accordance with departmental and external instructions, policies and guidelines.

Undertake reconciliation of debtor and creditor accounts and statements. Process receipts and banking to the Departmental Bank Accounts. Prepare debtors invoices and maintain the Departmental Debtors Register, including the follow-up of outstanding debts.

Provide guidance and advice to staff members and creditors in relation to queries about payments or relevant procedures, including the preparation of general correspondence and brief reports.

Establish and maintain registers and databases and prepare statistical and other routine reports.

Enquiries to Andrea Ramondino, Assistant Manager, Finance, Department of Premier and Cabinet, phone (03) 6233 2769, email [andrea.ramondino@dpac.tas.gov.au](mailto:andrea.ramondino@dpac.tas.gov.au).

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

#### PREMIER AND CABINET

##### TMD

##### *Service Delivery*

##### ***Service Delivery Officer (001394).***

Applications Close:—Friday, 14 June 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time (12 Months).

Location:—Hobart.

Duties:—Provide ongoing support and advisory services to customers of TMD's communication services through assisting customers with issues arising from day to day operations and working collaboratively with other Customer Service Centre staff to maintain customer relationships and ensure service delivery objectives are met in line with service level requirements.

Provide customer training and consultancy on the functions of TMD's communication services and products to ensure optimum benefits for customers.

Maintain the relevant records and databases associated with departmental accounts.

Assist in the development and review of operational and administrative procedures for processes involved in providing quality communication services.

Generate regular reports utilising various applications for both customer and TMD requirements.

Undertake other duties within this level and range of responsibilities which are within the employee's competence and skill level.

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

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

#### PUBLIC TRUSTEE

##### ADMINISTRATION

##### ***Administrative Assistant (790219).***

Applications Close:—Friday, 14 June 2013.

Salary:—\$47,823 – \$51,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time as soon as possible to 31 December 2013.

Location:—Hobart.

Duties:—As the first point of contact for the Public Trustee the administrative assistant provides a professional reception service to both telephone and face to face clients. This position also provides word processing and routine clerical services to support the management of estates and trusts and contributes to the achievement of team objectives.

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

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

Desirable Requirements:—The applicant selected for this position will have the ability to use technology, particularly excellent keyboard skills, a high level of oral and written communication skills and appropriate clerical experience and/or skills. This person will have the ability to work effectively either individually or as part of a team, well developed communication and interpersonal skills including the ability to deal with a wide range of people in a sensitive and confidential manner, and the ability to promote excellent client service through identifying and understanding client needs and building effective relationships.

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

Enquiries to Gaylene Cunningham, Manager Client Services, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6235 5206, email [gcunningham@publictrustee.tas.gov.au](mailto:gcunningham@publictrustee.tas.gov.au).

Applications to Karyne Johns, Human Resources Officer, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone 6235 5241, email [kjohns@publictrustee.tas.gov.au](mailto:kjohns@publictrustee.tas.gov.au).

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



## PUBLIC TRUSTEE

## ADMINISTRATION

***Administrative Assistant (791194).***

Applications Close:—Friday, 14 June 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time 8th July 2013 to 01 February 2014; 0.6FTE, Monday, Wednesday and Friday each week.

Location:—Hobart.

Duties:—As the first point of contact for the Public Trustee the administrative assistant provides a professional reception service to both telephone and face to face clients. This position also provides word processing and routine clerical services to support the management of estates and trusts and contributes to the achievement of team objectives.

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

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

Desirable Requirements:—The applicant selected for this position will have the ability to use technology, particularly excellent keyboard skills, a high level of oral and written communication skills and appropriate clerical experience and/or skills. This person will have the ability to work effectively either individually or as part of a team, well developed communication and interpersonal skills including the ability to deal with a wide range of people in a sensitive and confidential manner, and the ability to promote excellent client service through identifying and understanding client needs and building effective relationships.

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

Enquiries to Gaylene Cunningham, Manager Client Services, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6235 5206, email [gcunningham@publictrustee.tas.gov.au](mailto:gcunningham@publictrustee.tas.gov.au).

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## 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	A. Nichols	6 months	22.04.13
Education	Teacher Assistant	L. Cornish	6 months	22.02.13
Education	Education Facility Attendant	J. Baldwin	6 months	29.04.13
Education	Teacher	S. Birtwistle	12 months	22.02.13
Education	Education Facility Attendant	J. Berry	6 months	29.04.13
Education	Teacher	M. Hardie	12 months	03.01.13
Education	Teacher Assistant	S. Knox	6 months	22.02.13
Education	Customer Services Officer	G. Davis	6 months	03.06.13
Health & Human Services & Tasmanian Health Organisations	Policy Analyst	B. Harvey	6 months	17.06.13
Health & Human Services & Tasmanian Health Organisations	Community Podiatrist	A. O'Grady	6 months	13.05.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	M. Breen	Nil	06.05.13
Health & Human Services & Tasmanian Health Organisations	Pay/Personnel Officer	K. Cooper	6 months	17.06.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	J. Butcher	6 months	09.06.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	K. Piggford	Nil	06.05.13
Health & Human Services & Tasmanian Health Organisations	Telephonist	C. Gibb	6 months	27.05.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	D. Reed	Nil	06.05.13
Health & Human Services & Tasmanian Health Organisations	Pay/Personnel Officer	K. Mitchell	6 months	11.06.13
Justice	Senior Support Officer	N. Hawley	6 months	03.06.13
Police & Emergency Management	Customer Service Officer	B. Howarth	6 months	28.05.13
Police & Emergency Management	Communications Technical Officer	A. Taylor	6 months	21.05.13
Treasury & Finance	Principal Budget Analyst	K. Cunningham	6 months	24.06.13

### *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>
Primary Industries, Parks, Water & Environment	Senior Business Enterprise Coordinator	B. Barnes	2 years	24.05.13

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	L. Brenner	Principal	01.05.13
Education	A. Bird	Principal	06.05.13
Education	J. Cawthorn	School Executive Officer	21.01.13
Education	D. Arendt	Principal	06.05.13
Education	M. Foster	Consultant School Support	27.05.13
Health & Human Services & Tasmanian Health Organisations	E. Jessup	Manager HR - Corporate	27.05.13
Health & Human Services & Tasmanian Health Organisations	D. Breen	Clinical Nurse Educator	13.05.13
Health & Human Services & Tasmanian Health Organisations	G. Andrewartha	Senior Physiotherapist - Team Support	20.05.13
Health & Human Services & Tasmanian Health Organisations	P. Jacobson	Clinical Coordinator	24.05.13

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Registered Nurse Oncology MDP	D. Crisp	31.05.13
Health & Human Services & Tasmanian Health Organisations	Community Nurse	A. Lobwein	28.05.13
Health & Human Services & Tasmanian Health Organisations	Senior Quality and Practice Advisor	C. Cole	20.05.13
Health & Human Services & Tasmanian Health Organisations	Team Leader Outpatient Appointment Scheduling	F. Boyle	24.05.13
Health & Human Services & Tasmanian Health Organisations	Health Services Officer	M. Large	26.05.13
Health & Human Services & Tasmanian Health Organisations	Psychologist	R. Smith	27.05.13
Health & Human Services & Tasmanian Health Organisations	Food Services Officer	T. Zmendak	27.05.13
Health & Human Services & Tasmanian Health Organisations	Food Services Assistant	T. Allen	28.05.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	C. Cryer	25.05.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	C. Wilkinson	13.05.13

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	IT Consultant	A. Geard	10.07.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Lynch	18.05.13
Health & Human Services & Tasmanian Health Organisations	Hospital Aide	V. Barker	26.05.13
Primary Industries, Parks, Water & Environment	Shop Manager	G. Hall	26.08.13
Primary Industries, Parks, Water & Environment	Ranger	R. Hamilton	05.06.13

*Termination of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Senior Dietician	J. Boich	24.05.13

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Infrastructure, Energy & Resources	W. McKenna	Health & Human Services & Tasmanian Health Organisations	HR Consultant - Workplace Health and Safety	24.06.13
Treasury & Finance	D. Kessarios	Health & Human Services & Tasmanian Health Organisations	Senior Finance Analyst	11.06.13



# Our conscience is crystal clear.

## Together we can make a difference.

Print Applied Technology remains ever vigilant in reducing the impact of its operations on the environment, and environmental management within our production facilities is considered a critical aspect of our business.

Our investment in a world class 'Ecoclean' solvent recycling system from Europe has enabled us to recycle all our solvent liquids for reuse, instead of disposing of this material which is traditional industry practice. Waste paper is managed via extraction systems and a compaction unit, capturing and bundling all waste generated during the production cycle which is then collected for recycling, reducing landfill. Vegetable based inks are used where possible on our presses, and green office principles are employed.

Print Applied Technology now adds to these initiatives official certification by the Forest Stewardship Council® (FSC®).

FSC certification is the "Gold Standard" for eco forestry worldwide, and as a 'Chain of Custody' certificate holder we can now assure our valued customers that selected papers sourced for our operations are from responsibly managed forests.

The use of the highly guarded FSC trademark now also allows our customers to demonstrate their commitment to the growth of responsible forest management. Further to this, we can now share with you the knowledge that areas of natural wealth and endangered wildlife habitat are not being adversely affected as a consequence of our paper sourcing policy.

You too can help to protect our environment, by promoting and using FSC products.

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