



TASMANIAN STATE SERVICE NOTICES

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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 Mercury Walch Pty Ltd, 5 Bowen Road, Moonah, Tasmania 7009.

Further Information

Applicants are strongly advised to seek further information including the statement of duties, from the www.jobs.tas.gov.au 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.

Tasmanian Government Gazette

Email text copy to

govt.gazette@mercurywalch.com.au

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

State Service Notices

Vacancy, Direct Selection and Staff Movement Notices

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

Order Information

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

Deadlines

Government Gazette :—

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

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

Deadlines will be strictly adhered to
Subscription or account enquiries phone
(03) 6232 2137.

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

EDUCATION

CORPORATE SERVICES

Finance, Facilities and Business Support

Finance and Resource Services

Senior Budget Analyst (965193).

Applications Close:—Friday, 15 November 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Description of the Role:—Provide a high level financial management and budget management consultancy service on aspects relating to the management of the Department's budget with a particular focus on the whole of Agency budget development and monitoring. Maintain and develop budget management systems and their associations with Departmental finance and reporting systems. Support budget allocation and monitoring services in the Department including planning, evaluation and reporting processes. Participate

in the development of appropriate policies, procedures and information 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.

Desirable Requirements:—Eligible for membership of the Australian Society of Accountants with CPA Status or equivalent qualifications.

Enquiries to Jacqui Wilson, Manager Budget and Resources, Department of Education, phone (03) 6233 9410, email **jacqui.wilson@education.tas.gov.au**.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email **recruitment@education.tas.gov.au**.

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

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

EDUCATION

CORPORATE SERVICES

Human Resources Management

HR Operations Systems and Reporting

HR Systems Officer (960309).

Applications Close:—Friday, 15 November 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.5 hours per fortnight.

Location:—Letitia House.

Description of the Role:—Work as a member of the Human Resource (HR) Systems team to ensure the delivery of efficient operation of nominated HRM Information Systems including the running and reconciling of the Departments fortnightly payroll.

Liaise and consult with HR operations, system providers, the Information and Technology Services Branch and other internal and external stakeholders with regard to development of systems.

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

Enquiries to Sharon England, Manager HR Operations, Systems and Reporting, Department of Education, phone (03) 6233 3651, email **sharon.england@education.tas.gov.au**.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, 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

EARLY YEARS AND SCHOOLS

Child and Family Centre

Centre Leader, Child and Family Centre, George Town (965737).

Applications Close:—Friday, 15 November 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 January 2014 for 12 months with a possible 12 months extension. Employment Conditions are 52 weeks per year.

Location:—Child and Family Centre, George Town.

Description of the Role:—Lead and manage the Child and Family Centre as a place where the well being of children and parents comes first, which will integrate the delivery of human, education and health services for young children and their families, ensuring the success, accountability and continuous improvement of the centre.

Work collaboratively with parents/caregivers, families, volunteers, service providers, local community, government and non-government agencies to provide the best possible quality and range of accessible integrated programs and services for children, families and communities.

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:—An appropriate tertiary qualification, such as a qualification in Early Childhood Education, Child Care, Adult Education, Health Care, Community Development, or a related discipline.

A current driver's licence.

Enquiries to Cheryl Larcombe, Department of Education, phone 0437 259 524, email cheryl.larcombe@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, 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

Child and Family Centres

Centre Leader, Child and Family Centre, Chigwell (964475).

Applications Close:—Friday, 15 November 2013.

Salary:—\$102,976 – \$110,919 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time, Commencement date to be negotiated.

Location:—Child and Family Centres, Chigwell.

Description of the Role:—Lead and manage the Child and Family Centre as a place where the well being of children and parents comes first, which will integrate the delivery of human, education and health services for young children and their families, ensuring the success, accountability and continuous improvement of the centre.

Work collaboratively with parents/caregivers, families, volunteers, service providers, local community, government and non-government agencies to provide the best possible quality and range of accessible integrated programs and services for children, families and communities.

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:—An appropriate tertiary qualification, such as a qualification in Early Childhood Education, Child Care, Adult Education, Health Care, Community Development, or a related discipline.

A current driver's licence.

Enquiries to Greg Turner, Department of Education, phone (03) 6212 3141, email greg.turner@education.tas.gov.au.

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Deloraine Primary School

School Business Manager, Deloraine Primary School (952813).

Applications Close:—Friday, 15 November 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight. Employment Conditions are 52 weeks per year.

Location:—Deloraine Primary School.

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

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

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

Enquiries to Janette Beams, Department of Education, phone (03) 6362 2012, email janette.beams@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Exeter High School

Advanced Skills Teacher, Exeter High School (205220).

Applications Close:—Friday, 15 November 2013.

Salary:—\$93,009 p.a.

Teaching Service (Tasmanian Public Sector) Award, Advanced Skills Teacher, Band 2.

Permanent full-time 70 hours per fortnight.

Location:—Exeter High School.

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

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

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

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

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

Enquiries to Maree Pinnington, Department of Education, phone (03) 6394 4366, email maree.pinnington@education.tas.gov.au.

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

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Glen Dhu Primary School

Education Facility Attendant, (Cleaning), Glen Dhu Primary School (952096).

Applications Close:—Friday, 15 November 2013.

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

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

Permanent part-time up to 40 hours per fortnight. Employment Conditions are 52 weeks per year.

Location:—Glen Dhu Primary School.

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

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

Enquiries to Colleen Newman, Department of Education, phone (03) 6344 1349, email colleen.newman@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, 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)

Lilydale District School

Advanced Skills Teacher, Lilydale District School (203627).

Applications Close:—Friday, 15 November 2013.

Salary:—\$93,009 p.a.

Teaching Service (Tasmanian Public Sector) Award, Advanced Skills Teacher, Band 2.

Permanent full-time 70 hours per fortnight.

Location:—Lilydale District School.

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

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

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

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

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

Enquiries to Greg Morgan, Department of Education, phone (03) 6395 0100, email greg.morgan@education.tas.gov.au.

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

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Mowbray Heights Primary School

Assistant Principal, Mowbray Heights Primary School (951226).

Applications Close:—Friday, 15 November 2013.

Salary:—\$104,093 p.a.

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

Permanent full-time 70 hours per fortnight. Employment Conditions are 52 weeks per year.

Location:—Mowbray Heights Primary School.

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

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

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

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

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

Enquiries to Sharon Symes, Department of Education, phone (03) 6326 1892, email sharon.symes@education.tas.gov.au.

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

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Northern Support School

Bus Attendant, Northern Support School (305914).

Applications Close:—Friday, 15 November 2013.

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

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time up to 20 hours per fortnight. Employment Conditions are 40 weeks per year.

Location:—Northern Support School.

Description of Role:—Travel with students on school buses and supervise students with disabilities and/or developmental delays whilst they travel to and from school.

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:—Basic first aid skills.

Enquiries to Margaret Ridgers, Department of Education, phone (03) 6339 1453, email margaret.ridgers@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, 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)

Northern Support School

Teacher Assistant, Northern Support School (7 Vacancies).

Applications Close:—Friday, 15 November 2013.

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

Tasmanian State Service Award, General Stream Band 2.

Vacancy No. 984483.

Permanent part-time up to 30 hours per fortnight.

Employment Conditions are 40 weeks per year.

Location:—Northern Support School.

Vacancy No. 984444.

Permanent part-time up to 30 hours per fortnight.

Employment Conditions are 40 weeks per year.

Location:—Northern Support School.

Vacancy No. 960839.

Permanent part-time up to 30 hours per fortnight.

Employment Conditions are 40 weeks per year.

Location:—Northern Support School.

Vacancy No. 952553.

Permanent part-time up to 30 hours per fortnight.

Employment Conditions are 40 weeks per year.

Location:—Northern Support School.

Vacancy No. 952553.

Permanent part-time up to 30 hours per fortnight.

Employment Conditions are 40 weeks per year.

Location:—Northern Support School.

Vacancy No. 305910.

Permanent part-time up to 30 hours per fortnight.

Employment Conditions are 40 weeks per year.

Location:—Northern Support School.

Vacancy No. 305835.

Permanent part-time up to 30 hours per fortnight.

Employment Conditions are 40 weeks per year.

Location:—Northern Support 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 Margaret Ridgers, Department of Education, phone (03) 6339 1453, email margaret.ridgers@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, 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.

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EDUCATION

LEARNING SERVICES

Learning Services (North)

Northern Support School, Newstead Campus

Teacher Assistant, Northern Support School, Newstead Campus (2 Vacancies).

Applications Close:—Friday, 15 November 2013.

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

Tasmanian State Service Award, General Stream Band 2.

Vacancy No. 305953.

Permanent part-time up to 30 hours per fortnight.

Employment Conditions are 40 weeks per year.

Location:—Northern Support School, Newstead Campus.

Vacancy No. 305962.

Permanent part-time up to 30 hours per fortnight.

Employment Conditions are 40 weeks per year.

Location:—Northern Support School, Newstead Campus.

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 Margaret Ridgers, Department of Education, phone (03) 6339 1453, email margaret.ridgers@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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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)
Port Dalrymple School

***Advanced Skills Teacher, Port Dalrymple School
(2 Vacancies).***

Applications Close:—Friday, 15 November 2013.

Salary:—\$93,009 p.a.

Teaching Service (Tasmanian Public Sector) Award, Advanced Skills Teacher Band 2.

Vacancy No. 961565.

Permanent full-time 70 hours per fortnight.

Location:—Port Dalrymple School.

Vacancy No. 203824.

Permanent full-time 70 hours per fortnight.

Location:—Port Dalrymple School.

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

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

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

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

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

Enquiries to Lynette Burt, Department of Education, phone (03) 6382 0500, email lynette.burt@education.tas.gov.au.

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

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

EDUCATION
LEARNING SERVICES
Learning Services (North)
Port Dalrymple School

Assistant Principal, Port Dalrymple School (203326).

Applications Close:—Friday, 15 November 2013.

Salary:—\$104,093 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Port Dalrymple School.

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

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

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

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

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

Enquiries to Philip Challis, Department of Education, phone (03) 6382 0500, email philip.challis@education.tas.gov.au.

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

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

EDUCATION
LEARNING SERVICES
Learning Services (North)
Scottsdale High School

Advanced Skills Teacher, Scottsdale High School (203932).

Applications Close:—Friday, 15 November 2013.

Salary:—\$93,009 pro rata, per annum.

Teaching Service (Tasmanian Public Sector) Award, Advanced Skills Teacher, Band 2.

Permanent full-time 70 hours per fortnight.

Location:—Scottsdale High School.

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

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

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

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

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

Enquiries to Natalie Odgers, Department of Education, phone (03) 6352 2477, email natalie.odgers@education.tas.gov.au.

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

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Scottsdale Primary School

Advanced Skills Teacher, Scottsdale Primary School (2 Vacancies).

Applications Close:—Friday, 15 November 2013.

Salary:—\$93,009 p.a.

Teaching Service (Tasmanian Public Sector) Award, Advanced Skills Teacher Band 2.

Vacancy No. 203530.

Permanent full-time 70 hours per fortnight.

Location:—Scottsdale Primary School.

Vacancy No. 203531.

Permanent full-time 70 hours per fortnight.

Location:—Scottsdale Primary School.

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

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

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

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

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

Enquiries to Dawn McCauley, Department of Education, phone (03) 6352 0200, email dawn.mccauley@education.tas.gov.au.

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

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Summerdale Primary School

Teacher Assistant, Summerdale Primary School (952211).

Applications Close:—Friday, 15 November 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time up to 20 hours per fortnight. Employment Conditions are 40 weeks per year.

Location:—Summerdale 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 Christine Brown, Department of Education, phone (03) 6344 5333, email christine.brown@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, 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, local task list, 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)

Sheffield School

Canteen Assistant, Sheffield School (963822).

Applications Close:—Friday, 15 November 2013.

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

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time up to 20 hours per fortnight. Employment Conditions are 40 weeks per year.

Location:—Sheffield School.

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

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

Enquiries to Charmaine Butcher, Department of Education, phone (03) 6491 8212, email charmaine.butcher@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, 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)

Somerset Primary School

Teacher Assistant, Somerset Primary School (301026).

Applications Close:—Friday, 15 November 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time up to 50 hours per fortnight, up to 42 weeks per year.

Location:—Somerset Primary School.

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

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

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

Enquiries to Mathew Grining, Department of Education, phone (03) 6435 1114, email mathew.grining@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, 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)

Rose Bay High School

Education Facility Attendant, Rose Bay High School (962167).

Applications Close:—Friday, 15 November 2013.

Salary:—\$38,063 – \$43,039 p.a.

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

Permanent full-time 80 hours per fortnight, from as soon as possible.

Location:—Rose Bay High School.

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

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

Enquiries to Karen Gannon, Department of Education, phone (03) 6242 9299, email karen.gannon@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Austins Ferry Primary School

Advanced Skills Teacher, Austins Ferry Primary School (202674).

Applications Close:—Friday, 15 November 2013.

Salary:—\$93,009 p.a.

Teaching Service (Tasmanian Public Sector) Award, Advanced Skills Teacher, Band 2.

Permanent full-time.

Location:—Austins Ferry Primary School.

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

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

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

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

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

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

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

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, 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 and local task list, relevant personal details and work history.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Austins Ferry Primary School

Home School Liaison Officer, Austins Ferry Primary School (965610).

Applications Close:—Friday, 15 November 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 50 hours per fortnight, up to 42 weeks per year.

Location:—Austins Ferry Primary School.

Description of the role:—Facilitate effective communication between the school and the community and contribute to the development of community involvement strategies. Assist with the improvement of retention rates of students to year 12.

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 Douglas, Department of Education, phone (03) 6275 7222, email anne.douglas@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, 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 and local task list, 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 Primary School

Education Facility Attendant, Huonville Primary School (954325).

Applications Close:—Friday, 15 November 2013.

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

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

Permanent part-time up to 66.50 hours per fortnight. Hours of duty will be between 2.45pm and 10pm daily.

Location:—Huonville Primary School.

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

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

Enquiries to Cherie Howard, Department of Education, phone (03) 6264 1064, email cherie.howard@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, 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 26TEN Strategy (965327).

Applications Close:—Wednesday, 20 November 2013.

Salary:—\$102,976 – \$110,919 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Description of the Role:—Manage the implementation of the 26TEN strategy as part of the Tasmanian Government's Adult Literacy Action Plan 2010-2015. Contribute directly to Department of Education and whole of government strategic directions, planning and policy development relating to adult literacy in Tasmania.

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 academic/professional qualifications.

Enquiries to Jane Forward, Manager Literacy Services, Department of Education, phone (03) 6233 2914, email jane.forward@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, 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

Ambulance Tasmania

Emergency and Medical Services

Branch Station Officer (510664).

Applications Close:—Friday, 15 November 2013.

Salary:—\$63,677 – \$66,330 p.a.

Tasmanian Ambulance Service Award, Branch Station Officer, Year 1 to Year 2 (Base).

Permanent full-time shiftwork.

Location:—Smithton.

Provision of pre-hospital care and the transport of patients by Ambulance or other means. Operation of a country or urban Branch Station including activities associated with public education and community relations, staff supervision, recruitment, training and development of local Volunteer Ambulance Officers.

Desirable Requirements:—Current accreditation as an Intensive Care Paramedic.

Essential Requirements:—Holds a Bachelor of Paramedic Science and relevant work experience or other qualification approved by the Service.

Current Driver's Licence.

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

Enquiries to Norris Hayes, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 6965, email norris.hayes@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Ambulance Tasmania

Emergency and Medical Services

Duty Manager (518693).

Applications Close:—Friday, 15 November 2013.

Salary:—\$77,794 p.a.

Tasmanian Ambulance Service Award, Ambulance Manager, Level 1 (Base).

Permanent full-time shiftwork (fully rotational).

Location:—450 Wellington St, Launceston.

Duties:—Responsible to the Operations Manager for all aspects of day to day ambulance service delivery within the assigned operational region. Responsible for the supervision of human and physical resources of the operational region. Provide tactical and short term strategic planning, deployment of emergency response resources and development and maintenance of links with other health professionals and emergency services.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the position:.

Holds a Bachelor of Paramedic Science or other qualification approved by the Service and relevant work experience with an additional qualification in management or equivalent. Current Driver's Licence.

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

Enquiries to Matthew Eastham, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5770, email matthew.eastham@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Manager Child Protection, North (517164).

Applications Close:—Friday, 22 November 2013.

Salary:—\$102,068 – \$109,918 p.a.

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

Permanent full-time day work.

Location:—Children and Youth Services, North.

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

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

Selection criteria includes:—High level experience in and knowledge of Child Protection or a related human services field.

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

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

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

Desirable Requirements:—A relevant tertiary degree.

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

Manager, Information Management (515780).

Applications Close:—Friday, 15 November 2013.

Salary:—\$93,032 – \$99,415 p.a.

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

Permanent full-time day work.

Location:—Children and Youth Services, Program Support Unit, Hobart.

Duties:—The occupant will manage the ongoing information technology and information management support function for CYS and will also undertake project management role in relation to the successful implementation of new information systems and enhancement to existing systems to support strategic reform programs within CYS.

As a senior member of the CYS Program Support Unit, provide high level advice to the Deputy Secretary Children, Director Operations, Area Directors, managers, team leaders and CYS staff in relation to the effective management of information to improve and inform service delivery and reporting.

Selection criteria includes:-

Extensive high level experience in the development and management of information technology projects including a sound understanding of contemporary information system networks, information systems and telecommunications developments.

Extensive and high level experience in the management of information technology and information management support functions in a large and decentralised service organization.

Strong leadership and project management skills including the capacity to proactively contribute to and guide significant statewide initiatives directly within a service delivery environment.

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

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

Enquiries to Bruce Kemp, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3149, 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

Registered Nurse, Child and Family Health Nurse (Multiple vacancies) (500915).

Applications Close:—Friday, 15 November 2013.

Salary:—\$63,591 – \$76,859 p.a.

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

Permanent full-time day work, SEE NOTE BELOW.

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

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

PLEASE NOTE:—Alternative part-time hours are 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 Registered Nurse, Child and Family Health Nurse:—Consistent with ongoing experience strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with clients, their families and other health professionals within the child and family health practice area.

Selection criteria includes:—Current knowledge of, and the ability to apply nursing principles, procedures and practices in the delivery of client care in child and family health nursing and in line with legal requirements and the Australian Nursing and Midwifery Board (ANMB) National Competency Standards for the Registered Nurse.

Demonstrated sound knowledge of the principles of primary health care and the ability to apply these in child and family health nursing.

Sound interpersonal and communication skills, including written skills and the ability to function effectively in a multidisciplinary team environment.

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

Desirable Requirements:—Holds a recognised child and family health nursing qualification or is working towards same.

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

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

Enquiries to Terri Moon, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7865, email terri.moon@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

Senior Records Clerk (515579).

Applications Close:—Friday, 15 November 2013.

Salary:—\$53,203 – \$57,913 p.a.

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

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

Location:—Children and Youth Services, North.

Duties:—To supervise and co-ordinate all activities associated with records management, ensuring an efficient and effective operation, in accordance with established guidelines and procedures.

Selection criteria includes:—Demonstrated knowledge of and experience in records management preferably in the operation of a large, complex and comprehensive records system.

Ability to supervise staff, identify and deliver training, manage workflow and monitor performance to ensure standards are maintained.

Demonstrated knowledge of Thesaurus classification principles and the ability to apply that knowledge.

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

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

Enquiries to Michelle Davey, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2572, email michelle.davey@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

Social Worker (517486).

Applications Close:—Friday, 15 November 2013.

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

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

Permanent part-time day work (53.2 hours per fortnight).

Location:—Children and Youth Services, CHAPS Parenting Centre, North.

Duties:—Within a primary health care framework and in accordance with the philosophy of the Child Health and Parenting Services (CHAPS), Agency policy, legal requirements and Australian Association of Social Workers (AASW) Code of Ethics, the Social Worker will: Provide and develop a social work service for families, as part of a multi-disciplinary team within the Parenting Centre.

Selection criteria includes:—Significant post qualification experience in child and family health service delivery.

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

Sound theoretical knowledge of child development, and highly developed professional clinical skills in assessment and counselling intervention in working with families with complex needs.

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

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

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

Enquiries to Libby Dawson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2143, email libby.dawson@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

Manager Community Services (500318).

Applications Close:—Friday, 22 November 2013.

Salary:—\$102,068 – \$109,918 p.a.

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

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

Location:—D,H and CS, Disability and Community Services, South.

Duties:—The Manager Community Services has primary responsibility for:—Leading and directing the development and management of the Community Services Business Unit.

Managing the strategic planning, implementation, development and review of Community Services, including human, financial and physical resources.

Developing the annual strategic and business framework of Community Services and Gambling Support Program in line with the Gambling Control Act 1993.

Selection criteria includes:—Extensive knowledge and understanding of the current issues impacting on the health and human services industry, with particular knowledge of issues for Community Services, gambling and community sectors and intergovernmental relations in health and human services.

Significant leadership experience and a strategic level of contemporary management skill in human resources, business, project, change and information management.

Highly developed interpersonal, communication and conflict resolution skills including demonstrated experience in representation, negotiation and working collaboratively with senior internal and external stakeholders to achieve organisational outcomes.

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

Desirable Requirements:—Relevant tertiary qualifications.

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

Enquiries to Ingrid Ganley, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4066, email ingrid.ganley@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, Allied Health (505660).

Applications Close:—Friday, 15 November 2013.

Salary:—\$76,505 – \$87,754 p.a.

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

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:—Disability and Community Services, South.

Duties:—Provide specialist habilitation 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 Gateway Services, 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:—Relevant post-graduate experience working with people with disabilities and a well developed ability to effectively design and manage specialist programs.

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

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

Ability to design, implement and provide training programs and educational services to carers, service providers and the wider community.

Group work skills including the ability to lead, motivate and facilitate training and educational programs.

Desirable Requirements:—A 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).

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

Disability, Housing and Community Services

Housing Tasmania

Tenancy Officer (517065).

Applications Close:—Friday, 15 November 2013.

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

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing as soon as possible until 30 June 2014.

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

Duties:—Provide a range of tenancy management services to a portfolio of public housing clients and properties in accordance with Housing Tasmania's service delivery policies, principles and standards.

Selection criteria includes:—Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change.

Demonstrated ability to interpret client circumstances and requirements, use initiative and utilise problem solving skills to make well-informed recommendations in relation to tenancy management, within legislation, policy and guidelines.

Demonstrated ability, both individually and as a member of a team, to plan, organise, set priorities to complete tasks to meet deadlines and achieve established benchmarks and standards.

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

Desirable Requirements:—Hold and maintain a current driver's license.

Working towards or successful completion of qualifications relevant to the job.

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

Enquiries to Rosanne Bennett, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2884, email rosanne.bennett@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Strategic Control, Workforce and Regulation

Education and Training

Principal Educator (Simulated Learning Education) (520872).

Applications Close:—Friday, 15 November 2013.

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

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

Fixed-term part-time daywork, working 38 hours per fortnight, commencing as soon as possible for a period of 12 months.

Location:—Hobart.

In collaboration with the Project Manager Tasmanian Clinical Education Network (TCEN), the Principal Educator (Simulated Learning Education) Develops and implements a sustainable state-wide framework for simulation education, Leads the development, implementation and management of Simulated Learning Education (SLE) curricula and scenarios to maximise equipment purchased as part of the SLE Program, Expands SLE activity across Tasmania through the provision of effective leadership to SLE Program staff.

Pre-employment Conditions:—Evidence of the following must be provided prior to appointment to the job:—Satisfactory completion of an *appropriate course of study from a recognised tertiary institution.

*Appropriate Course of Study:—For the purpose of the previous section the 'appropriate course of study' is:—Bachelor Degree with studies in health professional practice. Recognised qualifications in Simulation.

Desirable Requirements:—Postgraduate Qualifications in Simulation, Adult Education or other relevant field. Current Driver's Licence.

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

Enquiries to Marnie Bower, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 9091, email marnie.bower@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Strategic Control, Workforce and Regulation

Education and Training

Simulation Technician (2 Vacancies).

Applications Close:—Friday, 29 November 2013.

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

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

Vacancy No. 521636.

Fixed-term part-time daywork, 22.8 hours per fortnight, commencing 1 December 2013 for a period of 12 months.

Location:—Hobart.

Vacancy No. 521637.

Fixed-term part-time daywork, 22.8 hours per fortnight, commencing 1 December 2013 for a period of 12 months.

Location:—Launceston.

Duties:—To support the delivery of Strategic Workforce and Education's Simulated Learning Environment (SLE) Program, the Simulation Technician provides: Specialised technical support, maintenance and quality assurance services, Education and support to project staff and instructors in the use of simulation, audiovisual and other information communication technology.

Desirable Requirements:—Demonstrated competence in the use of Oracle. Current Driver's Licence.

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

Enquiries to Marnie Bower, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 9091, email marnie.bower@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Tasmanian Health Organisation, North, Statewide Mental Health Services

Administrative Assistant (506230).

Applications Close:—Friday, 15 November 2013.

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

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

Fixed-term full-time day work commencing as soon as possible until 01 July 2014.

Location:—Mental Health Services, North.

Duties:—As part of the Mental Health Services North Administrative Team delivering high quality Mental Health Services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Administrative Assistant will:

Provide day-to-day administrative support to Mental Health Services North within established guidelines, delegations and instructions.

Contribute towards optimal administrative and business support processes within the service unit.

Selection criteria includes:—Well-developed written, verbal and interpersonal communication skills with a demonstrated ability to work both independently and as a member of a team, with a high level of discretion, and effectively liaise with internal and external clients, while maintaining a high level of stakeholder satisfaction.

Ability to exercise initiative and judgement in a dynamic clinical environment, including the ability to undertake and prioritise multiple tasks within established guidelines, time frames, delegations and instructions.

Proficiency in the use of word processing, audio typing, spreadsheet, database packages and computerised financial management information systems with a high degree of attention to detail, including accurate spelling and correct use of grammar, with a minimum typing speed of 40 words per minute.

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

Desirable Requirements:—Certificate III in Office Administration or equivalent.

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

Enquiries to Joanne Bennett, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 636 2185, email Joanne.bennett@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

Administrative Assistant (Anatomical Pathology Typing) (503691).

Applications Close:—Friday, 15 November 2013.

Salary:—\$47,265 – \$51,332 p.a.

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

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

Location:—Launceston General Hospital.

Duties:—In a team environment provide reception, clerical and data input services for the Pathology Department.

Desirable Requirements:—Completion of a recognised secretarial certificate.

Current Driver's Licence.

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

Enquiries to Peter Dadson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7690, email peter.dadson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

Tasmanian Health Organisation, North

Launceston General Hospital

Business Support Officer, Finance (521537).

Applications Close:—Friday, 15 November 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

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

Location:—Launceston General Hospital.

Duties:—To provide a high level administrative support and advice to the Manager Finance and Reporting and the Director of Finance to ensure the timely financial and cost effective utilisation of services associated with the human and physical resources across THO North.

To provide high level co-ordination, secretarial and administrative support regarding Private Patient Scheme (PPS) as it pertains to staff training and development.

To provide high level co-ordination, secretarial and administrative support regarding Continuing Professional Development (CPD) for Salaried Medical Practitioners.

To collect, collate and document the various components of the LGH's Fringe Benefits Tax (FBT) return for provision to the Department.

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

Enquiries to Donna Wilson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7881, email donna.wilson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Chef (503387).

Applications Close:—Friday, 15 November 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, not working weekends but working public holidays. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital.

To prepare and produce all food and nutritional requirements for patients and staff at the Launceston General Hospital, delivered meal recipients and satellite divisions.

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

Enquiries to Dale Anderson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7525, email dale.anderson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Director, eHealth (521673).

Applications Close:—Friday, 15 November 2013.

Salary:—\$102,068 – \$109,918 p.a.

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

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

Location:—Launceston General Hospital.

Duties:—Ensure the information system needs of the THO-North are met. Specifically ensuring that:—a) Clinical care, quality and safety are enhanced with the introduction of new information systems; b) Information systems are implemented in a way that improves efficiency; and c) THO-North operates a contemporary, high-quality and integrated service that is supported by robust information systems.

The goal of this position is to ensure that the THO-North's needs are identified and represented to the broader Department of Health and Human Service (DHHS) and to provide strategic advice to internal stakeholders. The position will provide leadership on information systems and eHealth to the THO-North.

This position is strategic in nature, rather than technical, taking on the Chief Information Officer role within the THO-North. The role will have a focus on strategic and clinical issues related to health system processes and ICT capabilities.

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

Enquiries to Sonia Purse, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7021, email sonia.purse@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Financial Accountant (512864).

Applications Close:—Friday, 15 November 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

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

Location:—Launceston General Hospital.

Duties:—The Financial Accountant is responsible for providing high-level assistance to the Manager Finance and Reporting in:

Completing the external reporting requirements of THO-North, including financial reporting to the THO-North Governing Council and the annual financial report for the Tasmanian Audit Office.

Ensuring the integrity of the general ledger of THO-North.

Developing relevant accounting policies and processes which improve controls and result in greater efficiencies.

Essential Requirements:—Tertiary qualifications in accounting, together with membership of either the Australian Society of Certified Practising Accountants (CPA) or the Institute of Chartered Accountants in Australia (ICAA).

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

Enquiries to Donna Wilson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7881, email donna.wilson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

ICT Manager (521674).

Applications Close:—Friday, 15 November 2013.

Salary:—\$93,032 – \$99,415 p.a.

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

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

Location:—Launceston General Hospital.

Duties:—This position manages the ICT infrastructure required to deliver THO-North information systems. The role acts as a bridge between the service providers of ICT services and THO-North hospital and primary health staff.

To ensure THO-North's ICT needs are met through planning and ongoing management with respect to availability, capability and service continuity of the information communications and technology infrastructure.

To identify emerging ICT trends which contribute to cost-effective service delivery enhancements within the THO-North.

To provide program and project management services to ensure effective implementation of ICT initiatives and ICT aspects of capital works initiatives.

To provide leadership, direction and advice in the development of ICT policies and procedures within the THO-North in the area of ICT infrastructure.

Desirable Requirements:—Appropriate academic/professional qualifications.

Appropriate experience in managing information and communication technology in a distributed environment.

Current Driver's Licence.

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

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

Enquiries to Sonia Purse, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7021, email sonia.purse@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Manager, Finance and Reporting (521536).

Applications Close:—Friday, 15 November 2013.

Salary:—\$93,032 – \$99,415 p.a.

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

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

Location:—Launceston General Hospital.

To provide high level reporting, analysis and advice to the Finance Director in relation to budgets, financial management, financial operations, activity and staffing levels for the Launceston General Hospital (LGH) to support the financial sustainability of the organisation.

To provide high level reporting, analysis and advice for the THO-North regarding budgets, financial management, financial operations and performance against the Service Level Agreement.

To provide financial leadership and advice to both clinical and non-clinical support services to assist in compliance with financial management and service delivery processes and practices.

To provide high level management and oversight of the THO-North Finance Team.

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

Enquiries to Sonia Purse, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7021, email sonia.purse@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Director Human Resources (518512).

Applications Close:—Friday, 15 November 2013.

Salary:—\$102,068 – \$109,918 p.a.

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

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

Location:—Ulverstone Executive Offices.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Human Resources practitioner to take up the role of Director Human Resources. The Director provides high level strategic workforce and people management advice to the Chief Executive Officer (CEO), THO-North West and THO-North West Executive.

In this role you will be recognised for your strategic skills and knowledge of contemporary workforce principles and be rewarded by making a real difference to the lives of your community. You will also provide leadership, management and direction to a small team of HR professionals who provide a broad range of HR support services to all operational areas within the THO-North West.

Do you have?

Demonstrated high level human resource management skills, knowledge and experience in the health industry or within large complex organisations.

Demonstrated high level communication, negotiation, brokerage and conflict resolution skills.

Demonstrated change management, organisational development and leadership skills, experience and ability.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact: Allie House on (03) 6490 8963 or email allie.house@dhhs.tas.gov.au.

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

Essential Requirements:—Nil.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Mental Health North West

General Manager THO-North West (Mental Health Services) (519140).

Applications Close:—Friday, 15 November 2013.

Salary:—\$121,319 – \$139,517 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 9.

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

Location:—Parkside, Burnie.

Three Tasmanian Health Organisations (THOs) have been established under the national health reforms to provide hospital, primary and community health services to Tasmanians. They are governed by the Tasmanian Health Organisations Act 2011, each responsible for delivering integrated services that maintain and improve the health and wellbeing of Tasmanians. The THOs have a clear responsibility and accountability for governing and delivering high quality, efficient and integrated healthcare services in their area, through the public hospital system and primary and community health services (including mental health and oral health services).

This new and critically important position is responsible for leading a large team of committed professionals to deliver integrated Mental Health Services within the THO-North West by linking services to improve access to the population. The General Manager will drive the connectivity of patient pathways for the new Tasmanian Health Organisation, North West.

Reporting to the Chief Executive Officer and as part of the Executive Team, the General Manager will manage the daily operations of the Mental Health Service and be accountable for the performance of the programs against a range of key result areas, including service delivery, financial, human resources, information and asset management. As part of this, the General Manager will be expected to build and maintain excellent working relationships with a range of clinical and non-clinical professionals as well as a range of stakeholder groups.

To be considered for this complex but exciting vacancy, you will have proven skills and experience working in a health or government sector organisation and a sound understanding and appreciation of program management, ideally in Mental Health. Whilst there is a strategic component to the role, the initial focus will be to drive transformation change and as such you will enjoy engaging with people and being hands-on where required. You will relish the challenge of improving patient outcomes through operational efficiency and by driving and inspiring teams to higher performance.

To be successful in this challenging position you will be a self-starter, with drive and energy that inspires others into action. You will be collaborative and consultative yet decisive, and value transparency and accountability. Naturally, you will be a skilled communicator, adept at managing change and negotiating with often competing stakeholder agendas. In

return you will be rewarded with the opportunity to showcase your skills in a sector under the spotlight, work with a highly supportive CEO and range of skilled professionals and position yourself for a successful career path.

For more information please contact Rachel Hoyt on (03) 6490 8960 or email Rachel.hoyt@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Chief Radiation Oncology Physicist (521457).

Applications Close:—Friday, 6 December 2013.

Salary:—To be negotiated.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS and THO Allied Health Professional, Level 5, Grade 4.

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

Location:—North West Regional Cancer Centre, Burnie, Tasmania.

The Tasmanian Health Organisation, North West is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community. We are committed to providing the highest levels of healthcare in Tasmania's beautiful North West. The North West Regional Hospital is based in Burnie, one of the major centres of the coast, with most of Tasmania's attractions such as Cradle Mountain and Strahan only a short drive away, and daily direct flights to Melbourne.

The North West Regional Cancer Centre is currently under construction, with an expected completion date of 2015. It will be a state of the art centre designed to meet the needs of the regional community. The Centre has been carefully designed to provide radiation oncology and chemotherapy services, consulting rooms, teaching facilities and a base for palliative care.

We are seeking a motivated and experienced Chief Radiation Oncology Physicist, who will play an integral role in the start-up of the North West Regional Cancer Centre. Reporting to the Chief Executive Officer and working in collaboration with the W.P Holman Clinic at Launceston General Hospital, this role encompasses a wide range of responsibilities, including the implementation and provision of a comprehensive medical physics service in line with nationally accepted standards and leading the delivery of efficient and effective radiation therapy to patients. You will bring your existing skills and knowledge

to this exciting position, in which you will provide leadership, teaching and strategic direction to a friendly and dynamic team in a modern facility.

Clinical equipment is yet to be purchased but you will play a key role in the setup of this Centre. Equipment will include a dual energy linear accelerator with IMRT capability, CT imaging and VMAT as an option, a wide bore CT simulator and a new treatment planning system, a comprehensive range of Physics QA equipment, patient immobilisation devices. Necessary training will be provided for all equipment. There is also the provision of a second bunker in the facility, and a second linear accelerator will be installed in line with clinical demand.

The Chief Radiation and Oncology Physicist will be expected to:—Manage and be directly involved in the delivery of the radiation oncology physics service.

Ensure that the quality assurance programme is reviewed and remains compliant with national and international standards.

Take a leading role in the planning for and commissioning of new therapy equipment, techniques and processes.

Take an active role in mentoring physics registrars.

Act as a Radiation Safety Officer for the North West Regional Cancer Centre.

Applicants should have substantial post-accreditation (or equivalent) clinical experience in the field of radiation oncology physics; Eligible to hold Ordinary membership of the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM), and hold ACPSEM Accreditation in Radiotherapy Equipment Commissioning and Quality Assurance or equivalent. The successful applicant will have a consultative leadership style, ability to build rapport and a high level of motivation.

We offer a flexible work/life balance, great team environment, commitment to professional development, and a competitive market salary, to be negotiated with the successful applicant. You will receive generous relocation assistance, leave entitlements and have access to salary packaging.

For a confidential discussion regarding your application please contact, Donna Harris, Manager, Medical Services Unit on (03) 6490 8954.

Essential Requirements:—Eligible for Ordinary Membership of the Australian College of Physical Scientists and Engineers in Medicine.

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

Enquiries to Donna Harris, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6490 8954, email donna.harris@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Clerk (501868).

Applications Close:—Friday, 15 November 2013.

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

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

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

Location:—North West Regional Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced person with excellent communication and interpersonal skills to take up the role of Clerk on a casual basis. As a part of Health Information Management Services (HIMS) you will be responsible of a vast array of tasks associated with maintaining Patients' Digital Medical Record.

An important aspect of this role is the ability to be flexible and work autonomously to maintain an effective and timely service. Attention to detail will be an indispensable attribute to successfully fulfil this role, as a key component of your duties will be identification, collation and preparation of clinical documentation for placement in the Digital Medical Record, maintaining the integrity of the clinical information contained within the Digital Medical Record, problem solving and rectifying metadata failures in relation to scanning. The successful applicant will be responsible for updating the patient administration system with the location of medical records and location of any notes.

Your ability to maintain a high level of confidentiality in your day to day dealings with patient details and personal medical records is invaluable.

Do you have?

Demonstrated knowledge of records management procedures within the healthcare and hospital system.

Skills in the use of electronic information systems and the Microsoft suite.

Excellent communication and interpersonal skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Trixie Kemp on (03) 6430 6527 or email trixie.kemp@dhhs.tas.gov.au.

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Physiotherapist (2 Vacancies).

Applications Close:—Friday, 15 November 2013.

Salary:—\$52,893 – \$79,877 p.a.

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

Vacancy No. 502048.

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

Location:—North West Regional Hospital.

Vacancy No. 518809.

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

Location:—Mersey Community Hospital.

Who are we?

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

This position is applicable to the THO, North West on the North West Coast of Tasmania.

Who are we looking for?

You will be responsible, with support and supervision, for the assessment, planning and implementation of treatment programmes for clients in order to develop your clinical skills. You will also use your excellent communication and interpersonal skills to assist with health promotion and education programmes for clients and their carers.

Additionally you will use these skills to liaise and build collaborative relationships with other health care professionals and service providers, both internal and external to the organisation.

It will be also a requirement to assist Senior Physiotherapists in providing support and clinical guidance for students.

Do you have?

Current AHPRA registration.

Well-developed communication skills.

Enthusiasm and a team focus.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Great team environment.

Friendly, experienced and supportive clinical staff.

If this sounds like your next career opportunity, please call Noel McRoberts today on (03) 6430 6608 or email noel.mcroberts@dhhs.tas.gov.au for a confidential discussion about this position and your application.

NB. In order to be considered for this position it is a requirement that you address the selection criteria as outlined in the Statement of Duties.

Desirable Requirements:—Current Driver's Licence.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health North West

Administrative Assistant (Relief) (512711).

Applications Close:—Friday, 22 November 2013.

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

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

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

Location:—Community Health Burnie and Wynyard.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Administrative Assistant to join our Primary Health Team in a casual capacity.

Working under the general direction and supervision the successful candidate will be responsible for the relevant day to day administration processes including, provision of an effective confidential service. You will be responsible for preparation of basic correspondence and reports as well as data base entry tasks. Additionally you will be responsible for maintaining adequate office supplies, photocopying and filing.

Do you have?

Strong communication and interpersonal skills.

Sound understanding of and experience in managing databases.

Ability to be flexible and work with minimal supervision.

What can we offer?

Flexible work/life balance.

Dynamic team environment.

Commitment to ongoing professional development.

To find out more about this position, please call Nicola Pearson on (03) 6434 6454 or email: nicola.pearson@dhhs.tas.gov.au.

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

Essential Requirements:—Nil.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health North West

Case Manager, Community Options (516278).

Applications Close:—Friday, 22 November 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

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

Location:—Ulverstone Community Health Centre.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Case Manager for the Community Options Service.

Reporting to the Nurse Unit Manager, Assessment and Case Management Services, this role encompasses a wide range of responsibilities including the assessment, planning, co-ordination and monitoring of services available for referred frail older and younger disabled clients and their carers with complex needs, within the Home and Community Care (HACC) target population of the North West region of Tasmania.

Do you have?

Ability to exercise initiative and discretion.

Highly developed written, oral communication and interpersonal skills.

The ability to work independently with minimal supervision.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Cheryl Ray on (03) 6429 8400 or email cheryl.ray@dhhs.tas.gov.au.

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

Desirable Requirements:— Current Driver's Licence.

Essential Requirements:—Nil.

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

Enquiries to Cheryl Ray, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6429 8400, email cheryl.ray@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health North West

Diversional Therapy Assistant (506804).

Applications Close:—Friday, 15 November 2013.

Salary:—\$48,183 – \$51,330 pro rata, per annum.

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

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

Location:—Ulverstone Adult Day Centre.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Diversional Therapy Assistant to assist in the causal relief of our Diversional Therapy Assistant/Bus Drivers.

Reporting to the Adult Day Centre Co-ordinator, this role encompasses a wide range of responsibilities including, but not limited to, planning and implementing individual and group client programs.

If working in the Bus Driver role you will provide the safe and efficient conveyance of clients, including the safe handling of the vehicle in operation and compliance with all Tasmanian traffic code regulations.

Do you have?

Current Driver's Licence (Car or Bus).

Effective communication and interpersonal skills.

Ability to work harmoniously as a member of a team.

What can we offer?

Flexible work/life balance.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Lorise Evison on (03) 6429 8449 or email lorise.evison@dhhs.tas.gov.au.

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

Desirable Requirements:—Current Driver's Licence.

Essential Requirements:—Nil.

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

Enquiries to Lorise Evison, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6429 8449, email lorise.evison@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health North West

Home Help (502655).

Applications Close:—Friday, 6 December 2013.

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

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

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

Location:—Community Health Burnie and Wynyard.

The Tasmanian Health Organisation-North West is seeking to recruit motivated and enthusiastic Home Help/ Personal Carer to work within Burnie and Wynyard and surrounding areas on a casual basis. As a Home Helper you will provide essential household duties and/or personal care for clients in their home and community environment.

The successful applicant will possess excellent communication skills to effectively work with clients, their family unit and the community health team. Your ability to work with minimal supervision, experience in the competent performance of household duties and awareness of available support agencies will ensure client care requirements are efficiently met.

If you are passionate about assisting clients with their personal care needs and assisting them to remain in their home/community environment, then this may be the career opportunity you have been waiting for.

To find out more about this position, please call Nicola Pearson on (03) 6434 6454 or email: nicola.pearson@dhhs.tas.gov.au.

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

Desirable Requirements:—First Aid Certificate.

Essential Requirements:—Current Driver's Licence.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Administrative Assistant (519832).

Applications Close:—Friday, 15 November 2013.

Salary:—\$47,265 – \$51,332 p.a.

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

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

Location:—Workplace Health and Wellbeing Services.

The Tasmanian Health Organisation – South is seeking a permanent full-time Administrative Assistant to work in Workplace Health and Wellbeing Services.

Duties:—In the role of Administrative Assistant you will be responsible for the provision of an efficient and effective reception service and a wide range of clerical functions in support of the Director Workplace Health and Wellbeing Services, the Occupational Health Nurses and other staff within the service. Your duties will include reception, telephone screening, diary management, scheduling meetings, correspondence inward and outward, travel arrangements, word processing, records management, resource preparation, computer database management and maintaining office supplies.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment

check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty and Serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Dr Helen McArdle, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 68883, email helen.mcardle@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Customer Service Officer, Relief (509339).

Applications Close:—Friday, 15 November 2013.

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

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

Fixed-term casual working as and when required.

Location:—Various Wards (including Outpatients), Royal Hobart Hospital.

The Tasmanian Health Organisation – South is seeking casual Customers Services Officers (PIMS) to provide coverage in the absence of regular staff.

Duties:—In the role of Customer Services Officer (PIMS) you will provide clerical support to clinical sites throughout Royal Hobart Hospital and its outlying areas. As the successful candidate you are expected to provide high-level customer focussed reception skills and have the capacity to efficiently co-ordinate clerical functions in support of patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for patient services.

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

Enquiries to Jenny Burgess, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8448, email jenny.burgess@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Private Practice Billing Officer (511979).

Applications Close:—Friday, 15 November 2013.

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

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

Fixed-term part-time day work, working 15.2 hours per fortnight commencing as soon as possible until 18 April 2014.

Location:—Finance Administration.

The Tasmanian Health Organisation, South is seeking a Fixed-term part-time Private Practice Billing Officer to work in Finance Administration.

Duties:—In the role of Private Practice Billing Officer you are expected to provide and co-ordinate a wide range of administrative services associated with the Hospitals Private Practice Scheme (PPS) providing an efficient and effective patient billing services for members of the PPS and to maximise hospital revenue.

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

Enquiries to David Bromfield, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7937, email david.bromfield@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Statewide Mental Health Services

Pharmacist (Casual) (516952).

Applications Close:—Friday, 15 November 2013.

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

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

Fixed-term casual day work, working as and when required for a period of 12 months.

Location:—Alcohol and Drug Services, South.

Duties:—The Alcohol and Drug Service South is looking for casual pharmacists to work as part of a multidisciplinary team aimed at optimising patient outcomes by providing a specialist clinical pharmacy service to the Pharmacotherapy and In-Patient Withdrawal Units of the Alcohol and Drug Service and other centres as required. You will be required to provide comprehensive pharmaceutical care in the clinical area and act as a resource pharmacist for the particular area of speciality.

Desirable Requirements:—Current Driver's Licence. Accredited pharmacotherapy Pharmacist for both methadone and buprenorphine (Subutex®, Suboxone®), or the ability to gain accreditation.

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

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

Enquiries to Kathryn Law, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7983, email kathryn.law@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Statewide Mental Health Services

Rostering Officer (521332).

Applications Close:—Friday, 15 November 2013.

Salary:—\$53,203 – \$57,913 p.a.

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

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

Location:—Wilfred Lopes Centre, South.

Duties:—The Rostering Officer provides effective rostering and administrative support to Nurse Unit Manager (NUM) using the ProAct rostering system. This includes:.

Liaising closely with senior management to ensure the maintenance of appropriate nursing and operational staffing levels to meet the ongoing needs of Wilfred Lopes Centre.

Co-ordinating the daily nursing and ward based operational rosters for clinical areas.

Collation of staffing related management reports. Assisting staff in the development and co-ordination of the Rehabilitation Leave Program for patients.

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

Enquiries to Barry Nicholson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7719, email barry.nicholson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Clinical Support Services

Clinical Lead Physiotherapist, Musculoskeletal (519071).

Applications Close:—Friday, 15 November 2013.

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

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

Fixed-term part-time day work, working 30.4 hours per fortnight commencing as soon as possible until 27 June 2014.

Location:—Physiotherapy, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is seeking a Fixed-term part-time Clinical Lead Physiotherapist, Musculoskeletal to work as part of a dedicated team.

Duties:—In the role of Clinical Lead Physiotherapist – Musculoskeletal you will provide clinical leadership in order to maintain a constant and high standard of service provided by the musculoskeletal physiotherapy team at the Royal Hobart Hospital (RHH). The role involves working within the innovative Physiotherapy lead clinics for OA hip and knee and low back pain.

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

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

Enquiries to Mike Munt, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8634, email michael.munt@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Clinical Support Services

Medical Scientist, Jack Jumper Allergy Program (520747).

Applications Close:—Friday, 15 November 2013.

Salary:—\$49,785 – \$79,877 p.a.

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

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

Location:—Jack Jumper Program, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is seeking a

permanent full-time Medical Scientist to work in the Jack Jumper Program, Royal Hobart Hospital.

Duties:—In the role of Medical Scientist you will perform quality control assays relating to the production of Jack Jumper Ant venom products according to the Code of Good Manufacturing Practice for Active Pharmaceutical ingredients. Your duties will also include participation in continuing development and research related to the Jack Jumper Allergy Program and contribute to quality improvement activities.

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

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

Enquiries to Jenny Gudden, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8664, email jenny.gudden@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Clinical Support Services

Senior Physiotherapist, Continence and Womens Health (517196).

Applications Close:—Friday, 15 November 2013.

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

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

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

Location:—Physiotherapy, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is seeking a permanent part-time Senior Physiotherapist – Continence and Women's Health to work as part of the Women's and Children's Services Physiotherapy Team.

Duties:—In the role of Senior Physiotherapist – Continence and Women's Health you will provide optimal physiotherapy care and specialised continence physiotherapy services. You are expected to contribute to co-ordination and development of the THO-South Allied Health Women's and Children's Service.

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

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

Enquiries to Sarah O'Loughlin, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8634, email sarah.oloughlin@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Clinical Support Services

Staff Specialist, Microbiology and Infectious Diseases (520924).

Applications Close:—Friday, 15 November 2013.

Salary:—\$132,011 – \$184,815 pro rata, per annum.

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

Permanent part-time day work (with on-call), working 53.2 hours per fortnight commencing 3 February 2014.

Location:—Pathology Services, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is currently seeking a permanent part-time Staff Specialist, Microbiology and Infectious Disease to work in Pathology Services, Royal Hobart Hospital.

Duties:—In the role of Staff Specialist, Microbiology and Infectious Disease you will assist with provision of specialist Microbiology, Infectious Diseases, and Infection Prevention and Control services within Pathology Services to the Tasmanian Health Organisation, South and provide support for these services for the rest of Tasmania.

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

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

Enquiries to Katherine Marsden, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8410, email katherine.marsden@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Hotel Services and Logistics

Food Services Officer (several vacancies) (520518).

Applications Close:—Friday, 15 November 2013.

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

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

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

Location:—Cambridge Food Production Facility.

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

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

Enquiries to Ian Norris, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6274 5204, email ian.norris@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

Hotel Services and Logistics

Food Services Officer (several vacancies) (520518).

Applications Close:—Friday, 15 November 2013.

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

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

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

Location:—Cambridge Food Production Facility.

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

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

Enquiries to Ian Norris, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6274 5204, email ian.norris@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

Hotel Services and Logistics

Specialised Medical Orderly (Relief) (several vacancies) (520754).

Applications Close:—Friday, 15 November 2013.

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

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

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

Location:—Medical Orderlies Unit, Royal Hobart Hospital.

Duties:—Provide Medical Orderly services and provide assistance to Medical, Nursing, and Para- Medical staff in the lifting, positioning and general care of patients. Transport of patients within the hospital environment by means of wheelchair, trolleys and beds. As part of the Code Black Response Team the Specialised Medical Orderly will assist the clinical team in the management of an aggressive incident. As directed conduct internal hospital security functions.

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

Enquiries to Chris Taylor, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8509, email chris.taylor@dhhs.tas.gov.au.

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

Medicine Services

Registered Nurse (multiple vacancies) (509379).

Applications Close:—Friday, 15 November 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 full-time and part-time shift-work (several vacancies). Hours to be negotiated with successful applicants. Commencing as soon as possible until 29 March 2014.

Location:—Cardiology Nursing Unit, Royal Hobart Hospital.

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

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

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

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

Enquiries to Melissa Anderson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 6653, mobile 0417 560289, email melissak.anderson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Oral Health Services (Statewide)

Oral Health North

Dental Prosthetist (517361).

Applications Close:—Friday, 15 November 2013.

Salary:—\$49,785 – \$79,877 p.a.

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

Fixed-term full-time day work for a period of 12 months (part-time hours will be considered).

Location:—Northern Dental Clinic.

Duties:—An opportunity is currently available for a highly motivated, qualified and experienced Dental Prosthetist to join our dynamic team in a fixed term capacity. Oral Health Services Tasmania (OHST) is a state-wide service, allowing staff collaborative experiences with their colleagues across Tasmania. We work in an exceptionally friendly environment in which you will be supported to maintain and progress a broad range of your clinical skills. This Prosthetist position is based at the Northern Dental Clinic, Launceston. OHST provides a range of dental prosthetics for public health clients as well as children's services. Clinical duties involve provision of patient assessment, delivering clinical care, developing junior clinical staff, and denture and appliance fabrication.

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

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

Enquiries to Jayne Scull, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 4100, email jayne.scull@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Oral Health Services (Statewide)

Oral Health North West

Dental Officer (517212).

Applications Close:—Friday, 15 November 2013.

Salary:—\$96,329 – \$149,988 p.a.

Health and Human Services (Tasmanian State Service) Award, Dental Officer, Level 1 to Level 3.

Permanent full-time day work.

Location:—North West Dental Clinic.

Duties:—Oral Health Services Tasmania seeks a Dental Officer to work in Tasmania's North West. You will be required to provide the highest level of clinical dental services and associated administrative functions consistent with Tasmanian Oral Health Service policies. Provide clinical dental services (at general dental practitioner level) to children and concession card beneficiaries in accordance with current treatment guidelines and management policies.

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

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

Enquiries to Sharon Smith, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6440 7119, mobile 0419 335 525, email sharon.smith@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Surgical Services

Hospital Aide (509453).

Applications Close:—Friday, 15 November 2013.

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

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

Fixed-term part-time shift work, working 43 hours per fortnight (not working weekends but working public holidays); commencing as soon as possible for a period of 12 months.

Location:—Neurosurgery Unit, Royal Hobart Hospital.

Duties:—Maintain clean and hygienic surroundings to facilitate the control of infection in specialty areas. Decontaminate, sterilise and maintain specialised equipment. Assist in the delivery of basic patient care under direct supervision of a Registered Nurse.

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

Enquiries to Michael Weeding or Andrea Hitchens, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8316, email rhcnm.neurosurgery@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Surgical Services

Nurse Unit Manager (518743).

Applications Close:—Monday, 9 December 2013.

Salary:—\$91,458 – \$95,726 p.a.

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

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

Location:—Theatre Nursing Unit, Royal Hobart Hospital.

Duties:—The Nurse Unit Manager provides leadership to Theatre Nursing Unit in the Main Theatre Operating Room, Royal Hobart Hospital. They ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework. They co-ordinate the clinical, management, education and nursing research functions within the Theatre Nursing Unit. They lead and manage the co-ordination of overall patient care and are responsible for managing the allocated human, material and financial resources for service delivery within the Theatre Nursing Unit.

The Perioperative Services Unit is seeking applications from experienced, driven, results orientated nurses looking for a challenging and rewarding leadership career managing our Operating Theatre Suite.

The successful applicant will have a vision for the expansion of the Operating Theatre Suite and a desire to enhance the education of clinical staff. As a senior manager you will ensure that all relevant legislation, policies and procedures are adhered to. You will have knowledge of and preferably experience in operational planning, strategic resource management and financial management. You will be responsible for the effective delivery and operational management of all aspects of clinical care in the Unit.

Desirable Requirements:—Relevant post graduate qualifications.

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

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

Enquiries to Cheryl Carr, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7159, email cheryl.carr@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Surgical Services

Registered Nurse (518483).

Applications Close:—Friday, 15 November 2013.

Salary:—\$56,163 – \$76,859 p.a.

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

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

Location:—Neurosurgery Unit, Royal Hobart Hospital.

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

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

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

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

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

Enquiries to Michael Weeding, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8316, email rhcnm.neurosurgery@dhhs.tas.gov.au or Andrea Hitchens, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8316.

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 125, Hobart 7001.

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JUSTICE

COMMUNITY CORRECTIONS

North West Region

Probation Officer (356426).

Applications Close:—Friday, 15 November 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time Working 73.5 hours per fortnight.

Location:—Burnie/Devonport.

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

Duties:—Conduct interviews and undertake assessments of offenders in order to provide accurate and timely advice to the Courts and the Parole Board in accordance with statutory requirements. Identify and explore offending behaviours with the aim of assisting offenders to reduce the risk of re-offending.

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 Chris Cornell, Team Leader, Community Corrections, Department of Justice, phone (03) 6434 6270, email christopher.cornell@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 Chris Cornell on (03) 6434 6270.

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

COMMUNITY CORRECTIONS

Southern Region

Community Service Order Supervisor (356604).

Applications Close:—Friday, 15 November 2013.

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

Tasmanian State Service Award, General Stream Band 1.

Fixed-term casual Commencing as soon as possible for a period of 3 years.

Location:—Southern Region.

Duties:—Advise, direct and encourage people undertaking Community Service Orders to complete their orders, providing clear practical demonstration to clients in the type of work required. Initiate and maintain contact with individuals and representatives or organisations receiving assistance from Community Service Order programs and to advise the appropriate Probation Officer of any change in their circumstances or needs. Transport people undertaking Community Service Orders and equipment to work sites as required and to ensure that equipment supplied is used safely, in accordance with Workplace Health and Safety Standards.

Essential Requirements:—A current motor vehicle 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.

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

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart 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 Tristan Bell on (03) 6233 3105.

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

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

JUSTICE

COMMUNITY CORRECTIONS

*Southern Region***Report Writer/Assessor (2 Vacancies).**

Applications Close:—Friday, 15 November 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Vacancy No. 356427.

Fixed-term full-time working 73.5 hours per fortnight until 18 June 2014.

Location:—Hobart.

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

Vacancy No. 356428.

Fixed-term full-time working 73.5 hours per fortnight until 18 June 2014.

Location:—Hobart.

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

Duties:—Conduct assessments of offenders in order to determine their level of risk and their suitability for participation in a community based sentence. Liaise with representatives from other government agencies for the purpose of obtaining information relevant to the assessment. Provide written reports to the Magistrates Court outlining the findings of assessments including recommendations.

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

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

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) 6233 9570.

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

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

JUSTICE

OFFICE OF THE ANTI-DISCRIMINATION COMMISSIONER

Administrative Assistant (355310a).

Applications Close:—Friday, 15 November 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time working 73.50 hours per fortnight until 31 January 2014.

Location:—Hobart.

Duties:—Provide a wide range of administrative and clerical functions for the efficient delivery of services provided by the OADC. General administrative support to the Complaints Team during complaint handling procedures. Provide administrative assistance to the Community Education and Corporate Training Units including the preparation of materials, booklets and other briefing materials.

Enquiries to Hilary Harris, Acting Executive Officer, Office of the Anti-Discrimination Commissioner, Department of Justice, phone (03) 6216 4431, email hilary.harris@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 Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Hilary Harris on (03) 6216 4431.

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 DIRECTOR OF PUBLIC PROSECUTIONS

Crown Counsel (356143).

Applications Close:—Friday, 15 November 2013.

Salary:—\$74,066 – \$94,180 p.a.

Legal Practitioners Agreement 2010, Level 2.

Permanent full-time working 73.50 hours per fortnight.

Location:—Launceston.

Duties:—To act as Solicitor and Counsel in criminal matters on behalf of the State of Tasmania, its instrumentalities and Agencies before the Supreme Court, Magistrates Court and Tribunals. To act as Solicitor and Counsel in such other litigious matters involving the State of Tasmania, its instrumentalities and Agencies before the Supreme Court, Magistrates Court (all divisions) and Tribunals as may be allocated by the Director of Public Prosecutions.

Essential Requirements:—Admitted or eligible for admission as a Barrister or Practitioner of the Supreme Court of Tasmania.

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 Kerry Worsley, Manager Crown Law, Department of Justice, phone (03) 6233 8732, email kerry.worsley@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 Kerry Worsley on (03) 6233 8732.

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

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

JUSTICE

OFFICE OF THE OMBUDSMAN AND HEALTH COMPLAINTS COMMISSIONER

Business Manager (355002).

Applications Close:—Friday, 15 November 2013.

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

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time commencing 9 December 2013 until 8 December 2015 (full-time then part-time).

Location:—Hobart.

Fixed term, full-time 73.5 hours per fortnight for the period 9 December 2013 until 16 July 2014 and then part-time (job share), 44.10 hours per fortnight for the period 17 July 2014 until 8 December 2015.

Duties:—Manage and oversee the provision of the administrative support functions to the Office; operational, physical, financial, IT and systems, and human resources. Play an active role in the development and implementation of best practice to ensure continuous improvement in internal control processes.

Enquiries to Richard Connock, Director, Office of the Ombudsman and Health Complaints Commissioner, Department of Justice, phone 1800 001 170, email richard.connock@ombudsman.tas.gov.au.

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

For further information, please download a copy of the

Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Andrea Wilson on 1800 001 170.

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

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

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Business Projects Services

Senior Project Officer (002814).

Applications Close:—Friday, 15 November 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Undertaking a project management role in co-ordinating activities of team members in achieving project outcomes.

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

Enquiries to Jason Hutcheon, Acting Inspector, Department of Police and Emergency Management, G.P.O. Box 308 Hobart, phone (03) 6230 2890, email Jason.Hutcheon@police.tas.gov.au.

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308 Hobart, phone (03) 6230 2266, fax (03) 6230 2119, email applications@police.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

EPA DIVISION

Graduate Executive Support Officer (707103).

Applications Close:—Friday, 15 November 2013.

Salary:—\$53,926 – \$64,927 p.a.

Tasmanian State Service Award, Graduate.

Permanent full-time.

Location:—Hobart.

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

Duties:—Manage the operation of the office of the General Manager EPA Division providing high-level executive support to the General Manager.

Undertake research, prepare reports and recommendations for the General Manager and divisional management team.

Essential Requirements:—A Bachelor degree in Science, Engineering, Environmental Studies, or other degree relevant to the duties to be undertaken, as provided by a university.

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 Leanne Brown, phone (03) 6233 6189, email Leanne.Brown@environment.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

RESOURCE MANAGEMENT AND CONSERVATION

Business Services, RMC

Manager (Business Services) (702006).

Applications Close:—Friday, 15 November 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

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

Duties:—Oversee and manage the Resource Management and Conservation Division's corporate activities, including the Division's human, physical and financial resources, in collaboration with the Divisional Leadership Team. Provide specialist advice to the General Manager and senior divisional managers on budget and other corporate activities and services.

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 Alistair Scott, General Manager RMC, phone (03) 6233 6461, email Alistair.Scott@dpiipwe.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

North-West Region

Visitor Reception Officer (706809).

Applications Close:—Friday, 15 November 2013.

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

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time (Working a minimum of 44 hours and 6 minutes per fortnight).

Location:—Within the North West Region, initially located at Lake St Clair.

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.

Receive and service visitors and general enquiries. To collect and account for park fees from visitors to the Cradle Mountain Lake St Clair National Park and provide advice and information on recreational opportunities, facilities and use of local reserves managed by the Parks and Wildlife Service.

Desirable Requirements:—A current motor vehicle 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.

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

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

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 6390, fax (03) 6233 6382, email job.applications@dpiipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

North-West Region

Visitor Services Officer (706917).

Applications Close:—Friday, 15 November 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Within the North-West Region, Initially located at Cradle Mountain.

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:—Assist with operations of the Cradle Enterprise and Field Centre including visitor information and interpretation; media (filming) liaison; permit applications; volunteer management; field works programs and general administrative duties.

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

Enquiries to Jennifer Cook, phone (03) 6492 1110, email Jenny.Cook@parks.tas.gov.au.

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

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

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

TASMANIAN AUDIT OFFICE

Financial Auditor (Various positions).

Applications Close:—Friday, 15 November 2013.

Salary:—\$53,926 – \$87,771 p.a.

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

Permanent full-time flexible arrangements available, including part-time and blocks over peak periods.

Location:—Hobart or Launceston (negotiable).

Duties:—Monitor and effectively manage assigned audits within agreed or set timeframes, budgets, standards of performance and accountability. As a main contact for senior management of assigned audits establish a rapport with clients based on professional relationships and respect for roles and responsibilities, ensure they are kept informed of the progress of audits, prepare and provide reports, opinions, correspondence and presentations to clients and seek to resolve differences of opinion.

Essential Requirements:—A tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution.

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 and Identification check.

Enquiries to Mr Jara Dean, General Manager Financial Audit Services, Tasmanian Audit Office, phone (03) 6226 0100, email jara.dean@audit.tas.gov.au.

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

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 Ms Anne Cunningham on 6226 0100 or via email anne.cunningham@audit.tas.gov.au.

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

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

TREASURY AND FINANCE

ECONOMIC AND FINANCIAL POLICY DIVISION

Intergovernment and Financial Policy Branch

Senior Policy Analyst (724268).

Applications Close:—Friday, 22 November 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Working both individually and as a member of a small team the Senior Policy Analyst will undertake research, investigations and analysis on economic and financial issues to support the formulation of policy proposals and advice in relation to intergovernment and financial policy issues.

In the context of the selection criteria, to be successful in the position applicants will:—demonstrate the ability to research issues, identify problems and possible solutions; have strong analytical skills, including data analysis capabilities; be able to communicate precisely and succinctly to internal and external stakeholders and demonstrate initiative when undertaking research and investigation in the context of the direction and guidance provided by the supervisor.

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

Enquiries to Fran Blain, Manager, Intergovernmental Financial Relations, Intergovernment and Financial Policy Branch, Department of Treasury and Finance, phone (03) 6233 2293, email frances.blain@treasury.tas.gov.au.

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

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

Tasmanian Government Senior Executive Service

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Registration and Licensing Branch

Director Registration and Licensing (371592).

Applications Close:—Friday, 15 November 2013.

Salary:—\$118,939 – \$130,833 p.a.

Senior Executive, Level 1, Payment of Salary above the base salary of the advertised range is subject to an annual performance assessment..

Senior Executive 5 year appointment.

Location:—Hobart.

Duties:—Lead and proactively manage the Registration and Licensing Branch in articulating the vision, negotiating and defining priorities and apply contemporary people management practices to support a high performing, motivated and supportive workforce.

Develop and implement effective change management strategies in relation to business re-engineering with registration and licensing services, systems and processes and translate high level objectives into practical implementation strategies that are monitored and outcomes evaluated.

Develop effective, innovative and sustainable business solutions using best practice business technology and processes, to address current and emerging environmental influences in relation to registration and licensing matters, taking into account the strategic direction of Agency, Division and Branch.

Perform the statutory duties of the Registrar of Motor

Vehicles in accordance with the Vehicle and Traffic Act 1999, including the development of and compliance with legislation, business rules and procedures.

Provide leadership for procurement and contractual dealings of the Agency with regard to registration and licensing service provision including the development and implementation of innovative purchasing strategies to effectively deliver project outcomes and ensure value for money.

Lead the strategic direction and operational implementation, review and enhancement of the Motor Registry System and other information systems in accordance with business plans, stakeholder and customer needs to ensure continuing effectiveness across all service levels and interdependencies with other agencies' systems.

Provide specialist and authoritative high level strategic and policy advice to the Minister, Secretary, Deputy Secretary, General Manager Land Transport Safety and other senior managers regarding State and National level registration and licensing matters, issues and trends.

Build and maintain high level, robust, enduring, business-focussed relationships with State and Commonwealth Government Departments, private sector suppliers, National and other jurisdictional like organisations to facilitate the effective achievement of Government and Agency objectives and priorities.

Effectively represent the Department on a range of consultative National, State and Local forums on all aspects of registration and licensing to achieve identified relevant Departmental outcomes.

Enquiries to Penny Nicholls, General Manager Land Transport Safety, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart TAS 7000, phone (03) 6233 5220, email Penny.Nicholls@dier.tas.gov.au.

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart TAS 7001, phone (03) 6166 3307, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Teacher Assistant	A. Flood	6 months	28.10.13
Education	Teacher Assistant	S. Carr	6 months	21.10.13
Education	Social Worker	B. Daley	6 months	25.10.13
Education	School Administration Clerk	K. Taylor	6 months	25.10.13
Education	School Administration Clerk	S. Barrow	6 months	30.09.13
Education	Teacher Assistant	V. Schofield	6 months	21.10.13
Health & Human Services & Tasmanian Health Organisations	Finance Services Officer (Cashier)	Y. Van Zetten	6 months	11.11.13
Health & Human Services & Tasmanian Health Organisations	Admissions Officer, Client Services	J. Powell	6 months	21.10.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	B. Barratt	6 months	28.10.13
Health & Human Services & Tasmanian Health Organisations	Admissions Officer, Client Services	R. Ferguson	6 months	21.10.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	N. Ostberg	6 months	28.10.13
Health & Human Services & Tasmanian Health Organisations	Booking Clerk	K. Mann	6 months	16.09.13
Health & Human Services & Tasmanian Health Organisations	Clinical Lead	W. Frost	6 months	18.11.13
Health & Human Services & Tasmanian Health Organisations	Finance Services Officer	P. Holmes	6 months	09.10.13
Health & Human Services & Tasmanian Health Organisations	HR Consultant	N. Neilson	6 months	28.10.13
Justice	Enforcement Officer	M. Featherstone	6 months	04.11.13
Premier & Cabinet	Assessment Officer	B. McAnally	Nil	19.10.13

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Justice	Guardian	A. Perks	24 months	04.11.13

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	J. Williams	Principal	14.10.13
Education	J. Johnson	School Executive Officer	14.10.13
Education	S. Quinn	School Executive Officer	10.10.13
Health & Human Services & Tasmanian Health Organisations	J. Reynolds	Nurse Unit Manager	29.10.13
Health & Human Services & Tasmanian Health Organisations	C. Corbett	Policy Analyst	29.10.13
Health & Human Services & Tasmanian Health Organisations	T. Mills	Principal Taxation Analyst	29.10.13
Health & Human Services & Tasmanian Health Organisations	M. Daley	Principal Taxation Analyst	29.10.13
Health & Human Services & Tasmanian Health Organisations	S. Saunders-Battersby	Nurse Manager - Risk and Incident Management	28.10.13
Premier & Cabinet	M. Bryce	Consultant	24.10.13
Primary Industries, Parks, Water & Environment	F. Garbe	Field Officer, 706463	29.10.13
Primary Industries, Parks, Water & Environment	H. Robinson	Valuer	28.10.13
Treasury & Finance	N. Giblin	Principal Policy Analyst	28.10.13

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	Branch Station Officer	A. Melville	28.10.13
Health & Human Services & Tasmanian Health Organisations	Intensive Care Paramedic	A. Chadwick	28.10.13
Health & Human Services & Tasmanian Health Organisations	Physiotherapy Assistant	M. Tennant	25.10.13
Health & Human Services & Tasmanian Health Organisations	Community Health Nurse	J. Woodcock	26.10.13
Health & Human Services & Tasmanian Health Organisations	Director of Nursing (Flinders Island)	S. Ryden	25.10.13
Health & Human Services & Tasmanian Health Organisations	Community Mental Health Nurse	D. Veryard	31.10.13
Health & Human Services & Tasmanian Health Organisations	Maintenance Contracts Officer	L. Bennett	23.10.13
Health & Human Services & Tasmanian Health Organisations	Paramedic	T. Millwood	11.10.13

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Visitor Service Officer - Retail Operations	D. Briant	04.11.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Wieringa	26.10.13
Primary Industries, Parks, Water & Environment	Principal Agricultural Research Service Leader	J. Ireson	31.10.13

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	J. Coombes	Education	Senior HR Consultant	04.11.13
Health & Human Services & Tasmanian Health Organisations	T. Saltmarsh	Justice	Registrar MHT	24.10.13



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