



# TASMANIAN STATE SERVICE NOTICES

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

## Vacancies—General Information

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

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

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

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

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

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

### *Further Information*

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

### *Submission of Applications*

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

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

### *Fixed-Term Appointment*

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

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

### *Fixed-Term Employment Registers*

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

## Tasmanian Government Gazette

Email text copy to

**govt.gazette@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**

Enquiries to Judy Davey, Regional Manager North, phone (03) 6336 2373, email **Judy.Davey@development.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 5866, 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

##### CORPORATE SERVICES

##### *Communications Services Unit*

#### **Senior Communications Consultant (962122).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight.

Location:—South.

Description of the Role:—Provide specialist advice and support to departmental managers in the development and implementation of internal and external communication strategies aimed at enhancing and promoting a positive image of the Department and its services to the community.

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:—Tertiary qualifications in a related discipline would be an advantage.

Enquiries to Andrew Finch, Department of Education, phone (03) 6233 7061, email **Andrew.Finch@education.tas.gov.au**.

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

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

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

#### EDUCATION

##### CORPORATE SERVICES

##### *Finance, Facilities and Business Support*

##### Facility Services

#### **Education Facility Attendant (967311).**

Applications Close:—Friday, 5 July 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:—South.

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

##### STRATEGY, ENTERPRISE AND REGIONS

##### *Regional Development*

##### Northern Regional Office

#### **Senior Project Manager (424048).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Launceston.

Duties:—Develop and implement regional economic development projects and programs, which support the achievement of department goals and objectives and align with the Northern Regional Economic Development Plan (NREDP) and government's strategic priorities across key sectors and in regional communities.

Essential Requirements:—Drivers Licence.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and/or professional affiliations.

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 Teresa Howell, Department of Education, (03) 6233 9405, email [teresa.howell@education.tas.gov.au](mailto:teresa.howell@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

### CORPORATE SERVICES

#### *Human Resources Management*

#### HR Operations Systems and Reporting

#### ***HR Operations Clerk (2 Vacancies).***

Applications Close:—Friday, 5 July 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Vacancy No. 968398 and 968399.

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

Location:—Letitia House, Mt Nelson.

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

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

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

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

### FURTHER EDUCATION AND TRAINING

#### *Tasmanian Academy*

#### Hellyer College

#### ***Administrative Assistant, Hellyer College (966300).***

Applications Close:—Friday, 5 July 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 44.1 hours per fortnight.

Location:—Hellyer College.

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

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

Enquiries to Jamie Fahey, Department of Education, phone (03) 6435 5200, email [jamie.fahey@education.tas.gov.au](mailto:jamie.fahey@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

### FURTHER EDUCATION AND TRAINING

#### *Tasmanian Polytechnic*

#### ***Administrative Assistant, Health Services North/Business and ICT North (RE-ADVERTISED) (967898).***

Applications Close:—Friday, 5 July 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time up to 73.5 hours per fortnight (Job share at part-time FTE will be considered).

Location:—Health Services North/Business and ICT North.

Description of Role:—To undertake various administrative and clerical duties that support the function of a campus, team

or business unit, including providing a customer focussed reception service. Assist with operational processes including the maintenance of databases and related matters.

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

Enquiries to Annie Saunders, Department of Education, phone (03) 6336 2476, email [anne.saunders1@education.tas.gov.au](mailto:anne.saunders1@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

### FURTHER EDUCATION AND TRAINING

#### *Tasmanian Polytechnic*

#### **Administrative Assistant, Health Services North/Business and ICT North (WITHDRAWN) (967898).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$47,823 – \$51,998 p.a.

Tasmanian State Service Award, General Stream, Band Permanent full-time 73.5 hours per fortnight.

Location:—Health Services North/Business and ICT North.

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

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

Enquiries to Annie Saunders, Department of Education, phone (03) 6336 2476, email [anne.saunders1@education.tas.gov.au](mailto:anne.saunders1@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

### FURTHER EDUCATION AND TRAINING

#### *Tasmanian Polytechnic*

#### Workforce Sector Leader South

#### **Teacher, Migrant Education South (001748).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$55,380 – \$85,868 pro rata, per annum.

Polytechnic and Skills Institute Teaching Staff Award, Teacher Band 1.

Fixed-term part-time From 22 July 2013 until 30 June 2014, 56 hours per fortnight.

Location:—Migrant Education South.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified area of Migrant Education Programs.

Essential Requirements:—A recognised Bachelor Degree awarded by an Australian University or tertiary institution or its overseas equivalent AND; A recognised Post Graduate TESOL qualification resulting from a course of study in which course content of no less than 100 contact hours (or distant learning equivalent) covers the grammar of English language learning and TESOL methodology and includes a practicum OR A Bachelor of Education with TESOL major or equivalent which includes a practicum. The practicum must be at least 60 hours and include, for example supervised teaching, observation, field visits, resources evaluation, team teaching, volunteer tutoring, etc.

Relevant post-secondary educational qualification.

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

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

Enquiries to Kate Elliott, Department of Education, phone (02) 6236 5712, email [kate.elliott@education.tas.gov.au](mailto:kate.elliott@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

## FURTHER EDUCATION AND TRAINING

*Tasmanian Polytechnic*

## Workforce Sector Leader North West

**Teacher (Health Services North-West) (966219).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$55,380 – \$85,867 pro rata, per annum.

Polytechnic and Skills Institute Teaching Staff Award, Teacher Band 1.

Fixed-term part-time As soon as possible until 13 December 2013, 28 hours per fortnight.

Location:—Health Services North West.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified area of Enrolled Nursing and other related Health Programs.

Essential Requirements:—Hold a current Practising Certificate issued by the Australian Health Practitioners Regulation Agency (AHPRA).

Relevant post-secondary educational qualification.

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

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

Desirable Requirements:—Enrolled or Registered Nurse.

Enquiries to Kim Hainsworth, Department of Education, phone (03) 6434 5701, email kim.hainsworth@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)*

## Deloraine High School

**Education Facility Attendant (Grounds), Deloraine High School (952610).**

Applications Close:—Friday, 5 July 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:—Deloraine 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 Berice Vand Der Aa, Department of Education, phone (03) 6362 2742, email berice.van.der.aa@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)*

## Scottsdale High School

**Education Facility Attendant (Kitchen Assistant), Scottsdale High School (305825).**

Applications Close:—Friday, 5 July 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 70 hours per fortnight.

Location:—Scottsdale 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 Pamela Krushka, Department of Education, phone (03) 6352 2477, email pamella.krushka@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)*

##### Miandetta Primary School

#### ***Teacher Assistant, Miandetta Primary School (951023).***

Applications Close:—Friday, 5 July 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 24 hours per fortnight, up to 42 weeks per year.

Location:—Miandetta Primary School.

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

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

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

Enquiries to Sandra Allen, Department of Education, phone (03) 6424 4428, email [sandra.allen@education.tas.gov.au](mailto:sandra.allen@education.tas.gov.au).

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

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

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

## EDUCATION

### LEARNING SERVICES

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

##### Zeehan Primary School

#### ***Education Facility Attendant (Groundsperson), Zeehan Primary School (301162).***

Applications Close:—Friday, 5 July 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 30 hours per fortnight.

Location:—Zeehan 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 Janet Mackenzie, Department of Education, phone (03) 6471 6133, email [janet.mackenzie@education.tas.gov.au](mailto:janet.mackenzie@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)*

##### Blackmans Bay Primary School

#### ***School Administration Clerk, Blackmans Bay Primary School (954810).***

Applications Close:—Friday, 5 July 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 5.85 hours per fortnight up to 42 weeks per year.

Location:—Blackmans Bay 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 Trish Palmer, Department of Education, phone (03) 6229 6637, email [trish.palmer@education.tas.gov.au](mailto:trish.palmer@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)*

Montrose Bay High School

#### ***School Administration Officer, Montrose Bay High School (953577).***

Applications Close:—Friday, 5 July 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.50 hours per fortnight.

Location:—Montrose Bay High School.

Description of the role:—Assist the School Executive Officer in the management of a school office, controlling and co-ordinating work, data and information flow. Provide general instruction, guidance and supervision for assigned office staff. Provide advice and general administrative support to the School Executive Officer and staff and students.

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

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

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

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

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

## EDUCATION

### LEARNING SERVICES

*Learning Services (South)*

Woodbridge School

#### ***School Administration Clerk, Woodbridge School (963888).***

Applications Close:—Friday, 5 July 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time Up to 60 hours per fortnight up to 42 weeks per year.

Location:—Woodbridge 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.

(03) 6267 4603, email [lee.reid@education.tas.gov.au](mailto:lee.reid@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

### LINC TASMANIA

*West Coast Community Services Hub*

#### ***Customer Services Officer, Queenstown LINC (700588).***

Applications Close:—Friday, 5 July 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.5 hours (per fortnight) from as soon as possible.

Location:—Queenstown.

Description of the Role:—Undertake a range of multiple, diverse and complex tasks and provide support to a range of customer-focused services and programs in a LINC Tasmania environment.

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 Helena Demczuk, Department of Education, phone (03) 6471 5961, email [helena.demczuk@education.tas.gov.au](mailto:helena.demczuk@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

##### LINC TASMANIA

##### *LINCs and Community Learning*

##### Huon LINC

#### **Customer Services Officer, Huon LINC (700282).**

Applications Close:—Friday, 5 July 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 36 hours per fortnight.

Location:—Huon LINC.

Description of the Role:—Undertake a range of multiple, diverse and complex tasks and provide support to a range of customer-focused services and programs in a LINC Tasmania environment.

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 Sue Costello, Department of Education, phone (03) 6264 8482, email sue.costello@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

##### SKILLS TASMANIA

##### *Training Consultancy and Agreements*

##### Training Agreement

#### **Training Operations Officer (2 Vacancies).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Vacancy No. 421421.

Fixed-term full-time 73.5 hours (per fortnight) from as soon as possible until 18 July 2014.

Location:—26 Bathurst Street, Hobart.

Vacancy No. 420081.

Fixed-term full-time 73.5 hours (per fortnight) from as soon as possible until 4 April 2014.

Location:—26 Bathurst Street, Hobart.

Description of the Role:—Responsible for the efficient and prompt processing and administration of training agreements.

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 Karen Pritchard, Department of Education, phone (03) 6233 7713, email karen.pritchard@skills.tas.gov.au.

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

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

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

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

##### HEALTH AND HUMAN SERVICES

##### *Children and Youth Services*

#### **Child and Family Health Nurse (500915).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$63,591 – \$76,859 pro rata, per annum.

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

Permanent part-time day work (38.0 hours per fortnight) work, SEE NOTE BELOW.

Location:—CYS, Children and Youth Services, Child Health and Parenting Service, South.

PLEASE NOTE:—

Alternative part-time hours may be available by negotiation.

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

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

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

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse will: provide assessment, care and support to individuals and groups; undertake all aspects of early identification and early intervention activities; and participate in community development and health promotion activities.

Selection criteria includes:—Minimum of 3 years post basic registration nursing experience and holds a relevant tertiary qualification or is working towards same.



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

Demonstrated clinical skills appropriate to the area of child and family health nursing.

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

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

Enquiries to Kate Albury, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7879, email kate.albury@dhhs.tas.gov.au.

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

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

##### HEALTH AND HUMAN SERVICES

##### *Children and Youth Services*

#### **Manager Corporate Services (CYS) (501514).**

Applications Close:—Friday, 12 July 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:—Children and Youth Services, Hobart.

Duties:—As a member of the Children and Youth Services Executive, provide high level support and advice to the Deputy Secretary of Children in relation to the provision of integrated business management, including Human Resource Management, Property and Facilities, Procurement, Contract Management and Information Management and financial planning for those areas of the business.

This will include responsibility for providing high level specialised advice and support to the Deputy Secretary Children in relation to business support functions, budget development and management and monitoring of resource management policies, systems and practices.

Selection criteria includes:—Demonstrated high level skills and specialist knowledge and extensive experience in business and performance management of financial, human and physical resources, together with the ability to keep abreast of contemporary management techniques.

High level strategic, conceptual and analytical skills with the ability to plan and prioritise activities and to identify and make sound judgements about the political, social and organisational environment impacting on Children and Youth Services.

Demonstrated high level communication, negotiation and conflict resolution skills including the ability to represent Children and Youth Services and to identify and negotiate mutually acceptable solutions in situations of differing interests.

Desirable Requirements:—Relevant tertiary qualifications.

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

Enquiries to Rob Gavin, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8512, email robert.gavin@dhhs.tas.gov.au.

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

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

##### HEALTH AND HUMAN SERVICES

##### *Children and Youth Services*

#### **Team Leader, Children and Young Persons Program (515201).**

Applications Close:—Friday, 5 July 2013.

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

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

Permanent part-time day work (45.6 hours per fortnight) commencing As soon as possible for a period of 12 months.

Location:—CYS, Family Violence Services, North West.

Duties:-

Co-ordinate the work of a team of professionals who provide services to children and young people affected by family violence as part of the multidisciplinary Family Violence Service established through the Government's Safe at Home initiative.

Co-ordinate the provision of specialist programs that incorporate multi-level assessments and interventions to address the needs of children and young people affected by family violence.

Contribute to the provision of an integrated response to children and young people affected by family violence in accordance with practice standards, agency policy and protocols.

Selection criteria includes:-

Comprehensive knowledge of family violence with demonstrated experience in the provision of support and/or therapeutic services to children and young people with complex care needs including the ability to liaise effectively with family members and other service providers involved in their care.

Proven experience in leading a team of professionals, including knowledge of contemporary leadership practices, purchasing of services, best practice methods, quality improvement and the ability to monitor efficiency and effectiveness.

Highly developed self-management skills including the ability to plan, organize and prioritise workloads, while demonstrating adaptability and flexibility and commitment to a team-based approach to work in an environment subject to work pressure and change.

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

Desirable Requirements:—A current Driver's Licence.

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

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

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

Enquiries to Jane Fleming, Department of Health and Human Services and Tasmanian Health Organisations, phone (30) 6336 2283, email jane.fleming@dhhs.tas.gov.au.

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

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

##### HEALTH AND HUMAN SERVICES

##### *Children and Youth Services*

#### **Youth Justice Worker (501594).**

Applications Close:—Friday, 5 July 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, SEE NOTE BELOW.

Location:—CYS, Youth Justice Services, North.

PLEASE NOTE:—Alternative part-time hours may be available by negotiation.

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

Duties:—As part of a restorative justice practice framework and subject to the statutory provisions of the Youth Justice Act 1997 assess the complex risks and rehabilitative needs of young people referred by the police and the courts, participate in youth diversionary programs and case manage a caseload of identified clients on legal orders.

Selection criteria includes:—Demonstrated ability to work within a legislative framework, together with a good knowledge and understanding of the Youth Justice Act 1997 or the ability to acquire the same.

Demonstrated high standard of communication skills, in particular strong interpersonal, conflict resolution, counselling and group work skills together with the ability to present confidently in public with groups and stakeholders.

Demonstrated knowledge of and ability to work within restorative justice and community capacity building principles or the ability to acquire the same.

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

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

Current Driver's Licence.

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

Enquiries to Jane Douglas, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2376, email jane.douglas@dhhs.tas.gov.au.

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

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

##### HEALTH AND HUMAN SERVICES

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

##### Housing Tasmania

#### **Executive Officer (State Administration) (512283).**

Applications Close:—Friday, 5 July 2013.

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

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

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

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

Duties:—To co-ordinate and provide high level executive services and project support to the Directorate of Housing Tasmania. The core objectives of the job are to: Provide authoritative tactical and strategic advice to the Director; Co-ordinate, assist with and quality assure, the preparation of reports, briefings, correspondence and submissions; Provide high level assistance with inter and intra-governmental relations and strategic policy and programs; Investigate, report and monitor complex and/ or sensitive matters.

Selection criteria includes:—Highly developed strategic, analytical and creative skills including the capacity to research and investigate sensitive and complex matters and provide authoritative advice and recommendations.

Demonstrated expertise in the provision of executive and project support coupled with a well-developed understanding of intergovernmental relationships, the operation of ministerial offices and human services delivery with an emphasis on housing.

Effective oral and interpersonal skills, including proven conflict resolution, negotiation and liaison skills and the capacity to represent the business unit in relation to a broad range of issues and to effectively work in a team environment that can achieve results within prescribed timeframes.

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

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

Enquiries to Skye Fraser, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 9680, email [skye.fraser@dhhs.tas.gov.au](mailto:skye.fraser@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Population Health*

#### Office of the Chief Medical Officer

#### **Screening Support Officer (2 Vacancies).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$47,265 – \$51,332 p.a.

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

Vacancy No. 513332.

Permanent part-time daywork, 34.2 hours per fortnight (pro-rata salary based on the above full-time rate).

Location:—Hobart.

Vacancy No. 514023.

Permanent full-time daywork.

Location:—Hobart.

Duties:—Assist in the operations of the BreastScreen Tasmania Program by providing administrative support and ensuring timely and accurate processing of data and files. Provide high level of client service to clients of the BreastScreen Tasmania Program.

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

Enquiries to Lyn McKinley, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 4333, email [lyn.mckinley@dhhs.tas.gov.au](mailto:lyn.mckinley@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Shared Services*

#### Payroll

#### **Pay/Personnel Officer Employment Register (519901).**

Applications Close:—Friday, 29 May 2015.

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 and Fixed-term part-time and casual vacancies up to a period of 12 months.

Location:—Hobart, Launceston, Burnie.

Are you looking for a work in a challenging position that offers flexibility and diversity? Well this might be what you are looking for!

We are seeking Pay/Personnel Officers who can start immediately to support the current payroll team when required. As part of a large payroll team who pay 12,500 employees every fortnight, this position serves as a great opportunity to gain experience with a large government department, which will look impressive on any resume!

As a member of the Pay/Personnel Unit, you will perform multiple and diverse tasks associated with the maintenance of pay and personnel services to employees of four Agencies.

Applications are invited from persons interested in being considered for full-time, part-time or casual employment for periods of up to 12 months. This register will remain open to applicants at all times until 29 May 2015 and will be reviewed on a regular basis. Please note that the Employment Register will not preclude other Pay/Personnel Officer positions being advertised if warranted.

To see if there are any current vacancies visit [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

If you are interested in joining our team please contact the Statewide Manager Pay/Personnel Tracey Mulcahy on (03) 62333 4884 or e-mail [tracey.mulcahy@dhhs.tas.gov.au](mailto:tracey.mulcahy@dhhs.tas.gov.au).

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

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 (Casual Pool) (501039).**

Applications Close:—Friday, 5 July 2013.

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

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



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

Location:—Statewide and Mental Health Services, Alcohol and Drug Services, South.

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

Duties:-

The appointee will primarily be involved in the assessment and management of persons presenting at the Pharmacotherapy Program and Withdrawal Management Unit with alcohol and drug related problems..

The nurse will work in a clinical setting providing medicated and non-medicated detoxification services, together with medical and para-professional staff within the Unit.

Provide direct nursing care following established nursing procedures.

Selection criteria includes:—Knowledge of the contemporary alcohol and drug field including the principle of harm minimisation or the ability to quickly obtain this knowledge.

To have had a minimum of one year's post registration nursing experience.

Current knowledge of, and the ability to apply nursing principles, procedures and practices in line with the ANMC competencies for a Registered nurse.

Knowledge of the legal requirements, relevant policies and procedures of the practice setting including the ability.

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

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

Enquiries to Wendy Woodman, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7903, email [wendy.woodman@dhhs.tas.gov.au](mailto:wendy.woodman@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*

#### **Social Worker (508260).**

Applications Close:—Friday, 5 July 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.

Location:—Royal Hobart Hosp Liverpool St.

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 Social Worker.

Duties:—Undertakes the delivery of quality client care services utilising evidence-based best practice and recovery principles within a collaborative and multi-disciplinary framework.

Provides a specialist Social Work assessment, treatment and case management service for clients of the Department of Psychiatry and their families or carers.

Acts as a consultant to other Agencies with regard to the support and management of clients with mental health needs and promotes community awareness in relation to mental health.

Desirable Requirements:—Current driver's licence.

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

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

Enquiries to Julia Miller, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8804, email [julia.miller@dhhs.tas.gov.au](mailto:julia.miller@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Strategic Control, Workforce and Regulation*

#### **Project Support Officer, Health Services Establishment Licensing (521446).**

Applications Close:—Friday, 5 July 2013.

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

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

Fixed-term part-time daywork, working 45.6 hours per fortnight, commencing As soon as possible for a period of 6 months.

Location:—Hobart.

Duties:—The Project Support Officer is responsible for a comprehensive level of high quality administrative co-ordination and support to the Chief Allied Health Advisor/Director of Regulation in relation to the licencing of health service establishments. Assist in the development of policies and procedures for the implementation of the Health Service Establishment Act 2011 and the Health Service Establishments Regulations 2011. The work requires considerable initiative, flexibility and judgement in carrying out the duties of



the position including liaison with internal and external stakeholders.

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

Enquiries to Lee McGovern, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 5330, email [lee.mcgovern@dhhs.tas.gov.au](mailto:lee.mcgovern@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*

#### ***Principal Clinical Costing Consultant (516274).***

Applications Close:—Friday, 5 July 2013.

Salary:—\$93,032 – \$99,415 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

The position forms a key component of the Tasmanian Health System's ability to implement and maintain Activity Based Funding (ABF) for hospital and health services statewide. The focus of the position is to: Undertake a lead role in the clinical costing function to ensure that patient costing studies are completed on a timely, accurate and quality basis. Lead the implementation and maintenance of systems to ensure high level clinical costing support. Produce, refine and undertake quality assurance activities in accordance with the Department of Health and Human Services (DHHS) Clinical Costing standards. Collaborate and make recommendations in the conduct of episode level costing activity and funding model development for Health Services. Provide high level specialist technical advice and support to senior managers within DHHS and the Tasmanian Health Organisations (THOs) on matters relating to casemix and patient clinical costing.

Desirable Requirements:—Current Driver's Licence.

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

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

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

to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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

##### TASMANIAN HEALTH ORGANISATION, NORTH

##### *Launceston General Hospital*

#### ***Clinical Co-ordinator (521404).***

Applications Close:—Friday, 5 July 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 daywork. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Day Procedure Unit, Launceston General Hospital.

Duties:—In conjunction with the Inter-professional Team co-ordinates the day to day patient care activities of the Day Procedure Unit, including identifying and implementing the processes for admission, transfers and discharge of Day Procedure Unit patients.

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

Enquiries to Julia Bullock, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8723, email [dpunum@dhhs.tas.gov.au](mailto:dpunum@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*

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

Applications Close:—Friday, 5 July 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. 506857.

Fixed-term casual working as and when required. To commence 1 July until 30 June 2015.

Location:—Deloraine District Hospital.

Please note that access to the Grade 4 salary range \$72,675.00 – \$76,859.00 is subject to successful application for progression to Grade 4.

Vacancy No. 507254.

Fixed-term casual working as and when required. To commence 1 July until 30 June 2015.

Location:—Deloraine District Hospital.

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

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

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Deputy Chief Radiographer (507689).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$87,754 – \$97,057 p.a.

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

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

Location:—Radiology Department.

Duties:—To assist in the management and co-ordination of the Launceston General Hospital's Diagnostic Imaging service, ensuring patients receive appropriate and effective quality services in a timely and integrated manner. Responsible for developing, implementing and co-ordinating training and quality assurance activities for all radiographers employed in non specialty areas.

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

Enquiries to Garth Faulkner, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7081, email garth.faulkner@dhhs.tas.gov.au.

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Nurse Unit Manager (NUM) W.P. Holman Clinic (503822).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$85,411 – \$91,458 p.a.

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

Fixed-term full-time day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 27 June 2014.

Location:—W.P. Holman Clinic.

Duties:—The Nurse Unit Manager WP Holman Clinic: Provides leadership to the nursing staff within the day patient unit, Holman Clinic, Launceston General Hospital. The Nurse Unit Manager ensures the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within the Holman Clinic; and managing the allocated human, material and financial resources for nursing services within the Clinic.

Desirable Requirements:—Relevant post graduate qualifications.

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

Enquiries to Robyn Liddington, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7588, email robyn.liddington@dhhs.tas.gov.au.

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

##### **Physiotherapist Rehabilitation (518546).**

Applications Close:—Friday, 5 July 2013.

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

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

Fixed-term full-time day work (with oncall). Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 14 February 2014.

Location:—Physiotherapy Department.

Duties:—To provide physiotherapy assessments and treatments to patients serviced by the Launceston General Hospital Physiotherapy Department and Services supplied from that Department.

Desirable Requirements:—Current Driver's Licence.

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

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

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

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Registered Nurse (504241).**

Applications Close:—Friday, 5 July 2013.

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

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

Permanent part-time day work, working 24 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Day Procedure Unit, 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.

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

Enquiries to Julia Bullock, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8723, email [dpunum@dhhs.tas.gov.au](mailto:dpunum@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*

##### **Staff Specialist (Anaesthesia) (504798).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$132,011 – \$184,815 p.a.

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

Fixed-term full-time day work (with oncall), from 1 August 2013 to 31 July 2016. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Surgery, Launceston General Hospital.

Duties:—To provide quality specialist medical (Anaesthesia) services to the Launceston General Hospital 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, crimes involving dishonesty and Serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Maurice Vialle, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7576, email [maurice.vialle@dhhs.tas.gov.au](mailto:maurice.vialle@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*

##### **Supply Officer, Warehouse (503332).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$47,265 – \$51,332 p.a.

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



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

Location:—Innocent Street, Kings Meadows.

Duties:—Within established policies and guidelines, contribute to the effective and efficient operation of a large warehouse facility, including the receipt, issue, delivery and storage of goods.

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

Enquiries to Alex Macaskill, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5023, email alex.macaskill@dhhs.tas.gov.au.

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

##### ***Administrative Assistant (Relief), Casual (513196).***

Applications Close:—Friday, 5 July 2013.

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

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

Fixed-term casual day work, as and when required, commencing 7 July 2013 to 12 July 2015.

Location:—George Town Hospital and Community Centre.

Duties:—Within a primary health care environment the Administrative Support Officer will provide administrative and clerical support to the George Town Hospital, Director of Nursing and Nurse Unit Manager and regional health service Projects.

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

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

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

##### ***Primary Health Co-ordinator North (South Esk) (516648).***

Applications Close:—Friday, 5 July 2013.

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

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

Fixed-term full-time day work, commencing 29 July 2013 to 30 November 2013. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Primary Health North.

Duties:—As part of the Tasmanian Health Organisation (THO) North Primary Health management team ensure the effective and efficient management and delivery of whole of area Primary Health Services within a Safety and Quality framework. In conjunction with the Area Manager and Area Management group take a leadership role in improving client access and entry to the primary health care system and developing common assessment processes and clear pathways within the North area, as well as lead the development of a planned, co-ordinated and integrated primary health services working with local government and other key stakeholders across designated municipal areas.

Desirable Requirements:—Appropriate professional or tertiary qualifications.

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

Enquiries to Philip Morris, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5500, email philip.morris@dhhs.tas.gov.au.

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

##### ***Receptionist/Administrative Assistant (504619).***

Applications Close:—Friday, 5 July 2013.

Salary:—\$47,265 – \$51,332 p.a.

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

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

Location:—Primary Health North.

Duties:—As part of the health care team the occupant of this position will provide reception and administrative support



services for the Launceston Community Health Centres, as well as administrative support to the Co-ordinator Community Health Centre and other Centre staff by co-ordinating the flow of information to and from the Unit, preparing routine correspondence and service related activity reports and undertaking a liaison role in support of the day to day operations of the Centre, and under the guidance and direction of the Co-ordinator Community Health Centre, prepare and set up health promotion display material and provide administrative support in the co-ordination of such activities.

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

Enquiries to Samantha Zeitzen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5129, email [samantha.zeitzen@dhhs.tas.gov.au](mailto:samantha.zeitzen@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

##### **Senior Social Worker (515229).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$87,754 – \$97,057 p.a.

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

Permanent full-time.

Location:—Child and Adolescent Mental Health Service, North West currently based at Reece House, Burnie.

As part of a multi-disciplinary team delivers 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.

Duties:—Ensures the quality of clinical social work services in Child and Adolescent Mental Health Service through the implementation of the model of professional accountability and supervision and participation.

Takes a lead role in ongoing service development and intersectoral liaison.

Provides a specialist Social Work assessment, treatment and assertive case management service to clients of the regional Child and Adolescent Mental Health Service, utilising evidence-based best practice principles within a collaborative and multi-disciplinary framework.

Acts as a consultant to other Agencies with regard to the support and management of clients with mental health needs and promotes community awareness in relation to mental health.

Desirable Requirements:—Current driver's licence.

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

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

Enquiries to Suzanne Nesham, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 7280, email [sue.nesham@dhhs.tas.gov.au](mailto:sue.nesham@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

##### *Mersey Community Hospital*

##### **Clinic Receptionist (514501).**

Applications Close:—Friday, 5 July 2013.

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

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

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

Location:—Mersey Community Hospital.

Duties:—The Tasmanian Health Organisation-North West (THO-NW) is seeking to recruit an enthusiastic and motivated person with excellent communication and interpersonal skills. As a Clinic Receptionist you will be responsible for the provision of a customer focused general reception and telephone service to the Antenatal Clinic at Mersey Community Hospital.

This is a front line position within Antenatal Clinics where your main priority will be checking in patients when they arrive for appointments and departing them when they leave. Other duties will include but are not limited to processing referrals received, making appointments and answering telephone and general enquiries from patients.

Communication skills are instrumental for this role as you will be liaising with multiple stakeholders such as clients, staff and consultants. Your ability to maintain a high level of confidentiality in your day to day dealings with patient details and personal medical records is invaluable.

Within this role hours of work will include a late shift from 1230-2030.

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

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

Desirable Requirements:— Completion of a recognised course in office administration and medical terminology or demonstrated experience in a health setting.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mersey Community Hospital*

**Theatre Attendant (514618).**

Applications Close:—Friday, 19 July 2013.

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

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

Permanent part-time day worker, working 38 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 Theatre Attendant to provide services to the theatre department as the Mersey Community Hospital.

You will be required to provide assistance to patients and other members of the health care team, including patient transfer. You will also participate in emergency procedures as required and ensure a high standard of maintenance and safety for patient aids, including crutches, wheelchairs, traction and gas.

Do you have?

A good understanding of infection control.

Sound literacy and numerical skills.

Demonstrated effective communication and interpersonal skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Grace Kamphuis on (03) 6426 5206 or email [grace.kamphuis@dhhs.tas.gov.au](mailto:grace.kamphuis@dhhs.tas.gov.au).

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

Desirable Requirements:—Current Driver's Licence.

Holds or is working towards a Certificate III or IV 'Theatre Technician Practice' qualifications through a nationally accredited training provider.

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

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*

**Clinic Receptionist (Casual/Relief) (520081).**

Applications Close:—Friday, 5 July 2013.

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

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

Fixed-term casual day worker, working as and when required.

Location:—North West Regional Hospital.

Duties:—The Tasmanian Health Organisation-North West (THO-North West) is seeking to recruit an enthusiastic and motivated person(s) with excellent communication and interpersonal skills. As a Clinic Receptionist you will be responsible for the delivery of customer focused Outpatient Services at the North West Regional Hospital.

This is a dynamic position within Outpatient and Specialist Clinics. Core duties will include but are not limited to front line reception services, processing referrals, preparing patient documentation, making appointments, answering enquiries and supporting clinical staff.

Communication skills are instrumental for this role as you will be liaising with multiple stakeholders such as clients, staff and clinicians. Your ability to maintain a high level of confidentiality in your day to day dealings with patient details and personal medical records is essential.

For more information or to discuss your application today please contact Dan McCarthy, Acting Nurse Unit Manager on 6430 6523 or email [dan.mccarthy@dhhs.tas.gov.au](mailto:dan.mccarthy@dhhs.tas.gov.au).

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

Desirable Requirements:— Completion of a recognised course in office administration and medical terminology or demonstrated experience in a health setting.

Enquiries to Daniel McCarthy, Department of Health and Human Services and Tasmanian Health Organisations, phone 6430 6523, email [dan.mccarthy@dhhs.tas.gov.au](mailto:dan.mccarthy@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*

**Communication Support Officer (501857).**

Applications Close:—Friday, 5 July 2013.

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

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

Fixed-term casual shift worker, working as and when required.

Location:—North West Regional Hospital.

**Duties:**—The Tasmanian Health Organisation, North West is seeking enthusiastic and professional individuals for the role of Communications Support Officer located at North West Regional Hospital in Burnie to work in a casual capacity.

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, confidential and courteous service through the Switchboard, Main Reception and Department of Emergency Medicine Reception.

In this role you will be required to work shift work including nights and weekend.

The primary duties of this role are to control and direct all telephone calls, provide a front line reception services, answer all patient, staff and public enquiries and refer enquiries to the correct departmental personnel. You will assist with general administration duties such as co-ordination of meeting room and government vehicle bookings, receiving and receipting of petty cash. In addition, you may be required to interview patients and complete relevant administrative procedures related to admission to the Department of Emergency Medicine.

The successful applicant will have demonstrated skills in the use of programs within Microsoft Office and thorough knowledge of and skills relevant to communication network information and support services. You will exhibit the knowledge of or capacity to acquire knowledge of hospital procedures relating to emergencies and various codes of practice.

Demonstrated capacity to use initiative and problems solving skills to communicate effectively at all levels and handle sensitive situations with diplomacy and confidentiality are key attributes required to successfully fulfil this role.

For more information or to discuss your career in hospital administration opportunity today, please contact Andrew Groves on 6430 6615/0419 973 006 or email [andrew.groves@dhhs.tas.gov.au](mailto:andrew.groves@dhhs.tas.gov.au).

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

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

### **Elder Care Team Leader (518904).**

Applications Close:—Friday, 5 July 2013.

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

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

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

Location:—North West Regional Hospital.

Who are we?

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

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

Who are we looking for?

We are seeking a motivated and experienced a motivated social worker to take up the role of Elder Care Team Leader. You will have a range of experience and varying scopes of practice that will contribute to the skill set within our team.

In this role your will, for complex and high risk elderly individuals, co-ordinate referrals from Residential Aged Care Facilities Services regarding acute care interventions, and referrals from wards regarding hospital discharges to nursing homes where clinical advice and support may be required to facilitate earlier discharge. You will be a good leader, a self-starter with a can do attitude, have experience in supervision and plenty of initiative.

Do you have?

Extensive social work experience, clinical expertise and knowledge in aged care across the acute, community and residential settings.

Demonstrated ability to lead a team.

Highly developed interpersonal and communication skills.

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 for this exciting career opportunity today please contact Paula Hyland on 0459 115 993 or email [paula.hyland@dhhs.tas.gov.au](mailto:paula.hyland@dhhs.tas.gov.au).

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

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

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

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*

### **Finance Services Officer (521459).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$53,203 – \$57,913 p.a.

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



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

Location:—Parkside.

Duties:—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 Finance Service Officer to work in a multi-skill team environment provide high level financial support with a stakeholder focus to maximise hospital revenue.

Reporting to the Manager, Revenue, this role encompasses a wide range of responsibilities including, but not limited to, raising of invoices and receipting responsibilities, undertake debt follow up activities, Issue, reconcile and reimburse petty cash, Check accuracy of data and information, and Undertake clerical and administrative tasks impacting on the efficient operation of the work unit.

Do you have?

Operational knowledge of financial instructions, legislation and accounting procedures and policies.

The ability to prioritise and manage your time.

Well-developed interpersonal and communication.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Gerry Eaves on (03) 6440 7030 or email [gerry.eaves@dhhs.tas.gov.au](mailto:gerry.eaves@dhhs.tas.gov.au).

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

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*

##### **Manager Speech Pathology (502081).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$107,273 pro rata, per annum.

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

Fixed-term part-time day worker, working 44 hours per fortnight.

Location:—North West Regional Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Speech Pathologist who is passionate about delivering a high standard of service, fostering a positive and responsive team environment, and providing leadership and direction for future service provision.

Reporting to the Director of Allied Health, this role encompasses a wide range of governance responsibilities including, but not limited to, the development and management of the Speech Pathology service, the management of human resources, service planning and financial management.

Do you have?

The ability to build relationships with key stakeholders.

Sound clinical skills that enable you to be a leader.

The ability to ability to plan, prioritise and delegate when required.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Paula Hyland on 0459 115 993 or email [paula.hyland@dhhs.tas.gov.au](mailto:paula.hyland@dhhs.tas.gov.au).

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

Essential Requirements:—Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of Speech Pathology Australia (SPA).

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

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

##### **Pharmacist (518385).**

Applications Close:—Friday, 5 July 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 worker, working 76 hours per fortnight.

Location:—North West Regional Hospital.



Who are we?

The Tasmanian Health Organisation, North West is seeking to recruit experienced and registered pharmacists to join the team based at the North West Regional Hospital (NWRH). The Pharmacy Department at the NWRH form part of the Statewide Hospital Pharmacy Operations Unit. The Department has strong links with the Pharmacy School at the University of Tasmania, with regular student rotations. The Department also prides itself on providing an excellent intern training program.

Who are we looking for?

The successful applicant will have an understanding of clinical pharmacy guidelines such as, the APAC Guidelines, Pharmaceutical Review and Medication Management Review programs and a working knowledge of the Pharmaceutical Benefits Scheme. Your knowledge and demonstrated ability to assess and evaluate drug regimes and medicines information will assist you to routinely offer verbal and written medicines information and advice to patients and health care professionals including knowledge of medication related issues.

Do you have?

Current registration.

experience in a range of activities such as dispensing and/or clinical pharmacy, preferably in a hospital setting Relevant clinical experience within community health nursing.

Well-developed communication and interpersonal skills.

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 Paula Cooper on 6348 7732 or email paula.cooper@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 Pharmacy Board of Australia.

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Primary Health Services North West*

### **Administrative Assistant (519778).**

Applications Close:—Friday, 5 July 2013.

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

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

Fixed-term part-time day worker, working 45 hours per fortnight.

Location:—Rosebery Hospital and Community Health Centre.

Duties:—Are you an enthusiastic and dedicated administrative support person?

The Tasmanian Health Organisation, North West (THO-NW) is seeking to appoint a highly motivated fixed term part-time Administrative Assistant to join our Rural Primary Health Team.

The role supports a dynamic team of health professionals who implement and deliver client health programs, including health promotion and community development programs across the West Coast.

The successful candidate will be responsible for the relevant day to day administration processes including, provision of an effective service ensuring prompt, sensitive and confidential handling of all enquiries.

To be considered for this position you will have strong communication and interpersonal skills combined with a sound understanding of and experience in managing databases. The successful applicant will not only show the ability to be flexible and work with minimal supervision, but will demonstrate knowledge of administration procedures as well as be competent in the use of electronic information systems and Microsoft suite.

We will offer you excellent remuneration plus superannuation, along with a modern work environment and a welcoming and supportive team.

Find out for yourself what a great opportunity this is by calling Maggie Johnson, on (03) 6471 5945 or email: [maggie.johnson@dhhs.tas.gov.au](mailto:maggie.johnson@dhhs.tas.gov.au).

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

Essential Requirements:—Nil.

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

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

*Clinical Support Services*

### **Deputy Manager, Podiatry (521340).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$87,754 – \$97,057 pro rata, per annum.

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

Fixed-term part-time day work, working 53.2 hours per fortnight, commencing as soon as possible until 28 February 2014.

Location:—Podiatry, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is seeking a fixed term part-time Deputy Manager, Podiatry.

**Duties:**—As the Deputy Manager, Podiatry your role is to assist the Manager Podiatry with co-ordination and management of the podiatry service, including supervision of staff and students. Other duties include provision of clinical leadership and professional support to podiatrists working within podiatry services and multidisciplinary teams, in particular, the High Risk Foot Clinic. You will also ensure best practice standards for podiatry services in accordance with organisational policies and professional codes of conduct.

**Desirable Requirements:**—Professional qualification or equivalent level of recognised professional competency or a commitment to working towards a qualification or level of competency which supports this position.

**Relevant post graduate qualifications in staff supervision/management.**

**Current Driver's Licence.**

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

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

Enquiries to Toni Nash, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8601, email [toni.nash@dhhs.tas.gov.au](mailto:toni.nash@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*

#### **Occupational Therapist (508249).**

**Applications Close:**—Friday, 5 July 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 or part-time day work, working up to 76 hours per fortnight, hours to be negotiated with successful applicant.

**Location:**—Occupational Therapy, Royal Hobart Hospital.

Please note: This selection process may be used to fill subsequent permanent or Fixed-term, full-time or part-time vacancies arising within the next six months.

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

**Duties:**—As the Occupational Therapist you will work with clients to address their occupational needs related to their acute health condition. You will work as part of the multi-

disciplinary team to meet clients' needs and as a member of the occupational therapy team to prioritise work. Professional and clinical development opportunities are provided through the supervision and support and professional development programs. Your role includes working collaboratively with the occupational therapy team to improve services through quality improvement activities and to assist with clinical placements for undergraduate students. At all times you will maintain the Code of Ethics of Occupational Therapy Australia Limited, the Australian Association of Occupational Therapists.

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

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

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

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### *Clinical Support Services*

#### **Senior Occupational Therapist (508243).**

**Applications Close:**—Friday, 5 July 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 or part-time day work, working up to 76 hours per fortnight, hours to be negotiated with successful applicant.

**Location:**—Occupational Therapy, Royal Hobart Hospital.

Please note: This selection process may be used to fill subsequent permanent or Fixed-term, full-time or part-time vacancies arising within the next six months.

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

**Duties:**—We are seeking a Senior Occupational Therapist to work in the acute healthcare setting including the emergency department services and the acute medical wards. In the role of Senior Occupational Therapist you are responsible for specialised Occupational Therapy client centred assessment and interventions to address occupational goals. Your duties include provision of clinical advice to the Manager and Team Leaders, resource development for the specialised clinical areas and support and supervision to level 1/2 occupational therapists and occupational therapy assistants. As part of the team you will assist with the development of the occupational therapy service through planning, evidence based practice, quality

improvement and research activities and clinical placements for undergraduate students. At all times you will maintain the Code of Ethics of Occupational Therapy Australia Limited the Australian Association of Occupational Therapists.

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

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

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

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

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Clinical Support Services*

#### **Senior Physiotherapist, Rehabilitation (508327).**

Applications Close:—Friday, 5 July 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, working 76 hours per fortnight.

Location:—Physiotherapy, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is seeking a Senior Physiotherapist, Rehabilitation to work as part of a dedicated team.

Duties:—In the role of Senior Physiotherapist – Rehabilitation you will work within a Health Organisation Framework and in accordance with Agency Policy and Procedures providing and maintaining optimal physiotherapy care to patients in the area of rehabilitation (inpatient and outpatient) and related units of the Royal Hobart Hospital (RHH), while working collaboratively with members of the rehabilitation multi-disciplinary team.

Your duties also include preparation and management of patient treatment programs and patient education, resource management, providing advice related to your rehabilitation expertise to other team members and/or agencies and leadership, supervision and professional support for other physiotherapists.

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

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

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

Enquiries to Dawn Simpson, Department of Health and Human Services and Tasmanian Health Organisations, mobile 0418 862196, email [dawn.simpson@dhhs.tas.gov.au](mailto:dawn.simpson@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*

#### **Senior Speech Pathologist (516207).**

Applications Close:—Friday, 5 July 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, working 76 hours per fortnight.

Location:—Speech Pathology, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is currently seeking a full-time Senior Speech Pathologist to join our multidisciplinary Speech Pathology team.

Duties:—In the role of Senior Speech Pathologist you will provide senior level clinical speech pathology services to rehabilitation clients as part of a multidisciplinary team, provide clinical leadership and professional support to level 1-2 pathologists and students and share your expertise in the rehabilitation field.

As the Senior Speech Pathologist you will always behave in a manner consistent with the Speech Pathology Australia Code of Conduct, the State Service Code of Conduct, and in accordance with organisational policies.

Desirable Requirements:—Current driver's licence.

Essential Requirements:—Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of Speech Pathology Australia (SPA).

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

Enquiries to Tracey Graney, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6212 2652, email [tracey.graney@dhhs.tas.gov.au](mailto:tracey.graney@dhhs.tas.gov.au).

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

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

### **Home Help (2 Vacancies).**

Applications Close:—Friday, 5 July 2013.

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

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

Vacancy No. 506010.

Permanent part-time day work, working 10 hours per fortnight.

Location:—Kingston/Blackmans Bay Area.

Vacancy No. 506707.

Permanent part-time day work, working 10 hours per fortnight.

Location:—Hobart Area.

NOTE: Please indicate your area of choice when applying.

Duties:—Within a Primary Health Care context and under the guidelines of the Home and Community Care Program, Home Help staff will function effectively as a member of a health care team concerned with the care of the individual and family unit within the community. Your duties will include providing essential household duties as assessed by the nominated assessor and approved by the relevant supervisor. These duties could include cleaning, cooking, shopping assistance, washing and ironing.

Desirable Requirements:—Current Driver's License.

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

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

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

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

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH  
*Medicine Services*

### **Registered Nurse (several vacancies) (520683).**

Applications Close:—Friday, 5 July 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 up to 64 hours per fortnight. Hours to be negotiated with the successful applicants.

Location:—Assessment Planning 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:—The Tasmanian Health Organisation, South is seeking Registered Nurses to work within the Assessment Planning Unit of the Royal Hobart Hospital. The Registered Nurse strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with patients/clients, their families and other health professionals.

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

Enquiries to Jo Robertson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7012, email [jolene.carlton@dhhs.tas.gov.au](mailto:jolene.carlton@dhhs.tas.gov.au).

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

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

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

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

Oral Health North West

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

Applications Close:—Friday, 5 July 2013.

Salary:—\$48,183 – \$51,330 p.a.

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

Vacancy No. 513727.

Permanent full-time day work.

Location:—North West.

Vacancy No. 513730.

Permanent part-time day work, working 30.4 hours per fortnight. (Pro-rata salary will be based on the above full-time rate).

Location:—North West.

Duties:—Oral Health Services Tasmania North West is seeking to employ permanent Dental Assistants to assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities and sterilisation and infection control practices. You will also be required to take a lead role in training, assisting and orientating less experienced staff.

Desirable Requirements:—Current Driver's Licence.

Satisfactory Completion of Certificate 3 in Dental Assisting.

Current First Aid Certificate Level 1.

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



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

Enquiries to Merril Redpath, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6421 7879, mobile 0417 597 657, email [merril.redpath@dhhs.tas.gov.au](mailto:merril.redpath@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.

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### MINERAL RESOURCES TASMANIA

#### *Royalty, Finance and Administration*

#### **Technical Officer (372075).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Morningside.

Duties:—After appropriate training, operate and maintain the HyLogger infrared spectrometer on drill core at the MRT core library with an emphasis on thorough cleaning of drill core to ensure collection of representative spectra from dry core.

Perform immediate quality control checks on data as provided by The Spectral Geologist software package.

Collect data on disk and transmit to MRT Rosny Park office, maintaining back-up copies of all machine data on the dedicated computer supplied with the instrument.

Maintain data on workflow scheduling and progress against a work plan provided by Supervisor.

Move and catalogue core and rock samples with appropriate assistance as required according to established occupational health and safety practice.

Undertake evaluation and QC of data from Hylogging under the direction of a Senior Geologist.

Operate the rock crushing and pulverising equipment with an emphasis on a high degree of hygiene to ensure preparation of uncontaminated samples and pressed pellets for analysis by X-Ray Fluorescence (XRF) spectrometry, X-ray diffraction (XRD) and other techniques.

Apply different classical chemical methods to samples and operate the instrumental equipment in the laboratory following established quality control methods with an emphasis on obtaining and reporting accurate results with particular reference to the operation of the XRD and XRF machines.

Prepare thin sections, polished thin sections and doubly polished thin sections of rock and mineral specimens and perform other lapidary processes as required.

Participate in training in order to assist with or operate additional scientific instrumentation, as required.

Undertake general duties, as required, relating to the Core Library, Core Store and Laboratories, including regularly servicing and cleaning facilities and equipment.

Assist in the maintenance of Mineral Resources Tasmania TIGER information management system, including data entry and retrieval.

Assist geologists in the field, including planning the logistics for extended field programs, sample collection, vehicle operation and maintenance, track cutting, camp management and the selection, testing, operation and maintenance of field equipment.

Desirable Requirements:—A Certificate IV in a science related discipline from a recognised tertiary institution or an equivalent qualification appropriate to the nature of the work.

Enquiries to Matthew Fitzgerald, Manager Royalty, Finance and Administration, Department of Infrastructure, Energy and Resources, 30 Gordons Hill Road, Rosny, phone (03) 6233 8370, email [Matthew.Fitzgerald@dier.tas.gov.au](mailto:Matthew.Fitzgerald@dier.tas.gov.au).

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### TRANSPORT INFRASTRUCTURE SERVICES

#### **Planning Officer (371876b).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 6 Months.

Location:—Hobart.

Duties:—Provide specialist planning advice throughout the planning, scoping and development phases of infrastructure projects.

Prepare planning, environment and heritage desktop assessments and fit for purpose development applications using Environment and Heritage Unit procedures.

Manage planning, environment and heritage issues within a case load involving local, state and federal approvals processes. This will include liaison with regulators and key stakeholders to ensure the required outcomes are achieved and risk is managed effectively.

Review and interpret planning permit conditions and provide relevant advice to project managers.

Represent the Department in various forums including the Resource Management and Planning Appeal Tribunal hearings and provide advice on land use/highway interaction.

Assist the Manager Environment and Heritage with the ongoing development of policies, practice notes, support systems and processes to achieve high level operational outcomes.

Work as part of a high performing team to achieve the objectives of the Environment and Heritage Unit.

Essential Requirements:-

· Satisfactory completion of a tertiary qualification in land use, regional or environmental planning or as recognised as being similar.

Enquiries to Selena Dixon, Manager Environment and Heritage, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart TAS 7000, phone (03) 6236 5797, email [Selena.Dixon@dier.tas.gov.au](mailto:Selena.Dixon@dier.tas.gov.au).

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

JUSTICE  
COMMUNITY CORRECTIONS  
*Northern Region*

**Community Service Order Supervisor (356347).**

Applications Close:—Friday, 5 July 2013.

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

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time working a minimum of 8 hours per fortnight.

Location:—Launceston.

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

Duties:—Advise, direct and encourage people undertaking Community Service Orders to complete their orders, providing clear practical demonstration to clients in the type of work required. Initiate and maintain contact with individuals and representatives or organisations receiving assistance from Community Service Order programs and to advise the appropriate Probation Officer of any change in their circumstances or needs.

Essential Requirements:—A current Tasmanian Drivers Licence.

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

Enquiries to Tristan Bell, Co-ordinator CSO Scheme, Community Corrections, Department of Justice, phone (03) 6233 3105, email [tristan.bell@justice.tas.gov.au](mailto:tristan.bell@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 Tristan Bell on (03) 6233 3105.

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  
LEGAL AID COMMISSION OF TASMANIA

**Director, Legal Aid Commission (350093).**

Applications Close:—Friday, 12 July 2013.

Salary:—\$216,615 – \$227,300 p.a.

Legal Practitioners Agreement 2010.

Fixed-term full-time For a period of 5 years, working 73.50

hours per fortnight.

Location:—Hobart.

Duties:—To perform all the duties imposed on the position by the Legal Aid Commission Act 1990 and be responsible for carrying out all instructions from, and the decisions of, the Commission. To supervise on a day to day basis all aspects of the Commission's operations to ensure efficient and effective performance. To ensure the furnishing of statistical and other information to the Commission enabling it to provide advice to the State and Commonwealth Attorneys-General in accordance with funding and other agreements.

Essential Requirements:—Section 8(2) of the Legal Aid Commission Act 1990 requires the Director to be a barrister or legal practitioner.

Enquiries to Simon Overland, Secretary, Department of Justice, phone (03) 6233 3201, email [simon.overland@justice.tas.gov.au](mailto:simon.overland@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 Melissa Broadribb on (03) 6233 3201.

The Department prefers electronic submission of applicants, 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

**Investigation Officer (354954a).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time for a period of 12 months, working 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Receive and record enquiries and complaints under the Ombudsman Act 1978, and facilitate, where appropriate, quick resolution of enquiries and complaints direct with the service provider. Obtain information and assess complaints to identify issues that ought be the subject of further investigation or referral and facilitate communication between the parties in order to resolve complaints quickly. Undertake investigations into complaints and maintain effective communication with all stakeholders subject to inquiries or investigation.

Enquiries to Richard Connock, Director, Office of the Ombudsman and Health Complaints Commission, Department of Justice, phone (03) 6233 6217, email [richard.connock@ombudsman.tas.gov.au](mailto:richard.connock@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.

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

### OFFICE OF THE SECRETARY

#### **Graduate Research Officer (355965).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$53,926 – \$64,927 p.a.

Tasmanian State Service Award, Graduate.

Fixed-term full-time commencing 1 September 2013 until 31 August 2015, working 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Undertake research projects, either individually or in conjunction with more senior staff and provide solutions, develop proposals and put forward recommendations. Manage and/or co-ordinate minor projects relating to Secretary's or Director's functions under supervision of the Secretary, Director or other senior officers.

Essential Requirements:—A bachelor degree in a relevant discipline.

Enquiries to Dale Webster, Director, Office of the Secretary, Department of Justice, phone (03) 6233 6315, email [dale.webster@justice.tas.gov.au](mailto:dale.webster@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 Dale Webster on (03) 6233 6315.

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

### SUPREME COURT

#### *Hobart*

#### **Assistant Manager Supreme Court (350371).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time working 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Provide leadership to staff and assist with the management of the activities of the Supreme Court statewide. Manage the Courts criminal case management systems, including operational management of the systems when required.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction 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 Gordon Taylor, Manager Supreme Court, Department of Justice, phone (03) 6233 3455, email [gordon.taylor@justice.tas.gov.au](mailto:gordon.taylor@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 Gordon Taylor on (03) 6233 3455.

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

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

## JUSTICE

### TASMANIA PRISON SERVICE

#### **Intelligence Collator (Re-advertised) (356436).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time working 73.50 hours per fortnight.

Location:—Risdon.

Duties:—Maintenance of the intelligence management systems for the Tasmanian Prison Service. Provide targets in the form of profiles, summaries, intelligence reports and assessments as determined by the Intelligence Analyst.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making



false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Enquiries to Darren Conabeer, Intelligence Analyst, Tasmania Prison Service, Department of Justice, phone (03) 6216 8290, email [darren.conabeer@justice.tas.gov.au](mailto:darren.conabeer@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 Darren Conabeer on (03) 6216 8290.

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

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

## POLICE AND EMERGENCY MANAGEMENT

### TASMANIA FIRE SERVICE

#### *Operations*

#### ***Spatial Information Officer (521548).***

Applications Close:—Monday, 8 July 2013.

Salary:—\$76,925 – \$80,447 p.a.

Tasmanian State Service Award, TFS General Stream, Band 5.

Fixed-term full-time 12 month contract.

Location:—Hobart.

Duties:—Provide high level GIS and desktop mapping support to assist in planning, preparedness, response and recovery for bushfire risk assessment and strategic management planning. Investigate, co-ordinate, develop, implement and refine operational systems and procedures for risk assessment data acquisition, data integration, data maintenance and operational response.

Desirable Requirements:—A Diploma or Advanced Diploma in Spatial Information Services or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

A current drivers licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Sandra Whight on (03) 6230 8713 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquiries to Sandra Whight on (03) 6230 8713.

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

## POLICE AND EMERGENCY MANAGEMENT

### WESTERN DISTRICT

#### *Western Prosecution Services*

#### ***Legal Officer (002922).***

Applications Close:—Friday, 5 July 2013.

Salary:—\$49,453 – \$62,308 p.a.

Legal Practitioners Agreement 2010, Level 1.

Fixed-term full-time until May 2014.

Location:—Devonport.

Duties:—Safe at Home is a pro arrest, pro prosecution response to family violence that integrates and extends the range of services available to support victims and children. Safe at Home Legal Practitioners will provide prosecutorial support to the Department, in particular, matters relating to family violence issues.

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

Qualifications and Experience:—Admitted or eligible to be admitted as a Legal Practitioner of the Supreme Court under the provisions of the Legal Profession Act 1993.

The successful appointee will have monitored access to relevant police buildings, and will be required to wear identification at all times.

Enquiries to Mr Mark Miller, Principal Legal Officer, Department of Police and Emergency Management, phone (03) 6230 2382, email [mark.miller@police.tas.gov.au](mailto:mark.miller@police.tas.gov.au).

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

Applicants should address the knowledge and skills (selection criteria) as outlined in the Statement of Duties. Applications forwarded by email receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within DPEM. If no acknowledgement or system generated response is received please contact Employee Relations on (03) 6230 2266. Please ensure that your application is in either Microsoft Word format, PDF or RTF (rich text format).

## PREMIER AND CABINET

### COMMUNITY DEVELOPMENT DIVISION

#### *Grants and Community Engagement*

#### ***Executive Assistant (001746).***

Applications Close:—Friday, 5 July 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time, As soon as possible for 12 months at 0.8 FTE.

Location:—Hobart.

Duties:—Provide administrative and clerical support services



to the Tasmanian Community Fund Board and SEO including document production and desk top publishing; organising and scheduling meetings; travel arrangements; financial and accounts record keeping and reconciliation; and undertaking reception and telephone screening. Maintain administrative procedures, information systems and databases, document management and workflow processes that support the work of the Tasmanian Community Fund.

Processing applications for funding including entering applicant details on the database, acknowledging applications, verifying data contained in the applications and updating information on the database as required.

Preparing documents including formal funding agreements, meeting minutes and correspondence for authorisation by the Tasmanian Community Fund Chair or the Senior Executive Officer.

Assist with the monitoring, progressing and finalisation of grants including payment of grants, assessing of acquittal reports and liaising with auditors.

Responding to public enquiries within the work environment and at public events.

Assist with the documentation and collation of media coverage, press statements and other relevant information and its distribution to relevant stakeholders in accordance with predetermined guidelines.

Collect relevant resources, reports and information for inclusion on the TCF website.

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

Desirable Requirements:—Experience in providing support to a not-for-profit board and/or other funding bodies.

Cert III or IV in a relevant area.

Enquiries to Lola Cowle, Senior Executive Officer, Department of Premier and Cabinet, phone (03) 6233 2800, email [lola.cowle@dpac.tas.gov.au](mailto:lola.cowle@dpac.tas.gov.au).

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

#### PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

##### CONSERVATION AND INFRASTRUCTURE

#### **Works Manager (0613).**

Applications Close:—Monday, 8 July 2013.

Salary:—\$79,087 – \$90,853 p.a.

Port Arthur Historic Site Management Authority Award, General Stream, Band 6.

Permanent full-time 38 hrs per week working a 9 day fortnight.

Location:—Port Arthur.

Duties:—Manage the day-to-day operation and administration of personnel, plant, equipment and materials associated with Buildings, Grounds and Gardens to achieve the conservation, maintenance and development of the Port Arthur Historic Site and associated lands.

Essential Requirement:—Trade qualifications in Building and Construction allowing for accreditation under the Building

Act 2000.

Desirable Requirements:—Relevant heritage management or heritage building qualification. Apply First Aid Certificate.

Current Driver's Licence.

Enquiries to Dr Jane Harrington, Director, Conservation and Infrastructure, Port Arthur Historic Site Management Authority, phone (03) 6251 2330, mobile 0409 344598, email [jane.harrington@portarthur.org.au](mailto:jane.harrington@portarthur.org.au).

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

#### TASMANIAN SKILLS INSTITUTE

##### OPERATIONS

##### *Electrotechnology*

#### **Teacher (Electrotechnology/Instrumentation) (967928).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$55,380 – \$85,867 p.a.

Polytechnic and Skills Institute Teaching Staff Award, Teacher Band 1.

Fixed-term full-time As soon as possible for a 12 month period.

Location:—Electrotechnology North-West.

Duties:—Responsible to the designated Unit Leader for undertaking training and assessing duties as may be required within the specified area of Electrotechnology/Instrumentation.

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.

Desirable Requirements:—Successful completion of an apprenticeship and trade certificate or equivalent technical or commercial qualifications (including a technician certificate) or a Degree, Diploma, or Associate Diploma deemed appropriate to the teaching area, and a minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority. Certificate IV in Training and Assessment, or equivalent.

Enquiries to Sean Crane, Unit Leader, Tasmanian Skills Institute, phone (03) 6434 5715, email [sean.crane@education.tas.gov.au](mailto:sean.crane@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.

## TASMANIAN SKILLS INSTITUTE

## OPERATIONS

*Electrotechnology***Teacher (Telecommunications) (965587).**

Applications Close:—Friday, 5 July 2013.

Salary:—\$55,380 – \$85,867 p.a.

Polytechnic and Skills Institute Teaching Staff Award, Teacher Band 1.

Permanent full-time.

Location:—Electrotechnology South.

Duties:—Responsible to the designated Unit Leader for undertaking training and assessing duties as may be required within the specified area of Electrotechnology.

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.

Desirable Requirements:—Successful completion of an apprenticeship and trade certificate or equivalent technical or commercial qualifications (including a technician certificate) or a Degree, Diploma, or Associate Diploma deemed appropriate

to the teaching area, and a minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority.

Certificate IV in Training and Assessment, or equivalent.

Enquiries to Richard Blackwell, Unit Leader, Tasmanian Skills Institute, phone (03) 6233 7001, email [richard.blackwell@education.tas.gov.au](mailto:richard.blackwell@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).

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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	Senior Policy Officer - Equity	N. Andrew	6 months	17.06.13
Education	HR Payroll Clerk	E. Heather	6 months	12.06.13
Health & Human Services & Tasmanian Health Organisations	HR Consultant - Workplace Health and Safety	I. Baldwin	6 months	01.07.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	E. Jory	6 months	23.06.13
Health & Human Services & Tasmanian Health Organisations	Pay/Personnel Officer	J. Rowell	6 months	17.06.13
Primary Industries, Parks, Water & Environment	Field Officer	D. Emmett	1 month	24.06.13
Primary Industries, Parks, Water & Environment	Senior HR Officer (Pay & Conditions)	S. Appleyard	Nil	01.07.13
Primary Industries, Parks, Water & Environment	Ranger	B. French	6 months	24.06.13
Primary Industries, Parks, Water & Environment	Plant Industry Analyst	H. Nichol	6 months	01.07.13
Primary Industries, Parks, Water & Environment	NLIS Systems (Monitoring and Audit) Officer	W. Rootes	6 months	20.06.13
Treasury & Finance	Senior Intelligence and Data Analyst	B. Nicholson	6 months	22.07.13
Port Arthur Historic Site Management Authority	Conservation Manager	L. Burke-Smith	6 months	17.06.13

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	G. Routley	Project Officer	01.07.13
Education	J. Hunt	Manager Registration and IT Systems	17.06.13
Health & Human Services & Tasmanian Health Organisations	K. Pickering	Policy Officer - Community Sector	19.06.13
Health & Human Services & Tasmanian Health Organisations	S. Leersen	Operations Coordinator	10.06.13
Health & Human Services & Tasmanian Health Organisations	J. Bullock	Clinical Coordinator	04.08.13
Justice	A. Oakes	Associate/Registry Officer	20.06.13
Premier & Cabinet	A. Prenter	Manager Properties and Procurement	20.06.13
Primary Industries, Parks, Water & Environment	R. Scott	Visitor Services Officer	19.06.13
Primary Industries, Parks, Water & Environment	J. Grey	Field Officer	02.07.13
Primary Industries, Parks, Water & Environment	K. Griggs	Project Manager (Fisheries System Redevelopment)	20.06.13

### *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	Media & Communications Manager	E. Kennedy	07.06.13
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	H. Francis	11.06.13
Health & Human Services & Tasmanian Health Organisations	Receptionist / Administrative Assistant	F. Sheppard	20.06.13
Justice	Probation Officer (S)	A. Fitzgerald	02.07.13
Primary Industries, Parks, Water & Environment	Valuer	L. Tran	30.06.13

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Gardener	O. Sims	21.06.13
Health & Human Services & Tasmanian Health Organisations	Medical Orderly	G. Sulzberger	22.06.13
Health & Human Services & Tasmanian Health Organisations	Rostered Carer	R. Webb	31.05.13
Premier & Cabinet	Senior HR Consultant	M. Cook	01.07.13
Primary Industries, Parks, Water & Environment	Senior Human Resources Management Consultant	P. Whitty	03.07.13

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