



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
SALES \$1-10
INCLUDING G.S.T.

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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 Print Applied Technology Pty Ltd, 33 Innovation Drive, Dowsing Point, Tasmania 7010.

Further Information

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

Submission of Applications

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

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

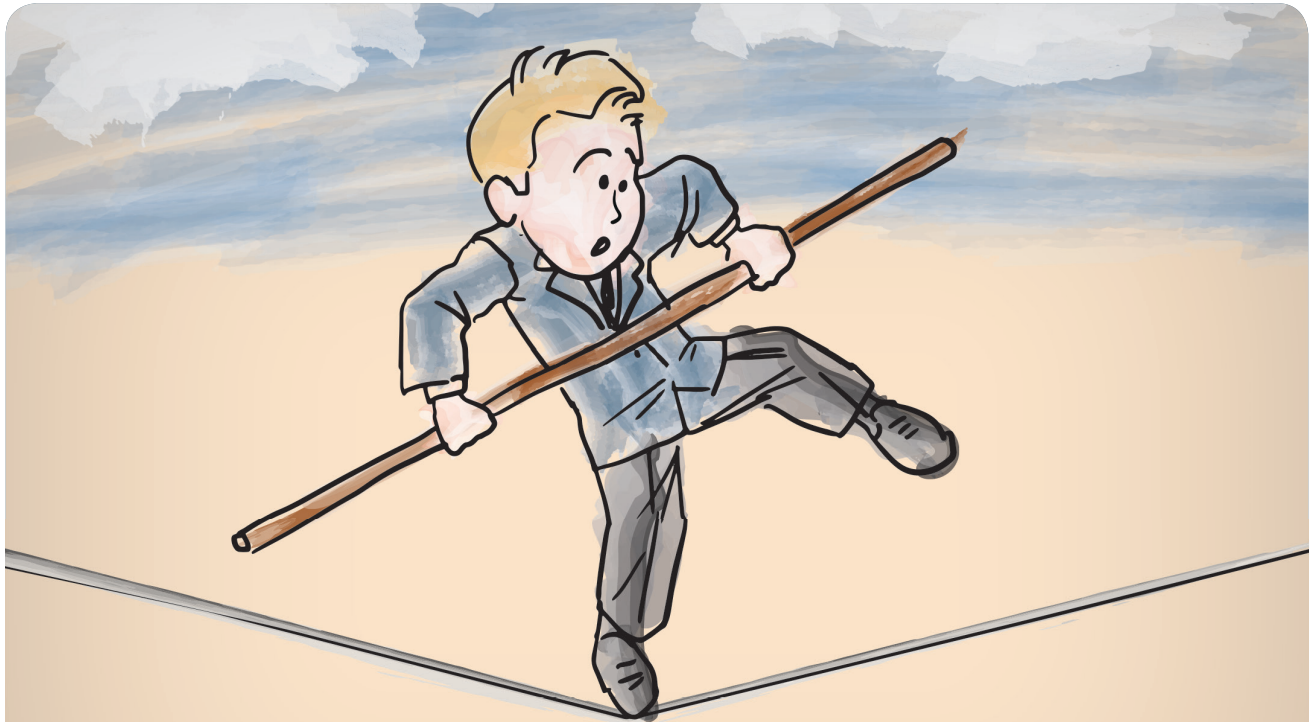
Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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



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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

TASMANIAN GOVERNMENT GAZETTE AND TASMANIAN STATE SERVICE NOTICES

PUBLICATION AND COPY CLOSURE DATES

Easter 2013

COPY deadlines for the *Tasmanian Government Gazette* and *Tasmanian State Service Notices* to be published on Wednesday 3 April 2013:—

All copy for the General Gazette must be received by 12 noon on Thursday 28 March 2013.

All copy for the State Service Notices must be received by 12 noon on Thursday 28 March 2013.

NOTE: Applications for positions advertised in the State Service Notices of 3 April 2013 will close at 5 p.m. on 12 April 2013.

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Tasmanian Museum and Art Gallery

Cadet, Indigenous Cultures (425329).

Applications Close:—Wednesday, 10 April 2013.

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

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time (12 weeks per year for 3 years).

Location:—Hobart.

Duties:—To assist with the development and co-ordination of visitor programs relating to Aboriginal culture and the Indigenous Cultures collection in general.

Undertake functions associated with the delivery of visitor programs, including education services for both school groups and the general public, school holiday programs, volunteer guide programs and other public programs.

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

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

Desirable Requirements:—Enrolment in an appropriate tertiary degree (education or Aboriginal studies with an interest in education).

Enquiries to Zoe Rimmer, Registration Officer (Repatriation), phone (03) 6211 4118, email **Zoe.Rimmer@tmag.tas.gov.au**.

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

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Tasmanian Museum and Art Gallery

Trainee, Indigenous Cultures (425328).

Applications Close:—Wednesday, 10 April 2013.

Salary:—\$209 – \$469 per week.

Tasmanian State Service National Training Wage Award, Traineeship.

Fixed-term full-time for 2 years.

Location:—Hobart.

Duties:—To provide administrative, research and technical support for the Indigenous Cultures collection and related public programs.

Essential Requirements:—The Head of the State Service has determined that this is an Aboriginal Identified position and that it will be filled in accordance with Employment Direction

No. 10: Aboriginal and Torres Strait Islander Employment in the Tasmanian State Service.

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

Desirable Requirements:—A current motor vehicle licence.

Enquiries to Zoe Rimmer, Registration Officer (Repatriation), phone (03) 6211 4118, email Zoe.Rimmer@tmag.tas.gov.au.

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

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

EDUCATION

ELIZABETH COLLEGE

IT Customer Support Officer (966916).

Applications Close:—Wednesday, 10 April 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time Permanent, full-time 73.5 hours per fortnight from As soon as possible.

Location:—Elizabeth College.

Description of the Role:—Provide ICT support to the staff and students at Elizabeth College, undertake tasks associated with computer systems technical support, including installation and maintenance of desktop PC and iPad equipment and associated information technology peripherals, networking equipment, apple configurator, absolute manage, servers and data backups.

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

Desirable Requirements:—A current driver's licence.

Enquiries to John Mainsbridge, Department of Education, phone (03) 6235 6519, email john.mainsbridge@education.tas.gov.au.

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

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

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

EDUCATION

FURTHER EDUCATION AND TRAINING

Pathways and Participation

Pathway Planning Officer (962763).

Applications Close:—Wednesday, 10 April 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

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

Location:—Guaranteeing Futures North.

Description of the Role:—Provide pathway planning and transition support for young people aged 14-17 in a secondary school 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.

Desirable Requirements:—A Current Drivers License.

Enquiries to Linda Goss, Department of Education, mobile 0409 334 459, email linda.goss@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)

Mowbray Heights Primary School

Teacher Assistant, Mowbray Heights Primary School (2 Vacancies).

Applications Close:—Wednesday, 10 April 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 305465.

Permanent part-time up to 30 hours per fortnight. Employment Conditions are 40-42 weeks per year.

Location:—Mowbray Heights Primary School.

Vacancy No. 960662.

Permanent part-time up to 30 hours per fortnight. Employment Conditions are 40-42 weeks per year.

Location:—Mowbray Heights Primary School.

Description of Role:—Provide assistance to the teacher(s) by assisting with the supervision and learning of students. Provide



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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.

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

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 Symes, Department of Education, phone (03) 6326 1892, email sharon.symes@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 Launceston Primary School

Teacher Assistant, West Launceston Primary School (960399).

Applications Close:—Wednesday, 10 April 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time up to 10 hours per fortnight. Employment Conditions are 40-42 weeks per year.

Location:—West Launceston Primary School.

Description of 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 Leanne Cameron, Department of Education, phone (03) 6334 4160, email leanne.cameron@education.tas.gov.au.

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Tasman District School

School Administration Clerk, Tasman District School (Re-advertised) (953629).

Applications Close:—Wednesday, 10 April 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time from As soon as possible to 13 September 2013, up to 14.7 hours per fortnight, up to 42 weeks per year.

Location:—Tasman District School.

Description of 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 Anne Hoyle, Department of Education, phone (03) 6250 2126, email anne.hoyle@education.tas.gov.au.

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Huonville High School

School Administration Clerk, Huonville High School (2 Vacancies).

Applications Close:—Wednesday, 10 April 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 953083.

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

Location:—Huonville High School.

Vacancy No. 953165.

Permanent full-time 73.50 hours per fortnight, up to 52 weeks per year.

Location:—Huonville High School.

Description of 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 Helen Freeman, Department of Education, phone (03) 6264 0800, email helen.freeman@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

LINC TASMANIA

Manager LINC Online (700478).

Applications Close:—Wednesday, 10 April 2013.

Salary:—\$102,976 – \$110,919 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Fixed-term full-time 73.5 hours per fortnight from As soon as possible until 30th June 2014.

Location:—91 Murray Street, Hobart.

TIMES ARE CHANGING AND SO ARE OUR PHONE NUMBERS

Things need to change from time to time, and in order for us to keep up with current technology and provide efficient services, the Public Trustee has upgraded to a new telephone service. Please make note of the new numbers listed to the right.

Hobart	03 6235 5200
Launceston	03 6335 3400
Devonport	03 6430 3690
Burnie	03 6430 3600

A redirection service on the old numbers will be in place for the short term.

If you deal with specific staff members and you have not yet been informed of their new number, please contact your closest office to get their new contact details.

If you have a Will with the Public Trustee please make a note of our new contact numbers on your Will envelope, personal record book or important documents. While you are pulling out a copy of your Will, we also recommend you have a read of it and see if it is still in line with your wishes.

Call 1800 068 784 statewide.
www.publictrustee.tas.gov.au



Description of the Role:—Provide leadership, strategic direction and advice in relation to the LINC Tasmania's online presence and the range of electronic client services delivered through LINC Online.

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:—Appropriate tertiary qualifications.

Enquiries to Susan Witek, Department of Education, phone (03) 6233 7742, email susan.witek@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

Strategic Directions

Strategy

Senior Policy Officer, Equity (421847).

Applications Close:—Wednesday, 10 April 2013.

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

Tasmanian State Service Award, General Stream, Band 6.

Permanent part-time 58.8 hours per fortnight from As soon as possible.

Location:—26 Bathurst Street, Hobart.

Description of the Role:—Assist with VET equity policy research, analysis, development, implementation and review at a strategic level. Facilitate the provision of advice on policy matters for consideration by senior management and government.

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 Ian Paterson, Department of Education, phone (03) 6233 7151, email ian.paterson@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.

EDUCATION

SKILLS TASMANIA

Strategic Directions

Workforce Development

Senior Project Officer Participation and Productivity (963680).

Applications Close:—Wednesday, 10 April 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time From As soon as possible for a period of 12 months with the possibility of a 12 month extension.

Location:—26 Bathurst Street, Hobart.

Description of the Role:—Plan, develop, implement, monitor, review and evaluate skill development initiatives, projects and programs in conjunction with other agencies, industry and training organisations, including new models and arrangements for innovative purchasing arrangements.

The position contributes to policy related to the Tasmanian Skills Strategy.

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 Ian Paterson, Department of Education, phone (03) 6233 7151, email ian.paterson@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

Assessment and Case Support Worker (513518).

Applications Close:—Friday, 12 April 2013.

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

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing as soon as possible until 31 January 2014.

Location:—CYS, Ashley Youth Detention Centre, Deloraine.

Duties:—Under supervision and direction of the Co-ordinator Case Management: Contribute to the maintenance of an effective case management system for young people in custody at Ashley Youth Detention Centre.

Conduct intake assessments for all young people admitted to Ashley Youth Detention Centre, generate relevant reports and make referrals to services that meet identified criminogenic needs of young people.

Plan, organise, co-ordinate, monitor and review services and programs directed at meeting individual needs of clients of Youth Justice Services prior to release from custody.

Selection criteria includes:—Appropriate qualification in Youth Work and/or relevant work experience.

Demonstrated ability to work with young people with complex needs, families, service providers, advocates and other key stakeholders.

Ability to exercise initiative and discretion within a youth justice setting, acquire knowledge of community networks and referral services statewide relevant to young people exiting detention.

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

Enquiries to Peter Barr, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6362 2311, email peter.barr@dhhs.tas.gov.au.

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

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Child Protection Worker (501542).

Applications Close:—Friday, 12 April 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.

Permanent full-time day work, SEE NOTE BELOW.

Location:—Children and Youth 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.

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

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

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

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

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

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

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

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

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

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

Enquiries to Leonie Watson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2376, email leonie.watson@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

*Program Support Unit****Principal Analyst, Planning and Program Development (521325).***

Applications Close:—Friday, 12 April 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 (part-time hours may be considered by negotiation) commencing As soon as possible for a period of 6 months.

Location:—CYS, Program Support Unit, Hobart.

Duties:—This position is for a Principal Policy Analyst in the Planning and Program Development team in the Strategy, Program Development and Evaluation unit in Children and Youth Services.

As the Principal Analyst, Planning and Program Development you will be a senior member of a team that provides specialist analytic advice to support the development of an effective and efficient Children and Youth Services service system.

Selection criteria includes:—Demonstrated high level expertise in the planning, design and detailed development and evaluation of services and programs aimed at improving client outcomes, along with well developed capacity to evaluate the cost benefit of alternative options and make practical recommendations.

Demonstrated high level expertise in research and quantitative and qualitative information analysis.

Demonstrated high level project and change management skills including the capacity to lead and manage complex activity, solve complex problems, and proactively ensure all project KPI's are achieved.

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

Desirable Requirements:—A suitable tertiary qualification.

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

Enquiries to Bruce Kemp, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8542, email bruce.kemp@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

Program Support Unit

Senior Analyst, Planning and Program Development (2 Vacancies).

Applications Close:—Friday, 12 April 2013.

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

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

Vacancy No. 500986.

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

Location:—CYS, Program Support Unit, Hobart.

Vacancy No. 521324.

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

Location:—CYS, Program Support Unit, Hobart.

Duties:—The Strategy, Program Development and Evaluation unit in Children and Youth Services (CYS) undertakes a range of duties that collectively contribute to the development of an effective and efficient service system for children and young people in Tasmania and the unit works closely with other Program Support areas in Children and Youth Services to ensure that programs and services delivered through Children and Youth Services are aimed at achieving enduring positive outcomes for clients and meet agreed quality standards.

This position is for a Senior Analyst in the Planning and Program Development team in Strategy, Program Development and Evaluation unit in Children and Youth Services. As a Senior Analyst Planning and Program Development you will be part of a team that provides specialist analytic advice to support the development of an effective and efficient Children and Youth Services service system.

Selection criteria includes:—High level expertise in strategy, planning, service development, program design, performance monitoring and evaluation.

High level expertise in research and quantitative and qualitative information analysis.

High level project and change management skills including the capacity to lead and manage complex activity, solve complex problems, negotiate effectively with the full range of stakeholders and proactively ensure all project KPI's are achieved.

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

Desirable Requirements:—A suitable tertiary qualification.

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

Enquiries to Bruce Kemp, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8542, email bruce.kemp@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Disability, Housing and Community Services

Disability and Community Services

Professional Officer, Speech Pathologist (505660).

Applications Close:—Friday, 12 April 2013.

Salary:—\$76,505 – \$87,754 p.a.

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

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

Location:—D,H and CS, Disability Assessment and Advisory Team-South West, Hobart.

Duties:—Provide specialist habilitation Speech Pathology services to people with disabilities in a range of settings within a transdisciplinary model.

Provide and co-ordinate supportive and specialist educational and consultancy services to carers, service providers and the wider community.

Initiate and facilitate the establishment and development of services and resources for consumers.

Initiate and develop professional and policy advice on specialist habilitation services and related issues for senior and corporate management.

Selection criteria includes:—Preference will be given to Speech Pathologists.

Relevant post-graduate Speech Pathology experience working with people with disabilities and a well developed ability to effectively design and manage specialist programs.

Ability to demonstrate by example, actions and behaviours valued by the community, which enhances the image of people with disabilities.

Demonstrated specialist skills in the disability field and contemporary knowledge of the specialist area.

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

Desirable Requirements:—Current drivers licence.

Essential Requirements:—Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers; or Registered with the Psychology Board of Australia; or Registered with the Occupational Therapy Board of Australia; or a degree or diploma in Applied Science, Speech Pathology, or equivalent and eligibility for membership of the 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 and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to David Wrightson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7600, email david.wrightson@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

Enrolled Nurse (512465a).

Applications Close:—Friday, 5 April 2013.

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

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

Fixed-term casual Commencing As soon as possible for 2 years.

Location:—Southern Region.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services. the Enrolled Nurse;

Delivers a high standard of direct and indirect nursing care within the scope of practice for Enrolled Nurses under the direction and supervision of a Registered Nurse. Participates in the development and implementation of Individual Service Plans by collaborating with patients, families and other health care team members.

Desirable Requirements:—Current driver's licence.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia (holds Board-approved qualification in administration of medicines).

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

Enquiries to Stewart Reed, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7940, email stewart.reed@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TAMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Statewide and Mental Health Services

Registered Nurse, Pharmacotherapy (501458).

Applications Close:—Friday, 19 April 2013.

Salary:—\$56,163 – \$76,859 p.a.

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

Permanent full-time day work (part-time hours may be

considered by negotiation).

Location:—SMHS, Alcohol and Drug Services, Pharmacotherapy Unit, 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:—We as a Pharmacotherapy Team are looking for a proactive, self motivated and enthusiastic nurse who likes a challenge and works well within a multi-disciplinary team.

As a member of the Pharmacotherapy Team, you will be supported to work autonomously managing a case load of clients, specifically for individuals who may be physically and/or psychologically dependent on legal or illegal substances. You will also be required to develop and maintain partnerships with other agencies, health professionals, community members and organisations to ensure effective service provision to individuals with substance abuse issues.

Selection criteria includes:— *** All responses to selection criteria need to make reference to experience relevant to the field of Alcohol and Drug specifically pharmacotherapy.

Current knowledge of, and the ability to apply nursing principles, procedures and practices in the delivery of patient/client care in a designated practice area and in line with legal requirements and the Australian Nursing and Midwifery Council (ANMC) National Competency Standards for the Registered Nurse. Sound interpersonal and communication skills, including written skills and the ability to function effectively in a multidisciplinary team environment. Knowledge of continuous quality improvement (safety and quality) and the application of evidence based practice in the practice setting. Ability to undertake client education in the practice setting, together with a commitment to participate in ongoing professional development.

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

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

Enquiries to Phyllis Sorour, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7972, email phyllis.sorour@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.

Team Leader (515557).

Applications Close:—Friday, 12 April 2013.

Salary:—\$107,273 p.a.

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

Permanent full-time Commencing As soon as possible.

Location:—Southern Region.

Please Note: This Vacancy is also advertised as a Registered Nurse Grade 7(515557m) there is only one vacancy and one vacancy will be filled based on merit.

Duties:—As part of a multidisciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Team Leader will: Provide leadership and direction in the strategic development and management of a comprehensive multidisciplinary Child and Adolescent Mental Health Services (CAMHS). Develop and maintain appropriate and effective relationships with internal and external stakeholders, consumer and carer groups and non government agencies to promote fully integrated, recovery focused mental health services.

Desirable Requirements:—Current Driver's Licence.

Completion or progression towards the completion of a post-graduate qualification relevant to the position.

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

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

Enquiries to Chris Fox, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7819, email chris.fox@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

Team Leader (515557m).

Applications Close:—Friday, 12 April 2013.

Salary:—\$91,458 – \$95,726 p.a.

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

Permanent full-time Commencing As soon as possible.

Location:—Southern Region.

Please Note: This vacancy is also advertised as a Allied Health Professional Manager Level 5 (515557) there is only one vacancy and one vacancy will be filled based on merit.

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

the Team Leader will: Provide leadership and direction in the strategic development and management of a comprehensive multidisciplinary Child and Adolescent Mental Health Services (CAMHS). Develop and maintain appropriate and effective relationships with internal and external stakeholders, consumer and carer groups and non government agencies to promote fully integrated, recovery focused mental health services.

Desirable Requirements:—Current Driver's Licence.

Completion or progression towards the completion of a postgraduate qualification relevant to the position.

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

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

Enquiries to Chris Fox, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7819, email chris.fox@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, John L Grove Rehabilitation Unit (521355).

Applications Close:—Wednesday, 10 April 2013.

Salary:—\$78,061 – \$81,689 p.a.

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

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

Location:—John L Grove Rehabilitation Unit.

Duties:—In conjunction with the Inter-professional Team co-ordinates the day to day patient care activities of the John L Grove Rehabilitation Unit, including identifying and implementing the processes for admission, transfers and discharge of John L Grove Rehabilitation 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 and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Mr Kerry Leonard, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7951, email kerry.leonard@dhhs.tas.gov.au.

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

Food Services Assistant (Relief) (515599).

Applications Close:—Wednesday, 10 April 2013.

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

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

Fixed-term casual working as and when required. To commence 25 February 2013 until 22 February 2014.

Location:—Food Services Department.

Duties:—To provide a high standard of meal service to hospital patients, and patrons of the LGH Cafeteria.

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

Enquiries to Alice Cordwell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7530, email alice.cordwell@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 and Health Organisation, North, P.O. Box 1963, Launceston, 7250.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATION

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Nurse Unit Manager, Day Procedure Unit (504237).

Applications Close:—Wednesday, 10 April 2013.

Salary:—\$91,458 – \$95,726 p.a.

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

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

Location:—Day Procedure Unit, Launceston General Hospital.

Duties:—The Day Procedure Unit is under the management of surgical services at the Launceston General Hospital. The services provided by the unit include Endoscopy procedures, pre and post-operative care for elective surgical and other non-surgical procedure patients, infusion and some other non-procedural ambulatory care services'.

The Nurse Unit Manager (NUM) provides leadership to staff within the Day Procedure Unit (DPU). The responsibilities of the role are to ensure the efficient and effective provision of care based on clinical standards and best practice principles within a collaborative multidisciplinary framework. The NUM leads and manages the human, material and financial resource as well as having the overall responsibility for managing the co-ordination of patient care for the unit.

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

Enquiries to Cassandra Sampson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8707, email cassandra.sampson@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 and 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 (514750).

Applications Close:—Wednesday, 10 April 2013.

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

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

Fixed-term part-time day work, working 48 hours per fortnight, from 1 May 2013 to 30 April 2014. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—LGH Charles Street, Launceston.

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

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

areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. 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.

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

North West Regional Hospital

NUM, Rehabilitation Ward (521181).

Applications Close:—Friday, 26 April 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 worker, working 76 hours per fortnight.

Location:—North West Regional Hospital.

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.

This role is based at the North West Regional Hospital at Burnie, which is a modern 160 bed facility providing high quality health care and specialist services to North West Tasmania and King Island.

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

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

Do you have? Current AHPRA registration. Recent Management experience. Relevant clinical experience within rehabilitation or orthopaedics. A consultative leadership style and ability to build rapport. Ability to manage budgets, rosters, KPI's and commitment to quality management.

What can we offer? Flexible work/life balance. Attractive Salary Package. Great team environment. Commitment to professional development.

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

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

Desirable Requirements:—Relevant post graduate qualifications.

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

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

Enquiries to Hayley Elmer, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6503, email hayley.elmer@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Nurse Unit Manager, Diabetes Centre (502295).

Applications Close:—Friday, 26 April 2013.

Salary:—\$85,411 – \$91,458 p.a.

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

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

Location:—North West Regional Hospital.

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.

This role is based at the North West Regional Hospital at Burnie. The Diabetes Centre has a number of services to meet the needs of its rural regional community including: type 1, complex type 2, insulin pump therapy, paediatrics, diabetes in pregnancy, endocrinology and High Risk Foot clinics.

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

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

Do you have? Current AHPRA registration. Recent Management experience. Relevant clinical experience within diabetes. A consultative leadership style and ability to build rapport. Ability to manage budgets, rosters, KPI's and commitment to quality management.

What can we offer? Flexible work/life balance. Attractive Salary Package. Great team environment. Commitment to

professional development.

This is a fantastic opportunity to progress your career, please don't miss out! Call the Co-Director of Nursing Hayley Elmer on (03) 6430 6503 or email hayley.elmer@dhhs.tas.gov.au for a confidential discussion about your application.

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

Desirable Requirements:—Relevant post graduate qualifications; in management and/or diabetes education and management.

Endorsed as a Credentialed Diabetes Educator [CDE].

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

Enquiries to Hayley Elmer, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6503, email hayley.elmer@dhhs.tas.gov.au.

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

Receptionist and Support Officer (501846).

Applications Close:—Wednesday, 10 April 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:—North West Regional Hospital.

Duties:—Are you enthusiastic, customer focused and committed to providing professional service? This could be the career opportunity you are looking for.

The Tasmanian Health Organisation, North West (THO-North West) is seeking an enthusiastic and professional individual for the role of Receptionist and Support Officer located at the North West Regional Hospital in Burnie. 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 and Main Reception.

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. Other duties include:

Operating a wide variety of systems as described in the statement of duties. Providing regular assistance and daily relief to Switchboard staff. Responsibility for the management

of the Visitors Hospital Accommodation. Acting as the hospital cashier. Responsibility for taking staff identification photos and issuing ID/access badges for THO-North West staff. Co-ordination and administration of government vehicle bookings.

The successful applicant will be required to work autonomously, with limited supervision and direction provided by the Regional Physical Resource Manager. They 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.

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 and crimes involving dishonesty. Identification check. 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 and 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

Senior Physiotherapist, Paediatrics (519994).

Applications Close:—Wednesday, 24 April 2013.

Salary:—\$76,505 – \$87,754 p.a.

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

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

Location:—North West Regional Hospital.

Duties:—Tasmanian Health Organisation-North West is seeking to recruit a Senior Physiotherapist focussing on Paediatrics, who is passionate, motivated and enjoys working collaboratively with a team of health professionals in what can be a demanding and fast paced environment.

Support for this position is provided by a team of Senior Paediatric Physiotherapists, many of whom have significant experience and expertise in this field. This position works within a Paediatric Physiotherapy team as well as being a part of a multidisciplinary team model.

This is a 12 month fixed term position involving the delivery

of Paediatric Physiotherapy services to children who have special needs and are within the North West Education system. Extension of the term of this position has occurred for the past 3 years but is dependent on the continuation of funding for this very effective service.

The main duties of this role include the provision and maintenance of optimal physiotherapy care to paediatric clients in the North West. These duties include providing a consultancy and advisory service in addition to 'hands on' physiotherapy. This role is based out of the North West Regional Hospital, but also delivers Physiotherapy services in schools, centres and community settings throughout the North West.

Your excellent communication and interpersonal skills will ensure that patients, their families and other health clinicians, are kept informed and respond as required within the scope of our family centred practices. We support the requirement for your education and up-skilling as we value the additional benefits that this will bring to the team. We pride ourselves on being family friendly and encourage life/work balance.

We offer a welcoming work environment, excellent remuneration and superannuation and access to salary packaging. This excellent opportunity is located on Tasmania's North West coast. The clean air, mild climate, beautiful beaches and casual lifestyle make it a fantastic and unique place to live and work. To discuss your application and learn more about this exciting opportunity, please contact Noel McRoberts on (03) 6430 6608 or email noel.mcroberts@dhhs.tas.gov.au.

In order to be considered for this position it is a requirement that you have current AHPRA Registration and you have addressed the selection criteria.

Desirable Requirements:—Current Driver's Licence.

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

Enquiries to Noel McRoberts, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6608, email noel.mcroberts@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health Services North West

Registered Nurse (502512).

Applications Close:—Wednesday, 10 April 2013.

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

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

Fixed-term casual working as and when required.

Location:—West Coast District 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:—Our caring and dedicated team of health professionals is looking forward to a casual Registered Nurse joining them to provide high quality clinical care to the patients, residents and clients of the West Coast District Hospital.

A part of the Tasmanian Health Organisation, North West, the West Coast District Hospital provides emergency, acute and residential aged care to the West Coast community.

As a Registered Nurse, you will enjoy the scope of practice on offer and this is a real opportunity to extend yourself, be challenged and enjoy the diversity this positions presents. You will contribute to the health outcomes of your patients and residents through excellence in practice, fostering a learning culture, excellent communication skills and working effectively within a multidisciplinary team.

This excellent career opportunity is located on Tasmania's West coast, the clean air, mild climate, beautiful bush walks and casual lifestyle make it a fantastic and unique place to live and work.

Please call the Director of Nursing, Linda Neale to discuss your application today on (03) 6472 2300 or email linda.neale@dhhs.tas.gov.au.

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

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, 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. Identification Check. 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 and 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

Admissions Officer, Client Services (508168).

Applications Close:—Wednesday, 10 April 2013.

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

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

Permanent part-time day work, working 48 hours per fortnight.

Location:—Admissions Centre, Royal Hobart Hospital.

Duties:—The Admissions Officer, Client Services provides clerical support and assistance associated to all administrative functions related to the admission process within all areas of the Admissions Department.

This position may require variable start times commencing from 7 am.

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

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

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 7001, Please do not send hard copy applications to the contact person.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Clinical Support Services

Pathology Technician (multiple vacancies) (514277).

Applications Close:—Wednesday, 10 April 2013.

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

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

Permanent full-time and permanent part-time; working up to 76 hour per fortnight. Hours to be negotiated with successful applicants.

Location:—Pathology Services, Royal Hobart Hospital.

Duties:—The Pathology Technician undertakes technical anatomical pathology laboratory work requiring the application of conventional practices, methods and standards performed under the general technical direction and general technical supervision of the Section Head. The duties include ongoing technical work performed in accordance with conventional practices, methods and standards, and comprehend adjustment, adaptation, interpretation or modification of those factors where necessary.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the position: An Associate Diploma from a recognised tertiary institution, or an equivalent qualification, appropriate to the nature of the work OR relevant training and/or experience determined in accordance with the provisions of Section 37 of the State Service Act 2000.

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

Enquiries to Alistair Townsend, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8771, email alistair.townsend@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Clinical Support Services

**Project Manager, Emergency Department Information
System Renewal Project (520725).**

Applications Close:—Wednesday, 10 April 2013.

Salary:—\$93,032 – \$99,415 p.a.

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

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

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

Duties:—Extensive experience in the development and
management of information system projects including a
sound understanding of project management guidelines
(such as the Tasmanian Government Project Management
Guidelines, PMBOK and PRINCE2) and a demonstrated
ability to successfully lead complex information system related
projects, preferably at a statewide level.

Proven strategic, conceptual, analytical and creative skills
including the ability to develop and make sound judgments
about the application of information and communication
technologies. Proven ability to be flexible, adaptable and
exercise initiative to achieve results.

High level interpersonal and communication skills, including
the ability to liaise and negotiate efficiently within a health and
human services environment. The capacity to lead and support
high level planning as well as preparing reports, briefings and
correspondence.

Broad understanding of the complex environment of
health and human service delivery and the impact of e-health
initiatives on this environment.

Desirable Requirements:—Clinical/health professional
background. Relevant tertiary qualifications. Relevant
industry experience. Current Driver's Licence.

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

Enquiries to Sean Collins, Department of Health and
Human Services and Tasmanian Health Organisations, phone
(03) 6222 7944, email sean.collins@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your
hard copy application quoting the vacancy number to: Stafflink
Recruitment Services, Department of Health and Human
Services, G.P.O. Box 1061, Hobart 7001, Please do not send
hard copy applications to the contact person.

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Surgical Services

Enrolled Nurse (509643).

Applications Close:—Monday, 22 April 2013.

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

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

Permanent full-time and part-time (multiple vacancies)
working up to 76 hours per fortnight. Hours to be negotiated
with successful applicants.

Location:—Theatre Nursing Unit, Royal Hobart Hospital.

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

Essential Requirements:—Registered with the Nursing
and Midwifery Board of Australia (holds Board-approved
qualification in administration of medicines).

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

Enquiries to Beth Rieper, Department of Health and
Human Services and Tasmanian Health Organisations, phone
(03) 6222 8536, mobile 0418 386 169, email elizabeth.rieper@
dhhs.tas.gov.au.

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

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INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

Information Management

Team Leader, Desktop ICT Services (371756).

Applications Close:—Wednesday, 10 April 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Provide specialist management and technical
support that constitutes the corporate, Windows based, desktop/
user ICT infrastructure environment, including PC/laptop
hardware/software and peripherals, multifunction/printing
devices, mobile devices, IP Telephony and other underlying
technologies as part of the DIER ICT Strategy.

Lead, manage and mentor a small team supporting DIER's
Windows based, desktop/user ICT infrastructure including
helpdesk services and level 2 desktop support.

Provide high level strategic advice, direction and support

of the personal computer fleet and related management technologies, including the Managed Operating Environment (MOE) design, application configuration, policy and remote client management and deployment solutions.

Manage and contribute to the physical and logical design and strategic direction of the internal LAN/WAN networks, including internal VLAN segregation and configuration, managing suppliers, reconciling services and access control lists, assessing new services and technologies and managing outages and changes.

Manage Windows desktop based system administration including the installation, maintenance, support, security and continuity of DIER's hardware/software assets and services that constitute the Windows desktop/user environments, including establishing and maintaining standards and procedures that enhance the operation of the corporate desktop/user environment.

Assist in the management and delivery of corporate technology projects, and prepare documentation and advice for various audiences (technical staff, business managers, end users) on ICT infrastructure developments and deployments in line with DIER's ICT Strategy, and represent DIER on various working parties or external committees as required.

Effectively liaise with all technical areas of DIER and DIER's business managers and stakeholders, exercising initiative and discretion, to formulate and discuss desktop ICT infrastructure strategies and procedures.

Assist the Corporate Technology Manager in the procurement and administration of the corporate desktop fleet and services, including liaising with, developing and maintaining relationships with, vendors and other key stakeholder groups to ensure the effective supply of equipment and technical services.

Desirable Requirements:—Tertiary qualifications in information science or a related discipline.

Current Driver's Licence.

Enquiries to Mike Palfreyman, Manager, Corporate Technology, Department of Infrastructure, Energy and Resources, 10 Murray St Hobart, phone (03) 6233 2063, email mike.palfreyman@dier.tas.gov.au.

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

JUSTICE

COMMUNITY CORRECTIONS

Co-ordinator, Community Service Order (CSO) Scheme (356429).

Applications Close:—Wednesday, 10 April 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time Working 73.5 hours per fortnight.

Location:—Launceston or Burnie.

Applicants will be required to undergo psychological and aptitude testing relevant to the duties of the position.

Duties:—Contribute to the design, development and implementation of standards and guidelines for the state-wide Community Service Order Scheme and actively contribute to the Community Corrections Strategic Leadership Team. Undertake recruitment, induction and professional development for staff in accordance with Community Corrections learning and development framework.

Essential Requirements:—The Head of the State Service

has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction checks in the following, arson and fire setting, violent crimes and crimes against the person, sex-related offences, drug and alcohol related offences, crimes involving dishonesty, crimes involving deception, making false declarations, malicious damage and destruction to property, serious traffic offences, crimes against public order or relating to the Administration of Law and Justice, crimes against Executive or the Legislative Power, crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

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

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Martha Robson on (03) 6223 9570.

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

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

JUSTICE

CORPORATE SERVICES

Finance

Senior Finance and Facilities Officer (356433).

Applications Close:—Wednesday, 10 April 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time working 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Assist the Management Accountant in the preparation of the Agency's financial statements and financial statements for other entities and preparation of associated documentation of a technical nature. Review and maintain the Agency's accounting manual and associated Finance Branch's policies and procedures to ensure they comply with taxation legislation, Australian Accounting Standards, the Financial Management and Audit Act, Treasurers Instructions and other applicable legislation and regulations and monitor compliance. Provide advice to clients in relation to accounting issues, taxation matters, procurement and tendering and advice on policy issues relating to the Finance Branch to the Management Accountant and Director Finance.

Desirable Requirements:—Prior experience in the preparation of financial statements.

Enquiries to Stephen Morrison, Director Finance, Department of Justice, phone (03) 6233 2426, email stephen.morrison@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart

7000, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Stephen Morrison on (03) 6233 2426.

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

CORPORATE SERVICES

Information Technology Services

Senior Support Officer (354964).

Applications Close:—Wednesday, 10 April 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, ICT Level 2.

Permanent full-time working 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Provide technical advice and assist IT Services staff in the support of hardware infrastructure. Undertake a lead roll in the rollout, installation and replacement of IT hardware and software as part of the Agencies IT procurement process. Provide high level technical support for Client PCs and workstation hardware, peripherals and software.

Essential Requirements:—The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction 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 John Cole, Manager Service Support, IT, Department of Justice, phone (03) 6242 2401, email john.cole@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact John Cole on (03) 6242 2401.

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

CORPORATE SERVICES

Information Technology Services

Senior Technical Analyst (350322).

Applications Close:—Wednesday, 10 April 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, ICT Level 3.

Permanent full-time Working 73.50 hour per fortnight.

Location:—Hobart.

Duties:—Undertake high level management and maintenance of the departments IT Systems particularly in the area of Server and Network Infrastructure. Provide technical leadership to IT Staff by sharing expert knowledge within the disciplines of Server, Network and Application support.

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

Desirable Requirements:—Tertiary qualifications in information science or a related discipline. Relevant Industry certification. Current Driver's Licence.

Enquiries to John Cole, Manager Service Support, IT, Department of Justice, phone (03) 6242 2401, email john.cole@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact John Cole on (03) 6242 2401.

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

JUSTICE

MAGISTRATES COURT

North West

Clerk (356214).

Applications Close:—Wednesday, 10 April 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time Working 36.75 hours per fortnight.

Location:—Devonport.

Duties:—Filing and processing formal court documents relative to the Magistrates Court and various tribunals. Data entry for all court systems including Criminal Registry Information Management and Enquiry System (CRIMES), Civil Information Management System (CIMS), Financial Management information System (Finance One). Clerical duties including the accurate collation and preparation of court lists; preparation of Court orders; monitoring and ordering stationery; responding to telephone and counter enquiries and providing assistance to court users.

Essential Requirements:—The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction 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 Cathryn McCaffrey, District Supervisor, Magistrates Court, Department of Justice, phone (03) 6421 7885, email cathryn.mccaffrey@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Cathryn McCaffrey on (03) 6421 7885.

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, 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 ANTI-DISCRIMINATION COMMISSIONER

Administrative Assistant (356456).

Applications Close:—Wednesday, 10 April 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time Commencing As soon as possible until September 2013, working 36.75 hours per fortnight.

Location:—Hobart.

Duties:—Co-ordinate and compile the OADC electronic newsletter and assist in the maintenance of the OADC website. Assist the Training, Development and Education Officers with the administration of training courses and community education programs.

Desirable Requirements:—Business/Office Administration certification or similar qualification (or equivalent experience).

Enquiries to Roz Smart, Senior Training Consultant, OADC, Department of Justice, phone (03) 6233 4841, email roz.smart@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart

Tas 7001, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Roz Smart on (03) 6233 4841.

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

Research Assistant (356455)

Applications Close:—Wednesday, 10 April 2013.

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

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term part-time Working 29.40 hours per fortnight, commencing As soon as possible until July 2013.

Location:—Hobart.

Duties:—Conduct high level research and undertake statistical and other projects as directed by the Council and prepare related reports for consultation purposes, and publication. Liaise and consult with government and non-government stakeholders on issues and projects as directed by the Council.

Desirable Requirements:—Tertiary qualifications in law, criminology, sociology or relevant equivalent discipline.

Enquiries to Lisa Gregg, Senior Policy and Project Officer, Sentencing Advisory Council, Department of Justice, phone (03) 6233 4755, email lisa.gregg@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded please contact Lisa Gregg on (03) 6233 4755.

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

Launceston

Judges Associate (355357).

Applications Close:—Wednesday, 10 April 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time Working 73.50 hours per fortnight. Commencing 12 August 2013 to 22 August 2014.

Location:—Launceston.

This vacancy located in the Chambers of Justice Pearce.

Applicants are to ensure that a copy of their Resume/CV and a certified copy of their graduate results are attached to their application.

Applicants should also note that compulsory leave applies.

Duties:—Co-ordinate proceedings in court and in chambers including conducting pre-trial documentation checks, obtaining authorities, monitoring and recording proceedings and performing formal procedural roles including empanelling juries, taking pleas, and swearing witnesses. Make proper and accurate records of court proceedings including keeping electronic minutes of proceedings; recording orders, recognisances, and bail orders; and criminal calendars.

Essential Requirements:—Graduate in 2013 of the Tasmanian Legal Practice Course at the Centre for Legal Studies, Hobart, or other Practical Legal Training Course approved by the Board of Legal Education, and who expect to be admitted in Tasmania by the end of August 2013.

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.

Desirable Requirements:—A full current driver's licence.

Enquiries to Ann-Marie Nuttall, Executive Support Officer (Judges Chambers), Department of Justice, phone (03) 6233 2902, email annmarie.nuttall@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Ann-Marie Nuttall on (03) 6233 2902.

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, 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.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

BIOSECURITY AND PRODUCT INTEGRITY

Plant Biosecurity and Diagnostics

Technical Officer (TASAG ELISA) (702887).

Applications Close:—Wednesday, 10 April 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

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

Applicants should note that while this vacancy has been advertised as full-time, DPIPWE may be prepared to negotiate a part-time arrangement with the successful applicant.

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

Duties:—To undertake tests for the presence of plant viruses and other pathogens in plant and seed samples using ELISA (enzyme-linked immunosorbent assay) and other methodologies and manage associated laboratory workloads.

Essential Requirements:—An Advanced Diploma in Applied Science or Laboratory Skills, 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.

Desirable Requirements:—Demonstrated experience in the area of plant virology. A current motor vehicle driver's licence.

Enquiries to Peter Cross, phone (03) 6233 6845, email peter.cross@dpipwe.tas.gov.au.

Applications to Peter Cross, Team Leader, Plant Pathology, Department of Primary Industries, Parks, Water and Environment, 13 St Johns Avenue, New Town, Tas, 7008, phone (03) 6233 6845, fax (03) 6278 2716, email peter.cross@dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

CORPORATE SERVICES

Human Resources Management

Senior Human Resources Officer (Pay and Conditions) (702859).

Applications Close:—Wednesday, 10 April 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time (36.75 hours per week).

Location:—Hobart.

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

Duties:—Contribute to the production of the Departmental payroll by undertaking a range of payroll and personnel activities. This includes providing advice, assistance and information to management and staff on payroll and entitlements related matters; data input; and providing assistance to the HRM Adviser (Pay and Conditions) with quality assurance, data integrity and complex payroll and personnel related calculations and transactions.

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

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

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

Enquiries to Mandy Finn, phone (03) 6233 5633, email mandy.finn@dpipwe.tas.gov.au.

Applications to The Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS

7001, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

HERITAGE TASMANIA

Administration Officer (706707).

Applications Close:—Wednesday, 10 April 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time (36.75 hours per week).

Location:—Hobart.

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

Duties:—Provide customer service support, records management and administrative support and advice for assigned programs, services and initiatives that assist in the effective and efficient implementation of the Historic Cultural Heritage Act 1995 and Heritage Tasmania's annual Business Plan. The role has primary responsibility for general customer responses, records management and supporting the assessment and registration of places to the Tasmanian Heritage Register.

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

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

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Enquiries to Ester Guerzoni, phone (03) 6233 4152, email ester.guerzoni@heritage.tas.gov.au.

Applications to The Manager, Human Resources Management, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS 7001, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

INFORMATION AND LAND SERVICES

Directorate Administration

Executive Officer (701708).

Applications Close:—Wednesday, 10 April 2013.

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

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time (18 hours per week) from as soon as possible until 30 September 2013.

Location:—Hobart.

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

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

Duties:—Provide support in relation to the Information and Land Services (ILS) corporate activities and divisional projects in collaboration with the 'Divisional Team'.

Desirable Requirements:—Current motor vehicle driver's licence.

Applications should quote vacancy title and number, be

marked Personal and Confidential and addressed as indicated.

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Enquiries to Emilie Linscott, phone (03) 6233 2183, email emilie.linscott@dpipwe.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

North-West Region

Ranger (706532).

Applications Close:—Friday, 12 April 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 38 hours per week, working on a roster basis.

Location:—within the North West Region, initially Arthur River Field Centre. (See special employment conditions in the Statement of Duties for further information on other field centres within the Region).

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

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

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

Essential Requirements:—A minimum of five years experience in reserve management or equivalent experience. A workplace Level 2 First Aid Certificate.

To access Band 4 Range 2 salary levels the following are essential: A Diploma in Conservation and Land Management or other qualifications deemed equivalent.

Desirable Requirements:—A Diploma in Conservation and Land Management or other qualifications deemed equivalent. A current motor vehicle driver's licence.

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

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

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

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

North-West Region

Ranger in Charge (706396).

Applications Close:—Friday, 12 April 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 38 hours per week, working on a roster basis.

Location:—within the North West Region, initially Arthur River Field Centre. (See special employment conditions in the Statement of Duties for further information on other field centres within the Region).

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

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

Relocation expenses may be considered for employees appointed to this position, however this is subject to approval.

Duties:—Management of field centre operations and resources for the conservation and sustainable use of natural and cultural resources.

Essential Requirements:—A Diploma in Conservation and Land Management or other qualifications deemed equivalent. A minimum of five years experience in reserve management or equivalent experience. A Workplace Level 2 First Aid Certificate.

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

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

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

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

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44 Hobart Tas 7000, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

North-West Region

Visitor Services Officer (706028).

Applications Close:—Friday, 12 April 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 58 hours and 48 minutes per fortnight working on a roster basis.

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

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

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

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

Duties:—To provide quality visitor services and assist the Business Services Co-ordinator with routine supervision and management of site operations.

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

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

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Enquiries to Kamryn Myler, phone (03) 6289 1172, email Kamryn.Myler@parks.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Southern Region

Field Officer (340896).

Applications Close:—Wednesday, 10 April 2013.

Salary:—\$47,823 – \$51,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time (38 hours per week) on a roster basis.

Location:—within the Southern Region, initially Maria Island Field Centre. (See special employment conditions in the Statement of Duties for further information on other field centres within the Region).

Commencing salary within the above range will be determined in accordance with qualifications and previous relevant experience. A percentage salary loading may be payable in addition to the annual award salary for those employees who are authorised to undertake work on weekends, public holidays, outside normal working hours and for performing first aid duties.

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

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

A restricted or full coxswains certificate. Certificate II in Conservation and Land Management or an equivalent qualification relevant to the nature of the work to be undertaken, as provided by either a vocational education organisation or a registered and accredited training provider.

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

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Enquiries to Justin Helmich, phone (03) 6233 4742, email Justin.Helmich@parks.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dpiuwe.tas.gov.au.

PUBLIC TRUSTEE

ADMINISTRATION

Learning and Development Officer (791202).

Applications Close:—Wednesday, 10 April 2013.

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

Tasmanian State Service Award, General Stream, Band 4.

Permanent part-time 0.4FTE (days negotiable).

Location:—Hobart.

Duties:—The Learning and Development Officer will assist in the development and provision of a structured learning and development program for all employees, including induction. The successful applicant will also contribute to continuous improvement strategies and assist with HR activities.

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

Desirable Requirements:—Sound knowledge and experience in contemporary human resource development including the ability to co-ordinate learning and development activities and induction programs. Well-developed written and oral communication skills including presentation, liaison and negotiation skills.

Enquiries to Angie Dougan, Human Resources Manager, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6235 5240, email adougan@publictrustee.tas.gov.au.

Applications to Angie Dougan, Human Resources Manager, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone 6235 5240, email adougan@publictrustee.tas.gov.au.

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

PUBLIC TRUSTEE

ADMINISTRATION

Marketing Co-ordinator (790101).

Applications Close:—Wednesday, 10 April 2013.

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

Tasmanian State Service Award, General Stream, Band 4.

Permanent part-time 0.6FTE (days negotiable).

Location:—Hobart.

Duties:—The Marketing Co-ordinator will work with the Manager Marketing and Business Development in the

implementation of the Public Trustee's marketing plan and corporate programs and projects related to marketing, product and new business development and the implementation of strategies for the promotion of the Public Trustee.

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

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

Desirable Requirements:—Demonstrated understanding of the principles of marketing and business development within a commercial environment. Demonstrated research and analytical skills. Demonstrated understanding of customer relationship management and proactive client service principles.

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

Enquiries to Mary-Anne Legro, Manager Marketing and Business Development, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6235 5260, email mlegro@publictrustee.tas.gov.au.

Applications to Angie Dougan, Human Resources Manager, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone 6235 5240, email adougan@publictrustee.tas.gov.au.

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

PUBLIC TRUSTEE

CORPORATE SERVICES

Assistant Finance Officer (791211).

Applications Close:—Wednesday, 10 April 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time 0.4FTE, Thursday and Friday each week.

Location:—Hobart.

Duties:—The Assistant Finance Officer contributes to the efficient and effective operation of the Public Trustee by performing a range of routine accounting and clerical functions and contributing to the overall performance of the Financial Services Team.

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

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

Desirable Requirements:—Demonstrated understanding of the principles of marketing and business development within a commercial environment. Demonstrated research and analytical skills. Demonstrated understanding of customer relationship management and proactive client service principles.

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services to the Tasmanian Community. Further information about our services is available at www.publictrustee.tas.gov.au.

Enquiries to Scott Parnham, Manager Financial Operations, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 62355230, email sparnham@publictrustee.tas.gov.au.

Applications to Angie Dougan, Human Resources Manager, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone 62355240, email adougan@publictrustee.tas.gov.au.

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

TASMANIAN AUDIT OFFICE

General Manager Financial Audit Services (TAO2101)

Applications Close:— Wednesday, 10 April 2013.

ANZSCO:—

Salary:— \$143,088 – \$164,550 p.a.

Tasmanian State Service Award, Professional Stream, Band 6
Permanent full-time

Location:— Hobart

Duties:— Ensure the delivery of the Office's financial audit program, including optimal resource allocation and the provision of expert advice and guidance to staff. In addition, provide authoritative and expert advice and recommendations on the outcomes of audits to the Auditor-General, clients and Parliament.

Ensure the Office's financial audits are completed within agreed timeframes, budgets standards of performance and accountability.

Research and clearly articulate highly complex and challenging concepts and emerging issues in the form of written reports and presentations related to financial audits, accounting and auditing standards, discussion papers and generally accepted accounting practice. Resolve any significant differences of opinion.

Critically examine and analyse reports prepared by staff to ensure their accuracy and ability to withstand Parliamentary, agency and community scrutiny. Sign a range of audit opinions as delegated by the Auditor-General.

Prepare reports to Parliament on the outcomes of financial audits which may impact on government policy, operations of State Entities and the wider Tasmanian community.

Manage networks of other experts, professionals, executive management and clients to establish a rapport based on professional relationships and respect for roles and responsibilities.

Ensure the financial audit methodology is contemporary having regard to long-term implications for the Office and the State.

As a member of the Office's Executive Management Team, provide significant input into the development of corporate strategic and business plans, resource allocation, risk management and performance management.

Model high standards of professional and ethical behaviour consistent with the Office's values and provide leadership and guidance to influence and shape the Office's culture consistent with these standards.

Provide audit teams and individuals regular constructive feedback and direction through timely reviews of their work against planned procedures and standards, signing-off as necessary in the audit file, and manage performance in

accordance with the Office's performance management system, including under performance.

Represent the Office with expert authority at State and National level as required.

Essential Requirements:—A tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution; PLUS (Completion of a recognised accounting/auditing certificate program, that includes either three years supervised/mentored practical experience or five years unsupervised practical experience in accounting/auditing); OR (Either three years supervised/mentored practical experience or five years unsupervised practical experience in a relevant discipline.) 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 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.

Desirable Requirements:— A strong understanding of accountability arrangements and all aspects of the activities of Government and of State Entities including Agencies, Government Business Enterprises, State Owned Corporations, other public bodies and Local Government Authorities.

Enquiries to Ric De Santi, Chief Operating Officer, Tasmanian Audit Office, GPO Box 851, Hobart 7000, phone (03) 6226 0100, fax (03) 6226 0199, email Recruitment@audit.tas.gov.au.

Applications to Jess Reardon, Human Resources Consultant, Tasmanian Audit Office, GPO Box 851, Hobart 7000, phone (03) 6226 0100, fax (03) 6226 0199, email Recruitment@audit.tas.gov.au.

Applicants should include a statement of claims against the selection criteria. Email submissions are preferred.

TASMANIAN SKILLS INSTITUTE

OPERATIONS.

Natural Resources

Teacher (Dairy/Agriculture) RE-ADVERTISED (965490).

Applications Close:—Wednesday, 10 April 2013.

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

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

Fixed-term full-time from As soon as possible to 23 December 2013, up to 70 hours per fortnight.

Location:—Skills Institute, Burnie.

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

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.

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Speech Pathologist	K. Heier	6 months	08.03.13
Education	Customer Services Officer: Huon LINC	J. Broinowski	6 months	18.03.13
Education	Speech Pathologist	K. Trendall	6 months	08.03.13
Education	Speech Pathologist	S. Copping	6 months	08.03.13
Education	Teacher Assistant	G. Hendrey	6 months	14.03.13
Education	Teacher	S. Kemp	12 months	22.02.13
Health & Human Services & Tasmanian Health Organisations	Cleaner/Kitchen Hand	V. Whitfield	6 months	19.03.13
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	M. Billing	6 months	25.03.13
Health & Human Services & Tasmanian Health Organisations	Home Help	E. Chugg	6 months	25.03.13
Health & Human Services & Tasmanian Health Organisations	Home Help	T. Johnston	6 months	25.03.13
Health & Human Services & Tasmanian Health Organisations	Speech Pathologist	S. Leslie	6 months	01.06.13
Health & Human Services & Tasmanian Health Organisations	Home Help	A. Humphrey	6 months	25.03.13
Justice	Correctional Officer	S. William	12 months	12.03.13
Justice	Correctional Officer	K. Jarome	12 months	12.03.13
Justice	Correctional Officer	B. Stacey	12 months	12.03.13
Justice	Correctional Officer	M. Mathot-Dewis	12 months	12.03.13
Justice	Correctional Officer	R. Sochacki	12 months	12.03.13
Justice	Correctional Officer	T. Dennis	12 months	12.03.13
Justice	Correctional Officer	D. How	12 months	12.03.13
Justice	Correctional Officer	N. Marsh	12 months	12.03.13
Justice	Legal Practitioner	S. Eley	6 months	07.01.13
Justice	Correctional Officer	D. Luke	12 months	12.03.13
Justice	Legal Practitioner	J. Houlst	6 months	25.03.13
Police & Emergency Management	Team Leader Southern Region	H. Lynch	6 months	27.03.13
Police & Emergency Management	Senior Finance Officer	A. Coy	NIL	13.03.13
Police & Emergency Management	Legal Officer	K. Barwick	NIL	11.03.13
Primary Industries, Parks, Water & Environment	Valuer	K. Brown	6 months	03.04.13
Primary Industries, Parks, Water & Environment	Senior Research Microbiologist	R. Morrison	NIL	04.03.13
Primary Industries, Parks, Water & Environment	Valuer	C. Porter	6 months	03.04.13

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	S. Rieder	Manager Vacancy and Staffing Services	18.03.13
Justice	S. Stewart	Data Processor	18.03.13
Primary Industries, Parks, Water & Environment	E. Linscott	Manager (Divisional Administration), 340337	21.03.13
Treasury & Finance	J. Bernal	Principal Human Resource Officer	03.04.13

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	Senior Consultant (Strategic Policy)	R. Mee	18.03.13
Infrastructure, Energy & Resources	Chief Financial Officer	S. Shirley	22.03.13
Justice	Correctional Officer	A. Court	27.03.13
Justice	Senior Records Advisor	D. Bennett	20.03.13
Primary Industries, Parks, Water & Environment	Parks and Reserves Manager - West Coast	C. Arthur	27.03.13
Primary Industries, Parks, Water & Environment	Quarantine Officer	H. Sharman	08.03.13

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	Enrolled Nurse (Medication Endorsed)	R. Bingley	03.03.13
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	S. Lewis	22.03.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Allingham	03.03.13
Health & Human Services & Tasmanian Health Organisations	Clinical Nurse Specialist	T. Christensen	19.03.13
Health & Human Services & Tasmanian Health Organisations	Nurse Unit Manager	N. Heffernan	22.03.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	L. Dunstan	16.03.13

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