



TASMANIAN STATE SERVICE NOTICES

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Tasmanian Government Gazette

Email text copy to

govt.gazette@mercurywalch.com.au

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

State Service Notices

Vacancy, Direct Selection and Staff Movement Notices

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

Order Information

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

Deadlines

Government Gazette :—

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

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

Deadlines will be strictly adhered to

Subscription or account enquiries phone (03) 6232 2137.

Gazette and State Service Online

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Executive Assistant (424806).

Applications Close:—Friday, 28 February 2014.

Salary:—\$55,005 – \$59,871 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—Provide professional administrative and executive support to the Deputy Secretary and oversee the day-to-day functions of the office in delivering departmental and divisional objectives.

Enquiries to Rachel Roberts, Senior HR Consultant, Relationship Management, phone (03) 6165 5192, email **Rachel.Roberts@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 5185, 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

Communications and Stakeholder Engagement Consultant, Economic Development (425181).

Applications Close:—Friday, 28 February 2014.

Salary:—\$80,669 – \$92,670 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time or part-time (min 0.8FTE).

Location:—Hobart.

Duties:—Provide communication and stakeholder engagement advice, high level consultancy and advisory services to Economic Development divisions on a broad range of communications and marketing strategies and opportunities including external stakeholder engagement.

Desirable Requirements:—Relevant tertiary and/or industry recognised qualifications and affiliations qualifications are highly desirable.

A current drivers licence.

Enquiries to Samantha Fox, Director Strategy and Research, phone (03) 6165 5135, email **Samantha.Fox@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 5185, email **applications@development.tas.gov.au**.

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

EDUCATION

EARLY YEARS AND SCHOOLS

Education and Care Unit

Education and Care Assessor (951193).

Applications Close:—Friday, 28 February 2014.

Salary:—\$74,022 – \$77,411 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Devonport.

Description of the Role:—To undertake complex regulatory activities that support compliance and continuous improvement in the quality of education and care services and specified child care services provided to children. Educate and inform education and care services and the community in relation to the National Quality Framework (NQF).

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:—Early childhood and/or tertiary qualifications in a relevant field.

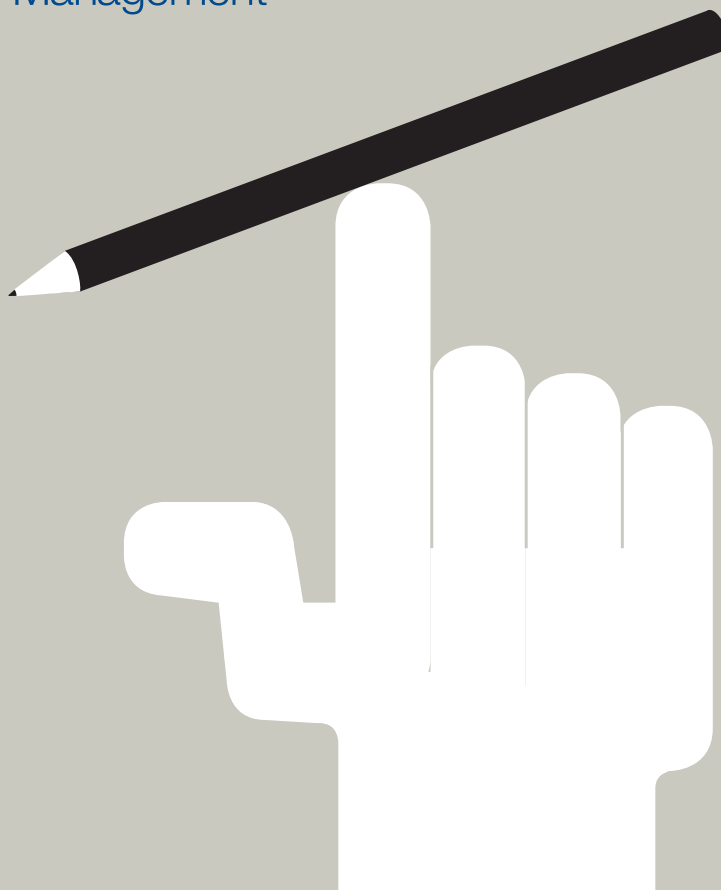
Current drivers licence.

Enquiries to Kate Whitbread, Team Leader Education and Care, Department of Education, phone (03) 6233 5099, email **kate.whitbread@education.tas.gov.au**.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, fax (03) 6233 0566, email **recruitment@education.tas.gov.au**.



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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)

Port Dalrymple School

Laboratory Technician, Port Dalrymple School (Re-advertised) (203922).

Applications Close:—Friday, 28 February 2014.

Salary:—\$55,005 – \$59,871 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 44.10 hours per fortnight (40 weeks per year).

Location:—Port Dalrymple School.

Please note:—This vacancy is being re-advertised with amended hours.

Description of role:—Provide technical support to a school or college's science unit and undertake associated administrative duties.

Essential Requirements:—Diploma of Laboratory Technology, or equivalent TAFE or post-secondary qualification appropriate to the nature of the work.

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:—Post secondary studies in the fields of science and/or technology.

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

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, 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)

Port Dalrymple School

Laboratory Technician, Port Dalrymple School (203922).

Applications Close:—Friday, 28 February 2014.

Salary:—\$55,005 – \$59,871 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 30 hours per fortnight (40 weeks per year).

Location:—Port Dalrymple School.

Description of role:—Provide technical support to a school or college's science unit and undertake associated administrative duties.

Essential Requirements:—Diploma of Laboratory Technology, or equivalent TAFE or post-secondary qualification appropriate to the nature of the work.

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:—Post secondary studies in the fields of science and/or technology.

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

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Burnie High School

School Administration Clerk, Burnie High School (300112).

Applications Close:—Friday, 28 February 2014.

Salary:—\$48,823 – \$53,038 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Burnie High School.

Description of the role:—As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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

Enquiries to Christine Philip, Department of Education, phone (03) 6431 2744, email chris.philip@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Parklands High School

Education Facility Attendant, Parklands High School (300474).

Applications Close:—Friday, 28 February 2014.

Salary:—\$39,063 – \$44,039 pro rata, per annum.

Facility Attendants (Tasmanian State Service) Award, Education Facility Attendant Level 1-3.

Permanent part-time 40 hours per fortnight.

Location:—Parklands High School.

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

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

Enquiries to Michael Czuplak, Department of Education, phone (03) 6433 0206, email michael.czuplak@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

Electronic submission of applications is preferred.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Riana Primary School

Teacher Assistant, Riana Primary School (951004).

Applications Close:—Friday, 28 February 2014.

Salary:—\$48,823 – \$53,038 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 20 hours per fortnight.

Location:—Riana Primary School.

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

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

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

Enquiries to Julie Stonehouse, Department of Education, phone (03) 6437 6130, email julie.stonehouse@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Ulverstone High School

Teacher Assistant, Ulverstone High School (2 Vacancies).

Applications Close:—Friday, 28 February 2014.

Salary:—\$48,823 – \$53,038 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 650676.

Permanent part-time 12 hours per fortnight.

Location:—Ulverstone High School.

Vacancy No. 951974.

Permanent part-time 12 hours per fortnight.

Location:—Ulverstone High School.

Vacancy No. 951974 involves assisting with co-ordination of Work Placements.

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

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

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

Enquiries to Tenai Oliver, Department of Education, phone (03) 6425 1433, email tenai.oliver@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Rosny College

School Administration Officer, Rosny College (953708).

Applications Close:—Friday, 28 February 2014.

Salary:—\$55,005 – \$59,871 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Rosny College.

Description of 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 Denise Hallett, Department of Education, phone (03) 6244 9206, email denise.hallett@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Tasman District School

Education Facility Attendant, Tasman District School (953382).

Applications Close:—Friday, 28 February 2014.

Salary:—\$37,063 – \$56,002 pro rata, per annum.

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 1-3.

Permanent part-time 54 hours per fortnight.

Location:—Tasman District 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 Tim Brownlow, Department of Education, phone (03) 6250 2126, email tim.brownlow@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Cosgrove High School

Advanced Skills Teacher, Cosgrove High School (202722).

Applications Close:—Friday, 28 February 2014.

Salary:—\$93,009 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Cosgrove High School.

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

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

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

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

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

Enquiries to Michael Park, Department of Education, phone (03) 6271 1111, email michael.park@education.tas.gov.au.

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

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Administrative Officer (513590).

Applications Close:—Friday, 28 February 2014.

Salary:—\$54,267 – \$59,071 pro rata, per annum.

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

Fixed-term part-time day work (37.0 hours per fortnight) commencing As soon as possible until 27 Feb 2015.

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

Duties:—In a multi-skilled and dynamic environment, provide a wide range of administrative services to Centre clients, staff and management to support business activities and projects.

Selection criteria includes:—Demonstrated understanding of contemporary office management practices, including experience in Microsoft Office software and the ability to perform effectively within a highly sensitive and technological environment.

Experience in setting work priorities to meet deadlines, together with a demonstrated capacity to work with minimal supervision and handle a number of complex tasks concurrently.

Demonstrated ability to complete tasks with accuracy and within set guidelines and time frames to support the achievement of organisational objectives.

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

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

Enquiries to Julie Hawes, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6362 2311, email julie.hawes@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Registered Nurse, Child and Family Health Nurse (507497).

Applications Close:—Friday, 28 February 2014.

Salary:—\$57,286 – \$78,396 pro rata, per annum.

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

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

Location:—CYS, Child Health and Parenting Service, Beaconsfield, North.

This position is based at Beaconsfield and will attract the rural allowance as a part of the salary package.

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

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

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

Please note that access to the Grade 4 salary range \$74,129 – \$78,396 is subject to successful application for progression to Grade 4.

Duties:—The Registered Nurse, Child and Family Health Nurse, consistent with ongoing experience, strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with clients, their families and other health professionals within the child and family health practice area.

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

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

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

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

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

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

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

Enquiries to Marie Shepherd, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2155, email marie.shepherd@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Disability, Housing and Community Services

Disability and Community Services

Executive Support Officer (501512).

Applications Close:—Friday, 28 February 2014.

Salary:—\$60,914 – \$70,436 p.a.

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

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

Location:—Disability and Community Services, North.

Duties:—Provide comprehensive executive and program support to the Manager, Disability and Community Services North and to the Disability Assessment and Advisory Team with a focus on administrative support, assist with specific projects and the co-ordination of service development activities.

Selection criteria includes:—Well-developed knowledge of and expertise in office management practices together with a good knowledge of the operations of Disability and Community Services, or the ability to quickly acquire such knowledge.

Well-developed analytical and problem solving skills including the capacity to research and investigate sensitive matters, make appropriate recommendations and operate effectively within the Agency's political, social and organisational environment.

Highly regarded interpersonal and communication skills, both written and verbal coupled with the ability to negotiate, prepare and co-ordinate a range of reports and documents.

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

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

Enquiries to Fiona Woodfield, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 4130, email fiona.woodfield@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Disability, Housing and Community Services

Disability and Community Services

Professional Officer, Allied Health (505660).

Applications Close:—Friday, 28 February 2014.

Salary:—\$78,035 – \$89,509 pro rata, per annum.

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

Fixed-term part-time day work (38.0 hours per fortnight) commencing As soon as possible until 30 January 2015.

Location:—Disability and Community Services, South.

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

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

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

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

Selection criteria includes:—Relevant post-graduate experience working with people with disabilities and a well developed ability to effectively design and manage specialist programs.

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

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

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

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

Desirable Requirements:—A current drivers licence.

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

Board of Australia, or Registered with the Psychology Board of Australia or A degree or diploma in Applied Science, Speech Pathology, or equivalent and eligibility for membership of the Speech Pathology Australia (SPA).

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Population Health

Population Health Operations

Public and Environmental Health Services

Senior Scientific Officer (Toxicology) (519266).

Applications Close:—Friday, 28 February 2014.

Salary:—\$89,509 – \$98,998 p.a.

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

Fixed-term full-time daywork, commencing As soon as possible to 29 August 2014.

Location:—Hobart.

Duties:—Design, conduct and assessment of toxicological and environmental investigations and reviews of hazardous substances in the environment. Provide scientific and policy advice on toxicological matters relating to the public and environmental health aspects of hazardous substances in the general environment including soil, water, air and food.

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

*Appropriate Course of Study: For the purpose of the previous section the 'appropriate course of study' is:—Post graduate qualifications in toxicology and environmental health relevant to health issues, to other relevant discipline preferably at a Master Degree level or higher.

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

Identification check and disciplinary action in previous employment check.

Enquiries to Stuart Heggie, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7732, email stuart.heggie@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

Surveillance Officer, CDPU/OzFoodNet (517947).

Applications Close:—Friday, 28 February 2014.

Salary:—\$54,267 – \$59,071 p.a.

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

Fixed-term full-time daywork, commencing As soon as possible for a period of 2 years.

Location:—Hobart.

Duties:—Conduct communicable disease surveillance activities including data entry and quality control for the OzFoodNet project and notifiable diseases as defined under the Public Health Act 1997. Assist with the investigation into cases of foodborne illness by liaising with other sections of the Department of Health and Human Services (DHHS), medical practitioners, laboratories and local government. Provide high level administrative support including research and analysis activities to the Epidemiologist, OzFoodNet, and Senior Surveillance Officer within the Communicable Diseases Prevention Unit (CDPU).

Desirable Requirements:—Qualifications and/or experience in public health, disease surveillance or health research, or a willingness to undertake training in these areas.

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

Enquiries to Michelle Green, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7627, email michelle.green@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Strategic Control, Workforce and Regulation

Office of the Chief Information Officer

IT Officer (IT Support) (514373).

Applications Close:—Friday, 28 February 2014.

Salary:—\$48,265 – \$70,436 pro rata, per annum.

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

Fixed-term full-time daywork, commencing as soon as possible for a period of 6 months.

Location:—Launceston.

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

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

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

Enquiries to Gary Murphy, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6440 7063, email gary.murphy@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*

Clinical Nurse Specialist (514823).

Applications Close:—Friday, 28 February 2014.

Salary:—\$79,622 – \$83,323 pro rata, per annum.

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

Fixed-term full-time day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 28 November 2014.

Location:—52 Frankland St, Launceston.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy,

legal requirements and relevant professional competencies, the Clinical Nurse Specialist:—Provides expert knowledge utilising an advanced clinical framework in the management of consumers with complex mental health needs within the designated area of practice.

Develops, implements, co-ordinates and evaluates relevant activities to improve patient outcomes within the multi-disciplinary team.

Participates as an active member of the Adult Community Mental Health team in delivering case management, carer education, consultation and collaboration with GP's and significant others in provision of care to a designated number of consumers.

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.

All employees who require a drivers licence as an essential requirement and are employed under the HAHSA or Nursing award.

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

Enquiries to Helen van der Molen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2185, email helen.vandermolen@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

*Tasmanian Health Organisation, North, Statewide Mental
Health Services*

Post Graduate Nurse Rotation Mental Health (506424).

Applications Close:—Friday, 28 February 2014.

Salary:—\$57,286 – \$78,396 pro rata, per annum.

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

Fixed-term part-time shift work (fully rotational), working 38 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible for up to 2 years.

Location:—Launceston General Hospital.

Please note that access to the Grade 4 salary range \$74,129 – \$78,396 is subject to successful application for progression to Grade 4.

Duties:—In accordance with Primary Health Care Principles, National Standards, Agency Directions, policies, legal requirements and professional competencies the Registered Nurse will:—a) Utilise a problem solving approach and established nursing procedures in the delivery of direct nursing care. b) Collaborate with other members of the health care team to ensure the delivery and evaluation of nursing care. c) Complete the Graduate Diploma in Advanced Nursing (Mental Health/Psychiatric Nursing).

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

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse. Enrolment in a post-graduate mental health nursing course. Acceptance as a student in the relevant diploma or certificate program.

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

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

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

Allied Health Team Leader, Outpatient Rehabilitation (520056).

Applications Close:—Friday, 28 February 2014.

Salary:—\$89,509 – \$98,998 p.a.

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

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

Location:—Launceston General Hospital.

Duties:—Provide clinical leadership and oversee best practice standards for Sub-acute (Outpatient) Allied Health professional services provided to the THO-North in accordance with contemporary professional discipline standards outlined by relevant bodies.

Provide specialist Allied Health Professional assessment, care planning, advice and intervention for clients of the Service and consultancy advice for the management of outpatient rehabilitation clients across THO-North, as required by the Director Allied Health.

Act as a resource for education, training and research initiatives in the specialised field of allied health discipline for outpatient rehabilitation management across THO-North.

Participate in the development of the service, including associated funding submissions, and subsequently created initiatives.

Contribute to the strategic management of clinical allied health professional services of THO-North as required by the Director Allied Health, with particular reference to outpatient rehabilitation.

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 and crimes involving dishonesty. 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

Registered Nurse (2 Vacancies).

Applications Close:—Friday, 28 February 2014.

Salary:—\$57,286 – \$78,396 pro rata, per annum.

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

Vacancy No. 516830.

Permanent part-time day work, working 50 hours per fortnight. Notwithstanding, hours to be negotiated with the successful applicant.

Location:—Day Procedure Unit, LGH Charles Street, Launceston.

Please note that access to the Grade 4 salary range \$74,129 - \$78,396 is subject to successful application for progression to Grade 4.

Vacancy No. 517536.

Permanent part-time day work, working 16 hours per fortnight. Notwithstanding, hours to be negotiated with the successful applicant.

Location:—Day Procedure Unit, LGH Charles Street, Launceston.

Please note that access to the Grade 4 salary range \$74,129 - \$78,396 is subject to successful application for progression to Grade 4.

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

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

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

Enquiries to Alison Holloway, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8723, email dpunum@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Speech Pathologist (503816).

Applications Close:—Friday, 28 February 2014.

Salary:—\$50,781 – \$81,475 pro rata, per annum.

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

Fixed-term part-time day work, working 30.40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 31 December 2014.

Location:—Launceston General Hospital.

Duties:—To provide professional assessment and treatments to paediatric, predominately preschool aged, patients with communication and swallowing disorders within the hospital inpatient, outpatients and community services.

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

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

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

Enquiries to Michael Wingrove, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7230, email michael.wingrove@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

Primary Health North West

Administrative Assistant (519192).

Applications Close:—Friday, 28 February 2014.

Salary:—\$48,265 – \$52,359 pro rata, per annum.

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

Permanent part-time day worker, working 15.2 hours per fortnight.

Location:—Central Coast Community Health Centre.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Administrative Assistant to provide efficient and effective administrative assistance and general reception duties primarily for Aged Care Assessment Team (ACAT) North West and the Community Options Service (COS) North West.

Reporting to the Nurse Unit Manager, you will be responsible for appropriate intake and referral function and general information distribution service to individuals, service providers and the wider community, regarding aged care assessment and related services.

Do you have?

Demonstrated high level skills in office management, including reception, clerical duties and computer literacy.

Well-developed oral, written and interpersonal communication skills.

The capacity to plan, organise and set priorities.

Ability to pick up extra work on occasions up to full-time.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

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

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health North West

Administrative Assistant (502539).

Applications Close:—Friday, 28 February 2014.

Salary:—\$38,165 – \$46,710 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 1.

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

Location:—Burnie Community Health Centre.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Administrative Assistant to provide efficient and effective administrative and clerical support service to Burnie Community Health team.

Reporting to the Nurse Unit Manager, you will be responsible for the provision of general reception services and ensure the prompt, sensitive and confidential handling of enquiries and routine matters as well as relevant day to day administration processes.

Do you have?

Demonstrated knowledge and experience in administrative and clerical duties.

Well-developed oral, written and interpersonal communication skills.

The capacity to plan, organise and set priorities.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Lisa Probert on (03) 6434 6454 or email lisa.probert@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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health North West

Administrative Assistant (521843).

Applications Close:—Wednesday, 26 February 2014.

Salary:—\$48,265 – \$52,359 pro rata, per annum.

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

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

Location:—Palliative Care Services, Burnie.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Administrative Assistant to join our Specialist Palliative Care Service on a casual basis.

Reporting to the Nurse Unit Manager, you will be responsible for the provision of general reception services and ensure the prompt, sensitive and confidential handling of enquiries and routine matters as well as relevant day to day administration processes.

Do you have?

Demonstrated knowledge and experience in administrative and clerical duties.

Well-developed oral, written and interpersonal communication skills.

The capacity to plan, organise and set priorities.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Jan Young on (03) 6440 7111 or email jan.young@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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Registered Nurse (508408).

Applications Close:—Friday, 28 February 2014.

Salary:—\$57,286 – \$78,396 pro rata, per annum.

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

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

Location:—Royal Hobart Hospital.

Please note that access to the Grade 4 salary range \$74,129 - \$78,396 is subject to successful application for progression to Grade 4.

Duties:—The Tasmanian Health Organisation, South is seeking to employ an experienced Registered Nurse in a permanent part-time capacity to work in Oncology Outpatients. The Registered Nurse strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with patients/clients, their families and other health professionals.

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

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

Enquiries to Louise Nicholson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 6238, email louise.nicholson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Registered Nurse, Community Nurse (504285).

Applications Close:—Friday, 28 February 2014.

Salary:—\$57,286 – \$78,396 pro rata, per annum.

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

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

Location:—Repatriation Centre, Hobart.

Please note that access to the Grade 4 salary range \$74,129 - \$78,396 is subject to successful application for progression to Grade 4.

Duties:—The Hobart Community Health Nursing Service (HCHNS) is a busy urban nursing service providing complex nursing care in Hobart and the surrounding areas. HCHNS also provides Daily On Site Nursing Clinics and Weekly Outreach Clinics. Applicants require a comprehensive Primary Health ability, Quality Improvement skills, able to work autonomously with a team spirit attitude.

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

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

Enquiries to Anne Correy, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7602, email ann.correy@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Hotel Services and Logistics

Cleaner (2 Vacancies).

Applications Close:—Friday, 28 February 2014.

Salary:—\$41,286 – \$43,027 pro rata, per annum.

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

Vacancy No. 507896.

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

Location:—Environmental Services Unit, Royal Hobart Hospital.

Vacancy No. 507854.

Permanent part-time shift worker, working 60 hours per fortnight.

Location:—Environmental Services Unit, Royal Hobart Hospital.

Duties:—Maintain a high standard of cleaning in allocated areas, removal of garbage, and collection/distribution of linen. Perform general cleaning duties, including floor, and wall maintenance in offices, wards, corridors, toilet blocks, and other designated areas throughout the hospital as directed. Undertake special cleaning tasks, and other related duties, including removal of garbage, and collection /distribution of linen. Ensure equipment is used and maintained in the correct manner, and report faults to enable corrective action to be taken.

The Head of the State Service has determined that the person

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

Enquiries to Rob de Salis, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8211, email rob.desalis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Oral Health Services (Statewide)

Oral Health South

Customer Service Officer (521797).

Applications Close:—Friday, 28 February 2014.

Salary:—\$48,265 – \$52,359 p.a.

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

Fixed-term full-time day work, part-time hours will be considered, commencing as soon as possible until 15 June 2015.

Location:—Oral Health Services Tasmania, South.

Duties:—The role of the Customer Service Officer is to provide an efficient and effective reception service to all clients and centre based staff as well as administrative and clerical support to Oral Health Services Tasmania (OHST) staff and external service providers. Liaise and assist in the co-ordination of the day to day functions of the Dental Centre and community clinics. Provide a clerical support service in relation to the administrative functions associated with primary patient care.

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

Enquiries to Theresa Nicholls, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6214 5473, email theresa.nicholls@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Surgical Services

THO-South, Doctors in Training (Registrars) (Multiple vacancies).

Applications Close:—Friday, 7 March 2014.

Salary:—\$78,220 – \$92,847 p.a.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner in Training Level 1 (Salary commensurate with qualifications and experience).

Fixed-term full-time fully rotational shift work commencing As soon as possible for a period of 12 months.

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

Please note: This selection process may be used to fill subsequent Fixed-term part-time and full-time Registrar vacancies for up to six months from the date of this advertisement.

Duties:—The Tasmania Health Organisation, South have vacancies for registrars who have knowledge of recent advances in medicine, understand current drugs and technology, have an understanding of Infection Control principles.

Essential Requirements:—General or limited registration with the Medical Board of Australia.

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

Enquiries to Alison Hallam, Department of Health and Human Services and Tasmanian Health Organisations, email alison.hallam@dhhs.tas.gov.au.

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

TRANSPORT INFRASTRUCTURE SERVICES

Road Network Supervisor (372200).

Applications Close:—Friday, 28 February 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Launceston.

Duties:—Responding to and resolving customer issues (DIER website, email and phone call enquiries) in a timely manner – including email responses and noting on TRIM file;

Provision of timely Permit advice to service providers and customers and auditing of completed works to ensure compliance with Permit conditions; Auditing Maintenance

Contractor activities to ensure that services are delivered to contract requirements and Emergency Response On Call duties – respond to, and co-ordinate emergency response.

Essential Requirements:—A Current Driver Licence.

Desirable Requirements:—Diploma in Civil Engineering or an equivalent Diploma in a similar field.

Enquiries to Steve Puli, Manager, Maintenance Services, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart, phone (03) 6166 3373, email steve.puli@dier.tas.gov.au.

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

JUSTICE

COMMUNITY CORRECTIONS

North West Region

Probation Officer (350807a).

Applications Close:—Friday, 28 February 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

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

Location:—North West Region.

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

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

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

Enquiries to Chris Cornell, Team Leader, Community Corrections, Department of Justice, phone (03) 6477 7176, email christopher.cornell@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Chris Cornell on (03) 6477 7176.

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

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

JUSTICE

CORPORATE SUPPORT AND STRATEGY

Finance

Senior Operations Officer (356615).

Applications Close:—Friday, 28 February 2014.

Salary:—\$74,022 – \$77,411 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Assist with the co-ordination and supervision of the accounts team within the Finance Branch to ensure the timely and accurate processing of all accounts payable and receivable transactions, contributing to reliable financial management reporting. Ensure the integrity of data in the general ledger and subsidiary ledgers in the financial management information system, through regular reconciliations and undertaking quality assurance.

Desirable Requirements:—Experience in the use of Finance One.

Enquiries to Debbie Minty, Co-ordinator Accounting Operations, Finance, Department of Justice, phone (03) 6165 4896, email debbie.minty@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Debbie Minty on (03) 6165 4896.

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

CROWN LAW

Office of the Solicitor-General

Legal Practitioner (355914).

Applications Close:—Friday, 28 February 2014.

Salary:—\$74,067 – \$94,180 p.a.

Legal Practitioners Agreement 2010, Level 2.

Permanent full-time 73.50 hours per fortnight. Part-time hours to 58.80 per fortnight may be negotiated.

Location:—Hobart.

Duties:—To advise Crown Agencies and Instrumentalities on a broad range of legal issues. To undertake high level legal research and generally assist the Solicitor-General as required.

To act as Solicitor and Junior Counsel in constitutional matters; applications under the Hague Convention and in such other matters as directed by the Solicitor-General.

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

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

transfer:—The following checks are to be conducted; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Desirable Requirements:—A detailed knowledge of the common law and legislation relating to issues facing the Crown and its instrumentalities. Well developed legal research skills including the ability to conduct comprehensive research under pressure.

Enquiries to Kerry Worsley, Acting Director Crown Law, Office of the Solicitor General, Department of Justice, phone (03) 6165 3635, email kerry.worsley@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart TAS 7000, phone (03) 6165 4912, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Kerry Worsley on (03) 6165 3635.

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

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

JUSTICE

OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

Law Clerk (356073).

Applications Close:—Friday, 28 February 2014.

Salary:—\$55,005 – \$59,871 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time 73.50 hours per fortnight until August 2015.

Location:—Hobart.

Duties:—Undertake a wide range of clerical and administrative duties to support the prosecution of indictable crime including attending court as a law clerk, co-ordinating the briefing of witnesses, opening and closing files, archiving files, co-ordinating video links, assisting witnesses to complete witness expenses claims, collating documents, managing exhibits and entering data into the practice management system.

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 the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Desirable Requirements:—Extensive knowledge of legal and court processes relating to criminal prosecutions and associated legislation or the aptitude to quickly acquire such knowledge.

Enquiries to Kerry Worsley, Acting Director Crown Law, Office of the Director of Public Prosecutions, Department of Justice, phone (03) 6165 3635, email kerry.worsley@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart TAS 7000, phone (03) 6165 4912, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Kerry Worsley on (03) 6165 3635.

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

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

JUSTICE

TASMANIAN INDUSTRIAL COMMISSION

Associate/Registry Officer (355050).

Applications Close:—Friday, 28 February 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Provide a high level of executive assistance and administrative support to the Commissioner. Carry out research and prepare and draft orders, awards and associated correspondence. In consultation with the Commissioner and the Registry, set down hearings.

Enquiries to Alison Oakes, Acting Registrar, Tasmanian Industrial Commission, Department of Justice, phone (03) 6165 6771, email alison.oakes@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Alison Oakes on (03) 6165 6771.

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

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

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

Human Services

OH&S Officer (521424T).

Applications Close:—Monday, 3 March 2014.

Salary:—\$78,463 – \$82,056 pro rata, per annum.

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

Fixed-term part-time fixed term.4 part-time 12 months.

Location:—Hobart.

Duties:—To support occupational health and safety (OHandS) system implementation at the Tasmania Fire Service (TFS), through the creation and implementation of identified significant organisational OHandS projects whilst maintaining high levels of customer service, advice and assistance to TFS management, staff and external stakeholders.

Desirable Requirements:—Experience in project management practices preferably in an OHandS related field.

An appropriate tertiary qualification or progress towards attaining an appropriate qualification.

Current Driver's Licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Diane Wilkinson on (03) 6230 8463 or from www.jobs.tas.gov.au.

Enquiries to Diane Wilkinson on (03) 6230 8463.

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

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Human Resources Management Branch

HR Payroll Co-ordinator (001514).

Applications Close:—Friday, 28 February 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time (Until 30 June 2016).

Location:—Hobart.

Duties:—Co-ordinate the processing of payroll, leave, establishment and human resource related information in the Department's Human Resource Information System. Reconcile the Department's payroll, including running interfaces to other systems and completion of associated documentation.

In the context of relevant legislation, policies and procedures, provide interpretative solution focused advice and assistance to managers and employees on complex operational payroll and employee entitlement related issues.

Supervise the activities of the payroll team and provide instruction, guidance and feedback to staff.

Assist with systems administration and provision of timely reporting and analytical information to internal and external clients.

Assist with the development, review, implementation, communication and promotion of human resources policies, practices and procedures and undertake designated projects and tasks.

Enquiries to Carly Robson, Senior HR Consultant Systems, Department of Premier and Cabinet, phone (03) 6270 5589, email carly.robson@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.

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Human Resources Management Branch

Work Health and Safety Human Resource Consultant (002022).

Applications Close:—Friday, 28 February 2014.

Salary:—\$74,022 – \$77,411 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time (until 30 June 2016).

Location:—Hobart.

Duties:—Review, develop and facilitate the implementation of WHS, HWB, workers compensation and injury management policies, procedures, plans, systems and information to assist in meeting legislative and Agency requirements.

Provide advice and guidance to senior management and staff on a broad range of human resource matters with a focus on WHS, HWB, workers compensation, injury management, recruitment, selection and employee management.

Plan, facilitate and deliver HWB physical activities and information sessions for staff with a focus on providing staff with an opportunity to increase their knowledge in respect to the benefits of developing and maintaining a healthy lifestyle.

Research, analyse and evaluate information and provide recommendations, reports and interpretative and solution focused advice.

Participate and contribute to WHS, HWB and human resource forums and liaise with internal and external stakeholders.

Undertake other allocated duties, not specifically stated in this document which are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Enquiries to Katrina Sage, Manager HR, Department of Premier and Cabinet, phone (03) 6232 7482, email Katrina.Sage@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.

PREMIER AND CABINET

TMD

Program Management

Manager Program Office (001727).

Applications Close:—Friday, 28 February 2014.

Salary:—\$118,939 – \$130,833 p.a.

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

Fixed-term full-time (5 Years).

Location:—Hobart.

Duties:—Provide leadership and management of TMD's portfolio of people and projects that support the achievement of significant state-wide, whole of government projects on time and on budget according to agreed requirements. This includes:

Leading the development, implementation and monitoring of all projects ensuring the utilisation of consistent project management methodologies, processes, procedures, templates and tools across teams and projects.

Leading the recruitment, probation, performance management and training of project management staff; Contributing to whole of government solutions and ensure

that projects are effectively managed and transitioned from innovation to service delivery and Leading the continuous improvement in all project management systems, processes and practices.

Develop and maintain relationships, and positively influence internal and external senior executive stakeholders and work alongside key business partners to achieve positive business focussed outcomes and whole of government ICT solutions.

Lead, motivate, influence and manage the overall strategic and business planning for the Program Office.

Lead and manage a portfolio of new and current projects and support portfolio analysis such that the executive management can identify, rank, select and prioritise projects.

Provide high-level policy, strategic advice and project reports to the General Manager, the TMD Executive Team, senior management, Government and other organisations to support implementation of new and redeveloped centrally managed commodity services.

As a member of the Executive team, effectively contribute to the overall strategic and business planning, monitoring and reporting for TMD.

Desirable Requirements:—A minimum of 5 years leading projects, delivering outcomes and implementing business change with formal methodologies and processes.

Enquiries to Piero Peroni, General Manager, TMD, Department of Premier and Cabinet, phone (03) 6232 7667, email piero.peroni@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.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

Office of the Valuer-General

Senior Valuer Commercial Specialist (Re-Advertised) (702720).

Applications Close:—Friday, 21 March 2014.

Salary:—\$105,036 – \$113,137 p.a.

Tasmanian State Service Award, Professional Stream, Band 4.

Permanent full-time.

Location:—Hobart.

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

Duties:—To provide professional valuation advice to the Valuer-General and major stakeholders on complex commercial, retail, industrial and specialist properties and to undertake valuations in relation to those properties on a statewide-basis.

Essential Requirements:—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:—A Degree in Business Studies (or similar), majoring in property valuations. Extensive working experience in statutory rating valuations and commercial, retail, industrial and specialist property 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 con

Enquiries to Julie Avery, phone (03) 6165 4658, email Julie.Avery@dpipwe.tas.gov.au.

Applications to Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, phone (03) 6165 3185, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

TASTAFE

VOCATIONAL EDUCATION AND TRAINING

Primary Industries and Engineering

Primary Industries North West

Teacher, (Agriculture) Freer Farm, Burnie (968127).

Applications Close:—Friday, 28 February 2014.

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

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

Permanent part-time 56 hours per fortnight.

Location:—Freer Farm, Burnie.

Description of the role:—Undertake teaching and assessment duties in a variety of contexts and in line with relevant standards and compliance requirements. The occupant is required to regularly monitor and evaluate practice in order to maintain a focus on continuous improvement.

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.

Eligible for Specialist Vocational Education and Training registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. A person with a limited authority to teach can only be employed on a Fixed-term basis.

Desirable Requirements:—Experience in a vocational education training environment.

Enquiries to Denise Colledge, TasTAFE, phone (03) 6477 7441, mobile 0418 661 605, email denise.colledge@TasTAFE.tas.edu.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Teacher Assistant	C. Schenk	6 months	09.01.14
Education	HR Vacancy and Staffing Officer	K. Noble	6 months	10.02.14
Education	Customer Service Officer	K. Headlam	6 months	12.02.14
Education	Education Facility Attendant	A. Towns	6 months	28.01.14
Education	Teacher Assistant	J. Phillips	6 months	03.02.14
Education	Customer Service Officer	P. Meskell	6 months	12.02.14
Education	Centre Leader	S. Khan	6 months	30.01.14
Education	Education Facility Attendant	K. Purdon	6 months	23.01.14
Education	Senior Budget Analyst	M. Patterson	6 months	11.02.14
Education	School Business Manager	V. Symes	6 months	28.01.14
Education	Canteen Assistant	M. Temple	6 months	05.02.14
Education	HR Systems Officer	J. Netherton	6 months	28.01.14
Education	Network Support Officer	B. Turner	6 months	11.02.14
Education	Education Facility Attendant	R. Willcox	6 months	30.01.14
Education	School Administration Clerk	T. Hardy	6 months	03.02.14
Education	Network Support Officer	K. Distill	6 months	11.02.14
Education	Community Inclusion Worker	D. Bannon	6 months	28.01.14
Education	HR Vacancy and Staffing Officer	H. McCambridge	6 months	10.02.14
Education	Customer Service Officer	P. MacPherson	6 months	12.02.14
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	T. Mischlewski	6 months	17.02.14
Health & Human Services & Tasmanian Health Organisations	Community Liaison Advisor	D. Jupp	6 months	24.02.14
Health & Human Services & Tasmanian Health Organisations	Tenancy Officer	R. Quinn	6 months	24.02.14
Health & Human Services & Tasmanian Health Organisations	Director of Nursing - Flinders Island	J. Loudon	6 months	17.02.14
Health & Human Services & Tasmanian Health Organisations	Cleaner/Kitchen Hand	R. Cossins	6 months	14.02.14
Health & Human Services & Tasmanian Health Organisations	Allied Health Assistant	S. Owens	6 months	13.02.14
Primary Industries, Parks, Water & Environment	Food Safety Management Officer	O. Hunt	6 months	11.02.14

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Project Officer - Disability Sport	A. Mosely	Fixed term until 30 June 2015	28.01.14

Appointment of Officers

<i>Agency</i>	<i>Officers Name</i>	<i>Duties Assigned</i>	<i>Date of Appointment</i>	<i>Duration</i>
Public Trustee	D. Benbow	Chief Executive Officer	11.02.14	5 years

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	C. Wright	Assistant Principal	14.02.14
Education	R. Black	Manager 26TEN Strategy	23.01.14
Education	S. Crothers	Principal	07.01.14
Education	T. Berry	Senior HR Consultant	05.02.14
Education	L. Bailey	Assistant Principal	21.02.14
Education	A. Saville	Advanced Skills Teacher	06.02.14
Health & Human Services & Tasmanian Health Organisations	C. Hirst	Clinical Nurse Specialist - Acute Pain Service	02.02.14
Health & Human Services & Tasmanian Health Organisations	K. Carey	Executive Support Officer	12.02.14
Health & Human Services & Tasmanian Health Organisations	B. Cornish	Team Leader - Warehouse	10.02.14
Health & Human Services & Tasmanian Health Organisations	S. Wanandy	Professional Specialist Pharmacist (Quality Manager)	20.01.14

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	HR Operations Officer	R. Welsh	29.01.14
Education	Information Support Officer	L. Barnes	05.02.14
Education	School Business Manager	M. Perotti	31.01.14
Education	Teacher	C. Cook	07.02.14
Education	Advanced Skills Teacher	J. Downs	31.01.14
Health & Human Services & Tasmanian Health Organisations	dental officer	R. Cornish	02.01.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	R. Gillon	30.01.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	M. Neugebauer	23.01.14
Health & Human Services & Tasmanian Health Organisations	Community Speech Pathologist	N. Jones	07.02.14
Health & Human Services & Tasmanian Health Organisations	Continence Nurse Advisor	R. Raisbeck	07.02.14
Health & Human Services & Tasmanian Health Organisations	Physiotherapist	C. Davis	07.02.14
Health & Human Services & Tasmanian Health Organisations	Manager Disability Services Policy and Programs	M. Aird	07.02.14
Health & Human Services & Tasmanian Health Organisations	Manager Education & Professional Development	R. Mason	07.02.14
Justice	Legal Secretary Family Law	A. Wenban	12.02.14

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Principal Network Leader	R. House	30.01.14
Education	Senior Consultant Copyright Management	B. MacCana	11.02.14
Education	Senior OH&S Officer	C. Thristan	31.01.14
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	D. Felmingham	14.02.14

Retirement of Officers

<i>Agency</i>	<i>Officer's Name</i>	<i>Duties Assigned</i>	<i>Date Effective</i>
Public Trustee	P. Maloney	Chief Executive Officer	20.02.14



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