



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

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

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

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

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

### *Further Information*

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

### *Submission of Applications*

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

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

### *Fixed-Term Appointment*

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

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

### *Fixed-Term Employment Registers*

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

## Tasmanian Government Gazette

Email text copy to

**govt.gazette@mercurywalch.com.au**

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

### State Service Notices

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

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

#### Order Information

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

#### Deadlines

*Government Gazette* :—

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

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

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

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

Desirable Requirements:—A tertiary qualification in a relevant discipline or experience to a similar level.

Enquiries to Matt McGee, Director, Strategy and Research, phone (03) 6165 5220, email **Matthew.McGee@development.tas.gov.au**.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, TAS 7001, phone (03) 6165 5193, fax (03) 6233 5703, email **applications@development.tas.gov.au**.

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

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

##### TOURISM TASMANIA

##### Marketing

##### Communication

#### Visiting Journalist Program (VJP) Guide (Various).

Applications Close:—Tuesday, 10 November 2015.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Register Fixed-term casual for up to 12 months.

Location:—Various.

Duties:—To maximise the effectiveness of Tourism Tasmania's distribution and marketing programs by co-ordinating and escorting media, trade and VIP familiarisation visits and working with industry to ensure maximum benefit is achieved for Tasmania as a holiday destination.

Essential Requirements:—Current and valid Australian Driver's Licence.

Desirable Requirements:—Experience in hosting visitors in a manner designed to reflect well upon the products and experiences of a destination.

Current and valid First Aid certificate.

Enquiries to Joshua Iles, Media Relations Co-ordinator, phone (03) 6165 5273, email **Joshua.Iles@tourism.tas.gov.au**.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, TAS 7001, phone (03) 6165 5193, fax (03) 6233 5703, email **applications@development.tas.gov.au**.

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

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

##### STRATEGY, ENTERPRISE AND REGIONS

##### Strategy and Research

#### Project Manager Strategy and Policy (425156).

Applications Close:—Friday, 22 November 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—This position comprises two main elements that contribute to the department's core strategies and support socially and environmentally sustainable economic development in Tasmania: As a key member of the Strategy Enterprise and Region Division's (the division) Strategy and Research team, provide policy analysis and advice to support the department's whole-of-agency and whole-of-government work.

Contribute to co-ordinating the implementation of the Tasmanian Government's Economic Development Plan (the Plan).

#### EDUCATION

##### CORPORATE SERVICES

##### Human Resources Management

##### Human Resource Services

##### Conduct and Investigations

#### Senior Conduct and Investigations Officer (962381).

Applications Close:—Friday, 22 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:—Letitia House.

Duties:—To undertake high level investigations and provide consultancy services to senior officers and employees, with an



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emphasis on complaints, grievances, inability and misconduct allegations.

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

**Desirable Requirements:**—Relevant tertiary qualifications.

Enquiries to Mark Watson, Director Industrial Relations, Department of Education, phone (03) 6233 7038, email mark.watson@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

#### *Professional Learning Institute*

#### ***Principal Leader Professional Learning Institute (596682).***

Applications Close:—Friday, 22 November 2013.

Salary:—\$131,978 p.a.

Teaching Service (Tasmanian Public Sector) Award, Principal (Non Teaching) Band 3, Level 8.

Permanent full-time 73.5 hours per fortnight.

Location:—South.

**Duties:**—The Principal Leader will be required to co-construct the overall policy settings of the Professional Learning Institute and subsequently be responsible for the implementation of the policies. The Institute will support the implementation of the Department of Education's Strategic Plan. The Key Drivers of the Strategic Plan will guide the overall direction of the Institute. The successful implementation of professional learning programs that support the Key Drivers will be a major focus of 2014.

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

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

**Desirable Requirements:**—A proven track record in educational leadership and project management.

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

Enquiries to Beata Smietanski, Senior Executive Support Officer, Department of Education, phone (03) 6233 7060, email beata.smietanski@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

#### *Curriculum Services*

#### *eLearning*

#### ***Co-ordinator eServices Support (964494).***

Applications Close:—Friday, 22 November 2013.

Salary:—\$104,093 p.a.

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

Fixed-term full-time 73.5 hours per fortnight. From 01 January 2014 until 31 December 2015.

Location:—Hobart.

**Description of the Role:**—Assist the Principal Leader eLearning and Manager Curriculum in the leadership, management and provision of eLearning services, infrastructure, resources and online curriculum support to Department of Education schools and colleges.

**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 Phil Walker, Principal Leader eLearning, Department of Education, mobile 0419 328 131, email philip.walker@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

## EARLY YEARS AND SCHOOLS

*Curriculum Services*

## eLearning

**Principal Leader eLearning (964491).**

Applications Close:—Friday, 22 November 2013.

Salary:—\$118,716 p.a.

Teaching Service (Tasmanian Public Sector) Award, Principal (Non Teaching) Band 3, Level 5.

Fixed-term full-time From 01 January 2014 until 31 December 2015. 70 hours per fortnight.

Location:—Negotiable.

Description of the Role:—Provide strategic leadership of DoE eLearning functions including the provision of strategic advice to the senior management in eStrategy and eLearning, leadership of a designated team and the co-ordination of a range of eLearning programs, services, infrastructure and applications. The role may involve frequent intrastate travel and occasionally, interstate travel. The role may require work outside normal working hours to meet specific needs or deadlines.

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 Alan Green, General Manager Early Years and Schools, Department of Education, phone (03) 6233 7410, email alan.green@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

## EDUCATIONAL PERFORMANCE SERVICES

**Educational Review Officer (962409).**

Applications Close:—Friday, 22 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:—High level support to assist management in undertaking analytical work of an administrative nature including project management, resource management and policy development. This work will involve high level problem solving, analysis of complex issues, investigation and research into policy issues. Development and quality assurance of high level communications, including report writing and liaison, within and outside the department, as part of the department's accountability and school improvement processes.

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

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

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

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

## Winnaleah District High School

**Teacher (Secondary, Maths/Science), Winnaleah District High School (203757).**

Applications Close:—Friday, 22 November 2013.

Salary:—\$53,659 – \$85,868 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Fixed-term full-time from 3 February 2014 to 19 December 2014. 70 hours per fortnight.

Location:—Winnaleah District High School.

Description of Role:—To implement and manage appropriate learning programs for students and to assess individual student progress.

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

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

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

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

Enquiries to Bruce Campbell, Department of Education, phone (03) 6354 2290, email [bruce.campbell@education.tas.gov.au](mailto:bruce.campbell@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](mailto:recruitment@education.tas.gov.au).

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

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

## EDUCATION

### LEARNING SERVICES

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

##### Ulverstone High School

#### ***School Administration Officer, Ulverstone High School (952846).***

Applications Close:—Friday, 22 November 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time 20 January 2014 until 26 September 2014.

Location:—Ulverstone High School.

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

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

Enquiries to Glen Lutwyche, Department of Education, phone (03) 6425 1433, email [glen.lutwyche@education.tas.gov.au](mailto:glen.lutwyche@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](mailto:recruitment@education.tas.gov.au).

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

##### Dodges Ferry Primary School

#### ***School Library Technician, Dodges Ferry Primary School (953672).***

Applications Close:—Friday, 22 November 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 44.10 hours per fortnight, pro-rata, per annum, 40 weeks per year.

Location:—Dodges Ferry, Dodges Ferry Primary School.

**Description of the Role:**—Undertake a range of client-focused school library services including the provision of technical advice and assistance to staff and students about access to publications and information generally. Undertake technical duties including document delivery, acquisition of library materials, implementing collection management procedures and bibliographic tasks including cataloguing, record creation and amendment for library resources. Apply established solutions to procedural and related problems and issues. Resolve or refer client enquiries.

**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:**—Diploma in Library and Information Services.

Enquiries to Andrew Bennett, Department of Education, phone (03) 6265 8116, email [andrew.bennett@education.tas.gov.au](mailto:andrew.bennett@education.tas.gov.au).

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

##### Sandy Bay Infant School

#### ***Education Facility Attendant, Sandy Bay Infant School (964968).***

Applications Close:—Friday, 22 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 64 hours per fortnight, worked as a split shift between 7.00am and 10.00 am and 2.00pm and 5.30pm.

Location:—Sandy Bay Infant 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 Karen Rattenbury, Department of Education, phone (03) 6225 1580, email karen.rattenbury@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

#### *Programs, Students*

#### Aboriginal Education

#### **Senior Policy Officer (L961587).**

Applications Close:—Friday, 22 November 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time From as soon as possible until 15 November 2014. 73.5 hours per fortnight.

Location:—Hobart.

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

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

Enquiries to Alan Green, General Manager Early Years and Schools, Department of Education, phone (03) 6233 7410, email alan.green@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

#### *Tasmanian eSchool*

#### Southern Campus

#### **Education Facility Attendant, Tasmanian eSchool (961239).**

Applications Close:—Friday, 22 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 24 hours per fortnight, pro-rata, per annum, 52 weeks per year.

Location:—Tasmanian eSchool, Howrah Campus.

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 Lyn Dunn, Department of Education, phone (03) 6282 8181, email lyn.dunn@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.

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Ambulance Tasmania*

#### Emergency and Medical Services

#### **Branch Station Officer ICP (510662).**

Applications Close:—Friday, 22 November 2013.

Salary:—\$72,167 – \$73,759 p.a.

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

Permanent full-time shift work.

Location:—Deloraine.

Duties:—Ambulance Tasmania are seeking a Branch Station Officer ICP to join our Northern Team to assist in the 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.

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 Bob Holton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5769, email bob.holton@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*

#### Operational Support Services

#### **Business Support Assistant (521027).**

Applications Close:—Friday, 22 November 2013.

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

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

Fixed-term full-time daywork, commencing as soon as possible to 30 June 2014.

Location:—Hobart.

Duties:—Provide business support and advice associated with the business and administrative functions of Ambulance Tasmania (AT) covering a broad range of areas including planning, finance, statewide services, purchasing, asset management, statistical analysis and project management to contribute to the cost effective provision and utilisation of the Service resources on a statewide perspective.

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 Janny O'Keefe, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5773, email janny.okeefe@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Children and Youth Services*

#### **Team Leader (CYS) (517684).**

Applications Close:—Friday, 22 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 commencing approx. mid January 2014 for a period of 12 months.

Location:—Children and Youth Services, North West.

Duties:—Co-ordinate the service delivery, including the management of financial, human and physical resources, of Child Protection staff employed to perform all functions of the statutory Child Protection program.

Selection criteria includes:—Significant post graduate experience in a relevant field.

A demonstrated ability to provide supervision, leadership and direction to field staff.

A high level of knowledge and understanding of current statutory requirements and Departmental procedures or the ability to acquire such knowledge.

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

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

Current Driver's Licence.

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

Enquiries to Selina McGuire, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 6404, email selina.mcguire@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 (503121a).**

Applications Close:—Friday, 22 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 (part-time hours may be considered by negotiation) commencing as soon as possible for a period of 12 months.

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

Duties:—The occupant will work as part of a trans-disciplinary team, under direction and guidance from the Manager, Disability Assessment and Advisory Team and will provide education and advisory services to Gateway and the wider community. The role includes:

Providing habilitation services to people with disabilities in a range of settings within a trans-disciplinary model.

Providing and co-ordinating supportive and educational advisory services to Gateway Services, carers, service providers and the wider community.

Initiating and facilitating the establishment and development of services and resources for consumers.

Selection criteria includes:—A commitment to working with people with disabilities and the ability to effectively design and manage specialist programs.

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

The ability to apply skills in the disability field and contemporary knowledge of professional skills.

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

Desirable Requirements:—Current Driver's Licence.

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 Charley Hodgson, Department of Health and Human Services and Tasmanian Health Organisations, phone (30) 6434 4013, email charley.hodgson@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

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

#### Housing Tasmania

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

Applications Close:—Friday, 22 November 2013.

Salary:—\$71,665 – \$74,932 p.a.

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

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

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

Duties:—To co-ordinate and provide high level executive services and project support to the Directorate of Housing Tasmania. The core objectives of the job are to:

Provide authoritative tactical and strategic advice to the Director; Co-ordinate, assist with and quality assure, the preparation of reports, briefings, correspondence and submissions; Provide high level assistance with inter and intra-governmental relations and strategic policy and programs; Investigate, report and monitor complex and/ or sensitive matters.

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

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

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

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

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

Enquiries to Crystal Luckman, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 3658, email crystal.luckman@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Population Health*

#### Office of the Chief Medical Officer

#### **Clinical Support Advisor (517966).**

Applications Close:—Friday, 22 November 2013.

Salary:—\$71,665 – \$74,932 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

Duties:—Assist in the development of policies relating to the Medical Workforce, Credentialling, Research and Ethics, Blood Management, Cancer Services Development and Complex and Technical clinical matters to ensure the integrity, reliability and quality of source data provided to the Manager and the Chief Medical Officer.

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 John Milbourne, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8530, email [john.milbourne@dhhs.tas.gov.au](mailto:john.milbourne@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Population Health*

Office of the Chief Medical Officer

#### ***Specialist Radiographer (3 Vacancies).***

Applications Close:—Friday, 22 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.

Vacancy No. 516355.

Fixed-term full-time daywork, commencing 1 December 2013 to 30 June 2014.

Location:—BreastScreen Tasmania, primarily based in Hobart.

Vacancy No. 513067.

Permanent part-time daywork, 38 hours per fortnight.

Location:—BreastScreen Tasmania, Mobile Screening Unit based in the North/NorthWest with statewide travel required as per the biennial Mobile Bus Itinerary and as rostered.

Vacancy No. 515185.

Fixed-term casual daywork, working hours as and when required commencing as soon as possible for a period of 12 months.

Location:—BreastScreen Tasmania, in various locations statewide.

Facilitate client screening mammography, diagnostic and further assessment imaging as required at BreastScreen Tasmania's Screening Unit site locations.

Performing duties with the BreastScreen Australia Program, ensuring that professional standards are maintained.

Required to be a qualified diagnostic radiographer/mammographer with demonstrated previous clinical experience and ability to work autonomously. A Certificate of Clinical Proficiency in Mammography (CCPM) is highly regarded but not essential.

Desirable Requirements:—Current Driver's Licence.

Essential Requirements:—Registered with the Medical Radiation Practice Board of Australia.

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

traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Nicole Oates, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 4324, email [nicole.oates@dhhs.tas.gov.au](mailto:nicole.oates@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Population Health*

#### Population Health Operations

#### Public and Environmental Health Services

#### ***Communicable Diseases Policy and Project Manager (519812).***

Applications Close:—Friday, 22 November 2013.

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

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

Fixed-term full-time daywork, commencing as soon as possible to 31 May 2014.

Location:—Hobart.

As a member of the Communicable Diseases Prevention Unit (CDPU) this position provides high level project management for state and national reform activities and supports the Manager, CDPU and Senior Medical Advisor in facilitating the development, implementation and review of communicable disease policy and quality initiatives.

Under the direction of the Manager CDPU, initiate, promote, co-ordinate and support projects, initiatives and quality improvement activities associated with communicable disease sector reform.

PLEASE NOTE: Applicants are encouraged to download the additional documents Agenda for Action, Blood Borne Viruses and Additional Project Information which are attached under Supporting Documents on this advertisement.

Desirable Requirements:—Relevant qualifications and/or demonstrated knowledge of communicable disease related health issues or the ability to acquire such knowledge quickly. Experience in the development of prevention programs or knowledge of the principles of prevention programs and an ability to contribute to the assessment of the effectiveness of these programs.

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 Mark Veitch, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 6618, email [mark.veitch@dhhs.tas.gov.au](mailto:mark.veitch@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Strategic Control, Workforce and Regulation*

Office of the Chief Information Officer

**IT Officer (ITSupport) (514234).**

Applications Close:—Friday, 22 November 2013.

Salary:—\$47,265 – \$69,055 p.a.

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

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

Location:—Hobart.

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

Provide support for the IT Services workstation and printer fleets including undertaking tasks associated with hardware and software selection, installation, maintenance and support. Provide deployment, administration and support services for IT systems and associated applications and hardware.

Desirable Requirements:—Relevant industry experience. A Degree or tertiary qualification in a relevant discipline. A current Driver's Licence.

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

Enquiries to James Mannering, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 6741, email james.mannering@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*System Purchasing and Performance*

Strategic Planning

**Policy Officer (518458).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

Provide high level specialist advice through the Director, Strategic Planning to the Deputy Secretary, System Purchasing and Performance, on health and health care planning and policy initiatives. Develop policies and programs to support the implementation and co-ordination of the Unit's strategic initiatives and activities.

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 Martin Hensher, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 6420, email martin.hensher@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*

**Nursing Director, Mental Health Services (521313).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$104,190 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 8, Level 3.

Permanent full-time day work.

Location:—THO-N, Statewide Mental Health Services, North.

Duties:—To provide strategic leadership and clinical direction to mental health service delivery areas across the region for THO-North.

Assists in the management of Mental Health Services (MHS) under the guidance of the Northern Area Manager MHS including responsibility for the provision of community and inpatient mental health services and the effective utilisation of human, financial, physical and material resources.

Provide direction to all health professionals across mental health services in the Northern region and provide high level advice and support to the Northern Area Manager MHS and other members of the regional executive team in relation to clinical standards, education and training, service reform and quality improvement.

Selection criteria includes:—Comprehensive understanding of, and experience in, leading and implementing contemporary, integrated, consumer and recovery focussed mental health service delivery models across inpatient and community setting and demonstrated understanding of community based service delivery, continuity of care and mental health care models and how they relate to an integrated mental health service.

Demonstrated experience in managing human, financial and material resources with knowledge of contemporary management and organisational performance practices.

Comprehensive understanding of contemporary nursing practice and a demonstrated commitment to the ongoing development and supervision of self and others.

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

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

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

Enquiries to Cat Schofield, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 2685, mobile 0400 583 557, email catherine.schofield@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*

##### **Discipline Lead Physiotherapy (503774).**

Applications Close:—Friday, 22 November 2013.

Salary:—\$115,148 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS and THO Allied Health Professional, Level 5 Grade 3.

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

Location:—Launceston General Hospital.

Within the context of THO-North and in accordance with relevant policy and legal requirements, manage the Physiotherapy Services for the Launceston General Hospital (LGH) and Northern Integrated Care Service (NICS).

Fulfil the role as discipline lead, providing strategic leadership, direction and representation for physiotherapists and support of staff in relation to defining service priorities, clinical governance standards, service reform and quality and safety.

Provide clinical leadership in physiotherapy and develop effective provision of the service across the THO-North in collaboration with the Director Allied Health and Area Manager Primary Health North.

As part of senior professional management group, contribute to broader clinical management and service delivery issues, including policy review and the development of strategies to meet current and future service provision.

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 Cindy Hollings, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7260, email cindy.hollings@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*

##### **Recruitment Liaison Officer (Medical) (520085).**

Applications Close:—Friday, 22 November 2013.

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

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

Permanent part-time day work, working 10 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Anne O'Byrne Building.

Duties:—Within a legislative and regulatory framework, provide a service for the recruitment of employees, including medical practitioners for the THO-North.

To administer and maintain effective systems to assist with monitoring medical practitioners current employment contracts, relevant visas, registration and credentialing.

To administer and maintain effective systems in relation to locum medical practitioners who are not directly employed by THO-North.

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 Rebecca Howe, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5549, email rebecca.howe@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

**Cleaner/Kitchen Hand (504609).**

Applications Close:—Friday, 22 November 2013.

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

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

Permanent part-time shift work, working 48 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—George Town Hospital and Community Centre.

Duties:—To carry out and assist in food preparation and cleaning within the kitchen area, maintaining a high standard of hygiene. Assist in the cleaning of allocated areas in compliance with established standards and protocols.

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

**Cleaner/Kitchen Hand (518176).**

Applications Close:—Friday, 22 November 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 part-time shift work, working 36 hours per fortnight from 5 January 2014 to 11 January 2015. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—George Town Hospital and Community Centre.

Duties:—To carry out and assist in food preparation and cleaning within the kitchen area, maintaining a high standard of hygiene. Assist in the cleaning of allocated areas in compliance with established standards and protocols.

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

Enquiries to Karyn Parker, Department of Health and

Human Services and Tasmanian Health Organisations, phone (03) 6380 3620, email [karyn.parker@dhhs.tas.gov.au](mailto:karyn.parker@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

**Foot Care/Therapy Assistant (513910).**

Applications Close:—Friday, 22 November 2013.

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

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

Permanent part-time day work, working 60.8 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Primary Health North.

Duties:—The Tasmanian Health Organisation- North is seeking to recruit a motivated and enthusiastic Foot Care Therapy Assistant to work over the North of Tasmania based in Launceston. As a Foot Care Therapist you will provide foot health and nail maintenance under the guidance of the Podiatry team, as well as undertaking many other supportive tasks including assisting with nail surgery and administrative duties.

The successful applicant will possess excellent communication skills with the clients and the wider community health team as well as the ability to work under minimal supervision. Experience working as a therapy assistant or in the care of people is desired.

Desirable Requirements:—Current Driver's Licence.

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

Enquiries to Claire Massey, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5155, email [claire.massey@dhhs.tas.gov.au](mailto:claire.massey@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

**Maintenance Officer (507050).**

Applications Close:—Friday, 22 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 day work, working 40 hours per fortnight, from 15 December 2013 to 11 January 2015. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—George Town Hospital and Community Centre.

Duties:—In accordance with primary health care principles, Agency policies and legal requirements, the Maintenance Officer undertakes a wide range of duties associated with the maintenance of buildings, grounds and equipment.

Desirable Requirements:—Current Drivers Licence.

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

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

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

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

##### **Admissions Clerk (501870).**

Applications Close:—Friday, 22 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, working 76 hours per fortnight.

Location:—North West Regional Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Admissions Clerk to provide and maintain an efficient elective surgery admission service within the Perioperative Services of the North West Regional Hospital (NWRH) and Mersey Community Hospital (MCH).

Reporting to the Co-Director Perioperative and Surgical Clinical Redesign, this role encompasses a wide range of responsibilities including, but not limited to, retrieval and preparation of Patient Medical Records, interviewing and admitting all elective surgery and any planned emergency patients, identifying all potential chargeable patients as well as providing a day-to-day co-ordination of information, forms, correspondence and documents associated with chargeable patients at NWRH.

Do you have?

Highly developed communication and interpersonal skills.

Ability to be flexible and work as part of a team.

Previous clerical experience within a hospital environment.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Katrina Willis on 0418 638 301 or email [katrina.willis@dhhs.tas.gov.au](mailto:katrina.willis@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.

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*

##### **Nurse Practitioner, Rural Health (521679).**

Applications Close:—Friday, 13 December 2013.

Salary:—\$104,190 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 8, Level 3.

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

Location:—West Coast, Tasmania.

Are you looking for a role that will allow you to make your mark? This brand new role has been created for the West Coast of Tasmania and we are looking for the perfect person to come and make a difference for the population of the West Coast!.

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 role will be based on the West Coast of Tasmania, where the clean air, diverse climate and strong commitment to community make the West Coast a fantastic and unique place to live and work. THO-North West has services at Queenstown, Strahan, Zeehan and Rosebery.

Who are we looking for?

If you have excellent clinical skills, experience in rural and remote health care, and the drive to make a difference this role is for you! We are seeking a motivated and experienced Nurse Practitioner looking to bring their existing skills and knowledge to this exciting opportunity.

You will be prepared to contribute your professional competencies to improve clinical service outcomes and continued delivery of a high standard of quality patient care. You will work with a professional team of experienced nurses, medical and allied health professionals.

In addition to your clinical skills you will possess the knowledge of education and research strategies, quality improvement activities and the process of risk and change management in the multidisciplinary team approach to nursing care and staff learning needs.

Do you have?

Current Registration.

Relevant experience as a Nurse Practitioner working in remote locations.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Attractive Salary Package.

Relocation and accommodation support.

Flexible work/life balance.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Karen Linegar, EDON, on (03) 6490 8970 or email [karen.linegar@dhhs.tas.gov.au](mailto:karen.linegar@dhhs.tas.gov.au).

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

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia and endorsed to practice as a nurse practitioner.

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

*Primary Health North West*

### **Personal Care Assistant (511481).**

Applications Close:—Friday, 22 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 shift worker, working as and when required.

Location:—West Coast District Hospital.

The Tasmanian Health Organisation-North West is seeking to recruit a motivated and enthusiastic Personal Care Assistant to work within the West Coast District Hospital. Applicants require a Certificate 3 in Aged Care or are able to demonstrate they are working towards same.

The successful applicant should possess good communication skills to effectively work with residents, their family unit, and the clinical team in a residential unit within an acute hospital environment. They need the ability to work under indirect supervision, to ensure that the care needs of the residents are efficiently met.

If you are passionate about caring for the elderly, then this may be the career opportunity you have been waiting for.

For more information please contact Linda Neale on (03) 6472 2300 or email [linda.neale@dhhs.tas.gov.au](mailto:linda.neale@dhhs.tas.gov.au).

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

Desirable Requirements:—Possesses, or is working towards an Extended Carers Assistant Certificate Level 3 or equivalent.

Essential Requirements:—Nil.

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### **Finance Services Officer (507761).**

Applications Close:—Friday, 22 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, working 76 hours per fortnight.

Location:—Finance Administration.

The Tasmanian Health Organisation, South is currently seeking a permanent full-time Financial Services Officers to work in Finance Administration.

Duties:—In the role of Financial Services Officer you will provide high-level financial support with a stakeholder focus to maximize hospital revenue in a multi-skilled team environment. You will also undertake a range of financial and administrative duties including maintaining finance records, in accordance with relevant service standards, legislation and Departmental policies and procedures.

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

the following areas:—crimes of violence, sex related offences, serious drug offences, 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*

#### **Occupational Therapist (505032).**

Applications Close:—Friday, 22 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.

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

Location:—Wilfred Lopes Centre, South.

The Occupational Therapist will undertake the delivery of quality patient and client care services, based on best practice principles within a collaborative and multidisciplinary framework. Your duties will include:.

Provide a comprehensive clinical service through assessment, case management and individual therapies with clients of the Community Forensic Mental Health Service.

Provide specialist rehabilitation Occupational Therapy treatment and services to clients within the Wilfred Lopes Centre and Community Forensic Mental Health Service, including the design, development, implementation and evaluation of specialised treatment programs.

Assist with the integration into the community of released clients through consultation and liaison with the Community Forensic Mental Health Teams.

Prepare formal reports for Community Corrections, Parole Board, Classification Board and Courts, Forensic Mental Health Tribunal, and Mental Health Tribunal as required.

Desirable Requirements:—Current driver's licence.

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

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

Enquiries to Raymond Gregory, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 8001, email raymond.gregory@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*

#### **Discipline Lead Physiotherapy Services (508278).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$118,526 p.a.

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

Permanent full-time day work, working 76 hours per fortnight commencing January 2014.

Location:—Physiotherapy, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is seeking a permanent full-time professional to undertake the role of Discipline Lead Physiotherapy Services.

Duties:—In a tertiary hospital setting and in accordance with agency policy and legal requirements, you will undertake a senior role providing leadership and direction in the strategic development and management of Physiotherapy Services at the Royal Hobart Hospital (RHH) and RHH off-site facilities. You will be responsible for provision of effective management of human, physical and financial resources of Physiotherapy Services at the RHH. You are expected to provide leadership and direction for the development and implementation of clinical and professional governance for physiotherapy services across THO-South, through working collaboratively with other THO-South senior Physiotherapy staff.

Your role will also include developing effective linkages with Senior Physiotherapy staff within the THO-South, North and North West, in relation to provision of statewide Physiotherapy Services. You will work as an effective member of Continuing Care Operations in the implementation of strategic direction, review and evaluation of services, development of policies and improvement of business practices.

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 Wendy Rowell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8261, email wendy.rowell@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*

#### **Infant Hearing Screener (517280).**

Applications Close:—Friday, 22 November 2013.

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

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

Permanent part-time shift work, working 24 hours per fortnight including weekends and public holiday (according to the service requirements).

Location:—Statewide Audiology Service, North West.

The Tasmanian Health Organisation – South is seeking a permanent part-time Infant Hearing Screener to join the State-wide Audiology Service providing service in north west Tasmania including shifts at Mersery Community Hospital and North West Regional Hospital.

The Infant Hearing Screener position is part of the Tasmanian Infant Hearing Screening Program (TIHSP) which will be delivered by the State-wide Audiology Service and co-ordinated by Acute Health Services which has the ultimate aim of providing universal newborn hearing screening for all Tasmanian Public and Private Hospitals.

Duties:—As the Infant Hearing Screener, your role will be to carry out hearing screening tests to all newborn infants as per the TIHSP protocol under supervision of the Senior Audiologist and the Nurse Unit Manager. You will accurately and sensitively convey screening results to parents and be responsible for ensuring all records are tracked, accurate, well maintained and up-to-date. You will also participate in quality assurance activities as allocated by the Senior Audiologist.

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

Enquiries to Lee Kethel, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 0108, email [lee.kethel@dhhs.tas.gov.au](mailto:lee.kethel@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

### *Oral Health Services (Statewide)*

#### *Oral Health South*

#### **Dental Assistant (3 Vacancies).**

Applications Close:—Friday, 22 November 2013.

Salary:—\$48,183 – \$51,330 p.a.

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

Vacancy No. 516642.

Permanent full-time day work, part-time hours will be considered by negotiation.

Location:—Oral Health Services South.

Vacancy No. 501180.

Permanent part-time day work, working 60.8 hours per fortnight.

Location:—Oral Health Services South.

Vacancy No. 521600.

Fixed-term part-time day work, working 60.8 hours per fortnight, commencing as soon as possible until 27 June 2014.

Location:—Oral Health Services South.

Note: Please indicate the position/s of interest for which you are applying.

Duties:—The role of the Dental Assistant is to assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control practices. You will be required to take a lead role in training, assisting and orientating less experienced staff.

Desirable Requirements:—Current Driver's Licence. Satisfactory completion of Certificate 3 in Dental Assisting. Current First Aid certificate Level I.

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 Renee Moody, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6214 5485, email [renee.moody@dhhs.tas.gov.au](mailto:renee.moody@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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## JUSTICE

### COMMUNITY CORRECTIONS

#### *Northern Region*

#### **Community Service Order Support Officer (356572).**

Applications Close:—Friday, 22 November 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time working 36.75 hours per fortnight until 18 June 2014.

Location:—Launceston.

Community Service Order Support Officer applicants may be required to undergo psychological and aptitude testing as part of the selection process.

Duties:—Perform a range of administrative tasks, including the preparation of correspondence and maintenance of electronic records and data. Assist Probation Officers with the co-ordination and delivery of the induction program to offenders undertaking Community Service Orders, including facilitation of the workplace health and safety sessions.

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

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

Enquiries to Daniel Goss, CSO Co-ordinator North/North West, Community Corrections, Department of Justice, phone (03) 6336 2387, email [daniel.goss@justice.tas.gov.au](mailto:daniel.goss@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 6089, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Daniel Goss on (03) 6336 2387.

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

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

## JUSTICE

### LEGAL AID COMMISSION OF TASMANIA

#### **Legal Practitioner (350246).**

Applications Close:—Friday, 22 November 2013.

Salary:—\$49,453 – \$62,308 p.a.

Legal Practitioners Agreement 2010, Level 1.

Fixed-term full-time 73.5 hours per fortnight for a period of up to twelve months.

Location:—Devonport.

Duties:—To appear in the Magistrates' Court on bail applications and pleas of guilty for adults and young people, and to conduct hearings. Engage in community legal education activities fostered by the Legal Aid Commission as directed. To perform such other professional work in the civil, family and criminal law areas as directed from time to time.

Essential Requirements:—Admitted as a Barrister and Practitioner of the Supreme Court of Tasmania and the relevant Federal Courts.

Desirable Requirements:—Some experience in the practice of Criminal Law.

Contact:—A Statement of Duties, Information for Applicants and an Application for Employment are available at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au), or by contacting Leesa Bevan on (03) 6236 3820 or [Leesa.Bevan@legalaid.tas.gov.au](mailto:Leesa.Bevan@legalaid.tas.gov.au).

Enquiries to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 1422, Hobart, Tas, 7001, phone (03) 6236 3820, fax (03) 6236 3811, email [Leesa.Bevan@legalaid.tas.gov.au](mailto:Leesa.Bevan@legalaid.tas.gov.au).

Applications to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 1422, Hobart, Tas, 7001, phone (03) 6236 3820, fax (03) 6236 3811, email [Leesa.Bevan@legalaid.tas.gov.au](mailto:Leesa.Bevan@legalaid.tas.gov.au).

## JUSTICE

### MONETARY PENALTIES ENFORCEMENT SERVICE

#### **Enforcement Officer (3 Vacancies).**

Applications Close:—Friday, 22 November 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Vacancy No. 356001.

Permanent full-time working 73.5 hours per fortnight.

Location:—Hobart.

Vacancy No. 356299.

Permanent full-time working 73.5 hours per fortnight.

Location:—Hobart.

Vacancy No. 355305.

Permanent full-time working 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Attend to the execution of enforcement process including the seizure and sale of property and preparation of correspondence, reports and other documentation as required. Attend to telephone and counter enquiries and provide information to clients, the general public, other agencies and organisations in relation to the recovery of monetary penalties.

Essential Requirements:—A current Tasmanian Drivers Licence.

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

Enquiries to Mark Cocker, Director, Monetary Penalties Enforcement Service, Department of Justice, phone (03) 6233 2126, email [Mark.Cocker@justice.tas.gov.au](mailto:Mark.Cocker@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Mark Cocker on (03) 6233 2126.

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

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

## JUSTICE

## TASMANIA PRISON SERVICE

**Facilitator Intervention Programs (355528a).**

Applications Close:—Friday, 22 November 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time working 73.5 hours per fortnight commencing 7 January 2014 until 19 December 2014.

Location:—Risdon Prison.

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

Duties:—Co-facilitate the delivery of individual and group-based rehabilitation or intervention programs to offenders, which may include the Sex Offender Program under the supervision of a Senior Facilitator Intervention Programs. Undertake assessments of offenders to determine their suitability for participation in programs and monitor progress as a result of such participation.

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

Enquiries to Andrew Verdouw, Team Leader Intervention Programs, Tasmania Prison Service, Department of Justice, phone (03) 6216 8099, email Andrew.Verdouw@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, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Andrew Verdouw on (03) 6216 8099.

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.

PORT ARTHUR HISTORIC SITE MANAGEMENT  
AUTHORITY

## CONSERVATION AND INFRASTRUCTURE

**Trades Assistant, Cleaner (TAC 13).**

Applications Close:—Monday, 25 November 2013.

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

Port Arthur Historic Site Management Authority Award, General Stream, Band 2.

Permanent part-time.

Location:—Port Arthur Historic Site.

Duties:—Provide support associated with maintenance, new works and conservation activities at the Sites in accordance with statutory obligations, planning instruments, heritage guidelines and the Port Arthur Historic Sites Statutory Management Plan.

Maintain and improve grounds and gardens including basic maintenance of equipment and infrastructure within the Sites and beyond.

Operate mobile and other equipment and plant.

Provide labouring assistance to Trades staff.

Assist with the preparation of areas for special events at the Port Arthur Historic Sites including support for other staff in the set up and pack down of events.

Continue to develop and implement a safe and healthy work environment.

Undertake other tasks and duties as directed by the Grounds and Gardens Crew Supervisor.

Working Hours:—It is intended that this position operate part-time between April and November 3 days a week at 7.6 hours per day with the potential to increase hours with operational requirements. This will change to full-time between December and March with the employee to work 8.45 hours per day 9 days a fortnight.

Enquiries to Marty Passingham, Works Manager, Port Arthur Historic Site Management Authority, phone (03) 62512341, email [marty.passingham@portarthur.org.au](mailto:marty.passingham@portarthur.org.au).

Applications to Recruitment, Port Arthur Historic Site Management Authority, phone 0362512357, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

## PREMIER AND CABINET

## TMD

*Service Delivery***Service Delivery Officer (2 Vacancies).**

Applications Close:—Friday, 22 November 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Vacancy No. 001116 and 000943.

Fixed-term full-time (12 Months).

Location:—Hobart or Launceston.

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

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

Maintain the relevant records and databases associated with departmental accounts.

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

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

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

Enquiries to Kathy Bevis, Team Leader Integrated Communications, Department of Premier and Cabinet, phone (03) 6166 3009, email [kathy.bevis@dpac.tas.gov.au](mailto:kathy.bevis@dpac.tas.gov.au).

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

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

CORPORATE SERVICES

*Information Services*

**Computer Systems Officer (707098).**

Applications Close:—Friday, 22 November 2013.

Salary:—\$47,823 – \$70,007 p.a.

Tasmanian State Service Award, ICT Level 1, Technician.

Fixed-term full-time For 12 months.

Location:—Hobart.

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

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

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

Duties:—To undertake information technology duties in the Wildlife Information System (WIS) Development Project that contributes to improved organisational performance and capability through the delivery of efficient business systems and processes that support operational excellence and achievement of business outcomes.

Desirable Requirements:—Knowledge or experience in the application of Business Process Management (BPM) engines, such as JBoss' jBPM suite, and Business Rule Management System, such as JBoss' Drools. Knowledge or experience of Google Web Toolkit (GWT) framework and Hibernate. An appropriate qualification at a tertiary level.

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

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

Enquiries to Karen Steenhuis, phone (03) 6233 5439, email [Karen.Steenhuis@dpipwe.tas.gov.au](mailto:Karen.Steenhuis@dpipwe.tas.gov.au).

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

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

EPA DIVISION

*Environmental Operations*

**Environmental Officer (330313).**

Applications Close:—Friday, 22 November 2013.

Salary:—\$53,926 – \$87,771 p.a.

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

Permanent full-time.

Location:—Ulverstone or Launceston (Subject to negotiation).

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

As an Environmental Officer, undertake the ongoing management of environmentally relevant activities under the jurisdiction of the Northern Regulations Section of the Environmental Operations Branch in accordance with the objectives, principles and requirements of the Resource Management and Planning System, Environmental Management and Pollution Control Act 1994 and other relevant legislation, policies and regulations.

Essential Requirements:—A degree in Science, Engineering or Environmental Studies or an equivalent qualification relevant to the professional duties to be undertaken, as provided by a university. A current motor vehicle driver's licence.

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

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

Enquiries to Aidan Flanagan, phone (03) 6336 2818, email [Aidan.Flanagan@environment.tas.gov.au](mailto:Aidan.Flanagan@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@dpipwe.tas.gov.au](mailto:job.applications@dpipwe.tas.gov.au).

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

INFORMATION AND LAND SERVICES

*Office of the Valuer-General*

**Graduate Valuer (702264).**

Applications Close:—Wednesday, 4 December 2013.

Salary:—\$53,926 – \$87,771 p.a.

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

Permanent full-time.

Location:—Devonport.

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

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

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

Essential Requirements:-.

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

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

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

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

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

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

Enquiries to Julie Avery, Department of Primary Industries, Parks, Water and Environment, phone (03) 6165 4658, email [julie.avery@dpiuwe.tas.gov.au](mailto:julie.avery@dpiuwe.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@dpiuwe.tas.gov.au](mailto:job.applications@dpiuwe.tas.gov.au).

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### RESOURCE MANAGEMENT AND CONSERVATION

#### *Wildlife Management*

#### **Utility Officer (Animal Care and Handling) (3 Positions).**

Applications Close:—Friday, 22 November 2013.

Salary:—\$37,511 – \$46,233 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term full-time for 2 years.

Location:—1 x Hobart (706502), 2 x Launceston (706818 and 707110).

The occupant will be employed on a roster basis, which will involve some weekend work, for which they will be paid appropriately.

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

Duties:—Provide an efficient and effective animal care and handling support service to the Save the Tasmanian Devil Program within the Wildlife Management Branch.

Essential Requirements:—A current motor vehicle drivers licence.

Desirable Requirements:—Construction experience with appropriate certificates for operation of associated equipment, including chainsaws. Qualifications in zoological sciences and animal handling and husbandry.

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 Drew Lee, mobile 0427 836 484, email [drew.lee@dpiuwe.tas.gov.au](mailto:drew.lee@dpiuwe.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@dpiuwe.tas.gov.au](mailto:job.applications@dpiuwe.tas.gov.au).

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### ROYAL TASMANIAN BOTANICAL GARDENS

#### **Cook (706536).**

Applications Close:—Friday, 22 November 2013.

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

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time (minimum of 1300 hours per annum) for 12 months.

Location:—Hobart.

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

relevant experience.

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

Duties:—To deliver high quality food and beverage services to all RTBG clients in a commercial hospitality environment. To assist the RTBG in achieving improved financial outcomes through the provision of catering functions both internal and external.

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.

Desirable Requirements:—Competent numeracy and literacy skills. Level 3 Commercial Cookery Certificate or equivalent. Food Safety Accreditation. First Aid Workplace 2 Certificate.

Enquiries to Shane Pearl, phone (03) 6236 3088, email [Shane.Pearl@rtbg.tas.gov.au](mailto:Shane.Pearl@rtbg.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@dpiuwe.tas.gov.au](mailto:job.applications@dpiuwe.tas.gov.au).

## 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 provide 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 propose solutions; have strong analytical skills, including data analysis capabilities; be able to communicate precisely and effectively to internal and external stakeholders and demonstrate initiative when undertaking research and investigation in the context of the direction and guidance provided by their 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, G.P.O. Box 147, Hobart Tas 7001, phone (03) 6233 2293, email [frances.blain@treasury.tas.gov.au](mailto: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](mailto:recruitment@treasury.tas.gov.au).

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

## TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

*Liquor and Gaming Branch***Technical Officer (723761).**

Applications Close:—Friday, 22 November 2013.

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

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time 14.7 hours per week ideally working Thursdays and Fridays with some flexibility commencing as soon as possible up until 19 November 2014.

Location:—Hobart.

Duties:—Provide assistance with the evaluation, implementation, approval and operation of gaming devices, gaming and systems used in all forms of gaming, including interactive gaming and wagering activities and the operation of betting exchanges including performing system and financial audits.

In the context of the selection criteria, to be successful in the position applicants will:—have (or have the ability to acquire quickly) the technical skills to provide advice on the evaluation, implementation, operation and effective maintenance of gaming devices, gaming equipment and gaming systems used in all forms of gaming and have good stakeholder relationship management skills.

Desirable Requirements:—Diploma or Advanced Diploma, completion, or partial completion, of 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 for: Crimes of violence, Sex related offences, Serious drug and alcohol related offences, Crimes involving dishonesty, Serious traffic offences and Identification check for: finger prints, palm prints, photograph and credit check.

Enquiries to Ivica Duvnjak, Senior Compliance Analyst, Liquor and Gaming Branch, Department of Treasury and Finance, phone (03) 6233 5428, email [ivica.duvnjak@treasury.tas.gov.au](mailto:ivica.duvnjak@treasury.tas.gov.au)

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

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

## Tasmanian Government Senior Executive Service

## TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

**Deputy Secretary, Budget and Finance (721055).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$203,895 – \$234,479 p.a.

Senior Executive, Level 4, Payment of Salary above the base salary of the advertised range is subject to an annual performance assessment.

Senior Executive Contract, Full-time position for a period of up to 5 years.

Location:—Hobart.

Duties:—As a senior Treasury and Finance representative and head of the Budget and Finance Division this position provides authoritative advice and strategic options to the Government on State economic and financial management matters and on issues with accounting, budgetary, commercialisation or resource management implications. These may have a high public profile and are often of a highly sensitive nature. The role also provides direction on broader policy issues, particularly in relation to procurement; budget formulation, control and accounting; and fiscal management more generally. The position has a significant role in negotiating fiscal outcomes with a wide range of key stakeholders across the Tasmanian State Service on behalf of the Government.

As a member of the Department's Executive management team, the position provides leadership and high level management of the human, physical and financial resources within Treasury, helping to build organisational capability and agility. The role has high-level input into the development and implementation of corporate objectives and champions a collaborative approach both internally and externally.

In the context of the selection criteria, to be successful in the position applicants will have:

a successful track record and extensive experience in providing strategic advice at the highest levels in policy and financial settings;

high level leadership and management skills and a demonstrated capacity to manage human, financial and physical resources at a senior level; and

considerable personal credibility, combined with strong influencing and negotiating skills and the ability to enhance the Department's reputation for independence and objectivity.

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

Enquiries to Joy Crane, Assistant Director, Human Resources Branch, Department of Treasury and Finance, phone (03) 6233 4896, email [joy.crane@treasury.tas.gov.au](mailto:joy.crane@treasury.tas.gov.au).

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

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

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Senior IT Support Officer	A. Stevens	6 months	13.11.13
Education	Education Facility Attendant	L. Norris	6 months	11.11.13
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	C. Cochran	6 months	18.11.13
Health & Human Services & Tasmanian Health Organisations	Senior Speech Pathologist - Acute Medical Unit	C. Scott	6 months	05.11.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	M. Tuckett	six months	04.11.13
Health & Human Services & Tasmanian Health Organisations	Pharmacy Technician	A. Howard	six months	13.10.13
Health & Human Services & Tasmanian Health Organisations	Social Worker	H. Yao	6 months	05.11.13
Health & Human Services & Tasmanian Health Organisations	Support Worker	K. Harvey	6 months	06.01.14
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	R. Pybus	6 months	04.11.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Hayes	6 months	04.11.13
Health & Human Services & Tasmanian Health Organisations	Support Worker	H. Smith	6 months	02.12.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Chavali	6 months	04.11.13
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	A. Wierzbicki	6 months	18.11.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	T. Middleton	6 months	04.11.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	G. Southwell	6 months	04.11.13
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	B. Bell	6 months	13.01.14
Health & Human Services & Tasmanian Health Organisations	HR Consultant	M. Chivers	6 months	04.11.13
Primary Industries, Parks, Water & Environment	Client Service Officer	H. Scott	6 months	04.11.13
Primary Industries, Parks, Water & Environment	Client Service Officer	E. Street	6 months	04.11.13
Integrity Commission	Misconduct Prevention (Research and Education) Officer	J. McQuilkin	6 months	11.11.13
Integrity Commission	Misconduct Prevention (Research and Education) Officer	P. van Luyn	6 months	28.10.13

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	A. Brown	Nurse Unit Manager	04.11.13
Health & Human Services & Tasmanian Health Organisations	K. Hughes	Senior Occupational Therapist	11.11.13
Health & Human Services & Tasmanian Health Organisations	A. Smith	Executive Support Officer	31.10.13
Health & Human Services & Tasmanian Health Organisations	R. Fenton	Clinical Coordinator	04.11.13
Primary Industries, Parks, Water & Environment	T. Jordan	Section Head, Organic Chemistry	07.11.13
Primary Industries, Parks, Water & Environment	S. Gall	Director (Aboriginal Heritage Tasmania), 707077	07.11.13
Primary Industries, Parks, Water & Environment	B. Griggs	Regional Administration Officer, 707053	07.11.13

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Registered Midwife	S. Berriman	01.11.13
Justice	Investigation Officer	M. Bullen	08.11.13
Primary Industries, Parks, Water & Environment	Business Enterprise Coordinator	A. Moore	07.11.13

### *Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Infrastructure, Energy & Resources	J. Bourke	Treasury & Finance	Team Leader	02.12.13

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Nurse Manager	W. Digney	03.11.13
Infrastructure, Energy & Resources	Director Registration & Licensing Branch	R. Fowler	01.11.13
Infrastructure, Energy & Resources	Executive Officer	E. Bessell	01.11.13
Infrastructure, Energy & Resources	Senior Geologist	C. Calver	08.11.13
Infrastructure, Energy & Resources	Coordinator Transport Enquiry Service	M. Green	01.11.13
Infrastructure, Energy & Resources	Executive Assistant	J. Little	01.11.13
Treasury & Finance	Senior Budget Analyst	J. Willing	19.11.13

*Termination of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Cleaner	N. Farr	26.09.13
Justice	Correctional Supervisor	R. Armstrong	05.11.13
Primary Industries, Parks, Water & Environment	Supervisor (Seed Analysis)	K. Cunliffe	06.11.13

*Scholarship*

**GUIDE DOGS TASMANIA** is the primary provider of orientation and mobility services for Tasmanians with who are blind or vision impaired. We are a trusted brand delivering free client service programs throughout Tasmania.

Guide Dogs Tasmania invites suitably qualified and interested applicants to be considered for a comprehensive scholarship to undertake a Master of Special Education (Sensory Disability) through the RIDBC Renwick Centre, Sydney, a program administered by the Royal Institute for Deaf and Blind Children (RIDBC) and affiliated with the University of Newcastle.

Applicants must be Tasmanian residents and demonstrate a commitment to working in Tasmania on completion of the scholarship.

Our scholarship program is the first step toward launching your career as an Orientation and Mobility Instructor, potentially with Guide Dogs Tasmania. The selected scholarship candidate must successfully complete the Master degree program, which may lead to an offer of full-time employment as an Orientation & Mobility Instructor with Guide Dogs Tasmania. The program can be completed full time or part time, and can be completed in large part by distance whilst resident in Tasmania.

The Guide Dogs Tasmania scholarship will cover course fees, travel directly associated with completing the qualification and all texts.

Prior to submitting your application for this scholarship, interested applicants must ensure they meet the entry requirements of the RIDBC Renwick Centre, University of Newcastle. Enquiries about this program and the entry requirements are to be made in the first instance to Jill Watson on (02) 9872 0303 / jill.watson@ridbc.org.au.

Once academic suitability has been confirmed by the RIDBC Renwick Centre, your application may be forwarded: admin@guidedogstas.com.au quoting the O&M Scholarship opportunity. Your application must include a covering letter, your current CV and must address the essential criteria (see the Information Pack on our website at [www.guidedogstas.com.au](http://www.guidedogstas.com.au)).

**Enquiries: Dan English on 03 6232 1222 or [dan@guidedogstas.com.au](mailto:dan@guidedogstas.com.au)**

**Applications close: Friday, 6 December 2013.**

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