



TASMANIAN STATE SERVICE NOTICES

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

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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.

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.

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

Enquiries to Maria Dalla-Fontana, Manager Digital Futures, phone (03) 6165 5120, email **Maria.Dalla-Fontana@development.tas.gov.au**.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, TAS 7001, phone (03) 6165 5193, 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

INVESTMENT, TRADE AND SECTORS

Business Analysis and Finance Facilitation

Rural Finance Manager (425361).

Applications Close:—Friday, 24 January 2014.

Salary:—\$80,669 – \$92,670 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time or part-time up to 2 years, multiple positions available.

Location:—Statewide.

Duties:—The Rural Finance Manager will provide high level management of rural assistance proposals received under the Farm Finance Program through leading the development and assessment of rural finance loan proposals. The ability to engage and communicate with applicant farmers will be a key feature of the position.

Essential Requirements:—Current Driver's Licence.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and/or affiliations in business, agriculture, finance, economics or equivalent.

Minimum of three years agriculture finance experience.

Enquiries to Nic Waldron, Director, phone (03) 6165 5216, email **Nic.Waldron@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

Digital Futures

Project Manager (425344).

Applications Close:—Friday, 17 January 2014.

Salary:—\$80,669 – \$92,670 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—As a key member of the Strategy Enterprise and Regions Division's Digital Futures team, provide program and project management of priority projects and initiatives under the government's Digital Futures Strategy.

Provide analysis, research and advice on policy development and strategic planning for the government's Digital Futures Strategy to grow and exploit the Tasmanian digital economy.

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

Current Drivers Licence.

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

INVESTMENT, TRADE AND SECTORS

Business Analysis and Finance Facilitation

Rural Financial Analyst (425362).

Applications Close:—Friday, 24 January 2014.

Salary:—\$80,669 – \$92,670 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time or part-time up to 2 years, multiple positions available.

Location:—Hobart or Negotiable.

Duties:—The Rural Financial Analyst will provide objective financial analysis to support the assessment of rural financial assistance proposals, including detailed analysis of rural enterprises seeking assistance under the program and the appropriateness and cost benefit of proposed assistance.

Desirable Requirements:—Relevant tertiary qualifications in business, accounting or other appropriate discipline.

Relevant experience in a commercial environment with emphasis on business analysis, rural finance and related disciplines.

Current Drivers licence.

Enquiries to Nic Waldron, Director, phone (03) 6165 5216, email Nic.Waldron@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

INVESTMENT, TRADE AND SECTORS

Business Analysis and Finance Facilitation

Rural Program Co-ordinator (425363).

Applications Close:—Friday, 24 January 2014.

Salary:—\$74,022 – \$77,411 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time or part-time up to 2 years.

Location:—Hobart.

Duties:—The Rural Program Co-ordinator will provide high level support and co-ordination on the delivery and evaluation of rural finance loan proposals received under the Farm Finance

Program. The successful candidate will contribute to the efficient planning, administration and delivery of the program.

Desirable Requirements:—Tertiary qualification in an appropriate discipline and/or relevant industry experience in a commercial environment.

Current Driver's Licence.

Enquiries to Nic Waldron, Director, phone (03) 6165 5216, email Nic.Waldron@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

INVESTMENT, TRADE AND SECTORS

Business Analysis and Finance Facilitation

Senior Rural Finance Manager (425360).

Applications Close:—Friday, 24 January 2014.

Salary:—\$95,836 – \$102,362 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time up to 2 years.

Location:—Hobart or Negotiable.

Duties:—The Senior Rural Finance Manager plays a lead role in providing high level management of the Farm Finance Program through leading the development, delivery and

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implementation of the program and the evaluation of rural finance loan proposals. The successful candidate will provide objective expert advice on loan assistance proposals which includes applicant eligibility and appropriateness of the loan assistance sought. The ability to engage and communicate with applicant farmers will be a key feature of the position.

Essential Requirements:—Current Driver's Licence.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and/or affiliations in business, agriculture, finance, economics or equivalent.

Minimum of three years agriculture finance experience.

Enquiries to Nic Waldron, Director, phone (03) 6165 5216, email Nic.Waldron@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.

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Senior Analyst, Royal Commission Response Team (521698).

Applications Close:—Friday, 17 January 2014.

Salary:—\$79,745 – \$91,827 p.a.

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

Fixed-term full-time day work commencing as soon as possible for a period of 3 years.

Location:—Royal Commission Response Team - Hobart.

Duties:—This position is for a Senior Analyst in the Royal Commission Response Team established to manage the Department of Health and Human Services (DHHS) responsibilities relating to the Royal Commission into Institutional Responses to Child Sexual Abuse.

As part of a team, the Senior Analyst will provide specialist analytical advice to support effective and efficient Departmental responses to the Royal Commission.

Selection criteria includes:—Demonstrated expertise in research and quantitative and qualitative information analysis.

Highly developed verbal and written communication skills including the ability to write clearly and the capacity to liaise and consult with a range of stakeholders.

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

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

Desirable Requirements:—A suitable Essential Requirements:

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

Enquiries to Jane Wood, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8637, email jane.wood@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

System Purchasing and Performance

Principal Consultant (512652).

Applications Close:—Friday, 17 January 2014.

Salary:—\$104,109 – \$112,116 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

The position forms a key component of the Tasmanian Health System's ability to implement and maintain Activity Based Funding (ABF) for hospital and health services. The position focuses on providing high level strategic, policy and operational advice and support to: The Manager Clinical Costing and Resource Strategy on critical issues impacting on the operation of ABF in the State Health System and Staff within the Department of Health and Human Services (DHHS) and Tasmanian Health Organisations (THOs) regarding ABF policy advice, training and education support.

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 Peter Russell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 6922, email peter.russell@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION - NORTH

Launceston General Hospital

Hospital Aide (504626).

Applications Close:—Friday, 17 January 2014.

Salary:—\$43,625 – \$44,601 pro rata, per annum.

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

Permanent part-time shift work (set rotational), working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 4B.

Duties:—To assist with the management of all ward supplies (excepting drugs) to ensure the delivery of a high standard of patient care in the hospital.

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

Enquiries to Judy Parish, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8948, email judy.parish@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

Medical Scientist (503669).

Applications Close:—Friday, 17 January 2014.

Salary:—\$49,785 – \$79,877 p.a.

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

Permanent full-time shift work (fully rotational). Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Pathology Department.

Duties:—To contribute to the provision of effective pathology services. Under general guidance from the Scientist in Charge, perform professional work in one or more sections of the Pathology Department. To perform normal professional work and complex or critical laboratory work under professional supervision.

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 Peter Dadson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7668, email peter.dadson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION - NORTH

Launceston General Hospital

Occupational Therapist (503804).

Applications Close:—Friday, 17 January 2014.

Salary:—\$76,505 – \$87,754 p.a.

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

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

Location:—Launceston General Hospital.

Duties:—To promote, develop and provide acute Occupational Therapy services in accordance with professional standards, best practice and evidence based practice, to a complex medical and surgical caseload, in order to facilitate discharge and improve occupational outcomes for patients. To provide professional advice and education to others with regard to the field of specialisation and related areas.

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

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

Enquiries to Kerri Roberts, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7260, email kerri.roberts@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

Senior Neuro-Psychologist Rehabilitation (518631).

Applications Close:—Friday, 17 January 2014.

Salary:—\$87,754 – \$97,057 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS and THO Allied Health Professional, Level 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 19 December 2014.

Location:—Launceston General Hospital.

Duties:—To participate as a member of the Rehabilitation team at Launceston General Hospital (LGH) in the provision of strategic direction, development of policies, and evaluation of neurological and other complex medical rehabilitation services.

To provide clinical leadership, professional support and oversee clinical best practice standards for psychology services provided in LGH in accordance with Codes, Guidelines and Policies of the Psychology Board of Australia.

To provide and to oversee the provision of the highly specialised psychological assessments, neurocognitive rehabilitation and psychotherapeutic programs to brain injured clients, clients with other complex medical problems, and their families within LGH. This includes the provision of legal and other reports as required.

Provide consultancy input for management of brain injured clients and other clients with complex medical needs of the Unit.

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

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check 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, mobile 0437 451 102, 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

Senior Physiotherapist - Lymphoedema Services (503787).

Applications Close:—Friday, 7 February 2014.

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

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

Permanent part-time day work (with oncall), working 59 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital.

Within an Area Health Services Framework and in accordance with Agency Policy and Procedures the Senior Physiotherapist will:—Provide and maintain optimal physiotherapy care to patients and their families who are at risk of or have a diagnosis of Lymphoedema within THO-North.

Contribute to the co-ordination and development of the THO-North Allied Health Lymphoedema Service.

Provide clinical supervision of physiotherapy services for eligible patients with a diagnosis of vascular oedema.

This care is provided collaboratively with other members of the multidisciplinary team.

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

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION - NORTH

Primary Health Services North

HACC Business Support Officer (521403).

Applications Close:—Friday, 17 January 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, working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Allambi Building.

Duties:—The HACC Business Support Officer collates, analyses and distributes a range of relevant high quality information, within set timeframes, to managers to support service delivery, business improvement and the meeting of funding obligations for the Primary Health North business unit.

Desirable Requirements:—Holds or is working towards an appropriate qualification in the area of business/finance administration. Holds 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 Kylie Jarvis, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 4153, email kylie.jarvis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS.

TASMANIAN HEALTH ORGANISATION - NORTH WEST

North West Regional Hospital

Medical Typist (501837).

Applications Close:—Friday, 17 January 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 30.4 hours per fortnight.

Location:—North West Regional Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Medical Typist to work as part of the Medical Records Department. We are seeking applicants with highly developed communication, interpersonal and organisational skills.

Reporting to the Manager Medical Records, this is responsible for the transcription of operation reports, clinic correspondence, medical and legal reports for medical staff associated with North West Regional Hospital and Mersey Community Hospital. You will be required to liaise with medical staff regarding procedures, expected outcomes relating to medical correspondence.

Do you have?

Medical Terminology certificate.

Demonstrated sound written and verbal communication skills.

Touch typing speed of 60 word per minute or above.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

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

Desirable Requirements:—Completion of an appropriate course of study in Medical Terminology.

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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INFRASTRUCTURE, ENERGY AND RESOURCES

RACING SERVICES TASMANIA

Stewards

Assistant Steward (371122).

Applications Close:—Friday, 17 January 2014.

Salary:—\$23.29 – \$28.57 per hour.

Salary Range.

Fixed-term casual.

Location:—King Island.

Duties:—Assist the Chairman of Stewards in the conduct of race meetings and trials.

Assist in the supervision of training at registered racecourses and training venues.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for: Crimes involving dishonesty eg fraud, embezzlement etc, Crimes involving illegal betting or gambling, Driving offences - due to the need for stewards to hold a current driver's licence so they can travel to racing fixtures state wide, Offences relating to the mistreatment of, or cruelty to, animals.

Desirable Requirements:—A current driver's licence.

Enquiries to Glenda Attenborrow, Executive Officer, Department of Infrastructure, Energy and Resources, 2nd Floor, Henty House, Civic Centre Launceston, phone (03) 6336 2489, email Glenda.Attenborrow@dier.tas.gov.au.

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

JUSTICE

BUILDING STANDARDS AND OCCUPATIONAL LICENSING

Audit and Investigation Officer (2 Vacancies).

Applications Close:—Friday, 17 January 2014.

Salary:—\$74,022 – \$77,411 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Vacancy No. 355900.

Permanent full-time 73.50 hours per fortnight.

Location:—Rosny or Launceston.

Vacancy No. 356379.

Permanent full-time 73.50 hours per fortnight.

Location:—Rosny or Launceston.

Duties:—Conduct performance audits of building practitioners, permit authorities and councils. Conduct performance audits of practitioners and contractors. Investigate complaints, allegations and other matters as directed by the Director. Prepare briefs of evidence, reports and recommendations in relation to investigations and performance audits in a timely manner.

Essential Requirements:—A current Tasmanian Drivers Licence.

Desirable Requirements:—Previous experience in an investigation role in a related area and/or relevant qualifications.

Enquiries to George Clarke, Manager Compliance and Dispute Resolution, Building Standards and Occupational Licensing, Department of Justice, phone (03) 6166 4710, email george.clarke@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 George Clarke on (03) 6166 4710. The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than four attachments in either Microsoft Word format, PDF, or RTF (rich text format). Only those applicants shortlisted for interview will be contacted. Ensure that your application is received by the actual closing date. Late applications will not be accepted.

JUSTICE

TASMANIA PRISON SERVICE

Organisation Development and Staff Engagement

E-Learning/In-Service Training Co-ordinator (350507).

Applications Close:—Friday, 17 January 2014.

Salary:—\$74,022 – \$77,411 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time working 73.50 hours per fortnight.

Location:—Risdon Prison.

Duties:—Co-ordinate and establish an online learning environment, including the development and maintenance of e-learning packages, introduction of other new learning technologies and provide advice to the Manager, Staff Planning and Engagement on these and other relevant issues. Design, develop and investigate online learning and assessment materials and platforms to AQF standards (where appropriate), including authoring packages, provision of reports and interpretation of information relating to training activities. Undertake research and provide specialist advice and information for consideration by management on flexible learning issues.

Essential Requirement:—TAE40110 Certificate IV in Training and Assessment.

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

Enquiries to Amanda Bannister, Manager, Planning and Engagement Tasmania Prison, Department of Justice, phone (03) 6216 8049, email amanda.bannister@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 Amanda Bannister on (03) 6216 8049.

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.

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Budget Management Branch

Senior Budget Analyst (724010).

Applications Close:—Friday, 24 January 2014.

Salary:—\$74,022 – \$77,411 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time or part-time (no less than 0.8 FTE).

Location:—Hobart.

Duties:—To provide advice to Government on the development and monitoring of the State Budget; the provision of agency services; the financial performance of government agencies; budgetary and financial issues and reforms as they arise.

In the context of the selection criteria, to be successful in the position applicants will have:—a strong capacity to analyse and interpret financial and non financial information; a knowledge of contemporary budget management; an ability to understand complex issues and identify possible solutions and good verbal and written communications skills.

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

Enquiries to Monique Poxon, Assistant Director, Budget Management Branch, Department of Treasury and Finance, phone (03) 6166 4127, email monique.poxon@treasury.tas.gov.au.

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart Tas 7001, phone (03) 6166 4450, fax (03) 6233 3851, email recruitment@treasury.tas.gov.au.

Applications MUST address the selection criteria outlined in the Statement of Duties. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6166 4450.

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

Revenue Branch

Senior Systems Officer and Business Analyst (724279).

Applications Close:—Friday, 24 January 2014.

Salary:—\$74,022 – \$77,411 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time or part-time may be considered (no less than 0.8FTE).

Location:—Hobart.

Duties:—To administer, co-ordinate and integrate business processes and computer systems that support the administration of State Taxation, and work with business owners to ensure that

these are effective, efficient and meet business needs. To also provide practical solutions and advice in relation to adapting business processes and systems to meet changing service delivery requirements.

The Senior Systems Officer and Business Analyst will also mentor and supervise a small team in their daily activities, in order to provide support and analysis for the Branch's various systems and processes.

In the context of the selection criteria, to be successful in the position applicants will have:—Experience in system development and business process redesign, including the ability to identify issues and propose suitable solutions. High level supervisory skills to ensure the effective co-ordination of a busy demand driven team in accordance with Branch priorities. Experience in the management of small projects including co-ordination of resources, implementation of new products and effective change and knowledge management.

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

Enquiries to Keri Pennicott, Manager (Revenue Operations), Revenue Branch, Department of Treasury and Finance, phone (03) 6166 4417, email keri.pennicott@treasury.tas.gov.au.

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart Tas 7001, phone (03) 6166 4450, fax (03) 6233 3851, email recruitment@treasury.tas.gov.au.

Applications MUST address the selection criteria outlined in the Statement of Duties. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6166 4450.

Promotions without Advertising

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

IT is my intention to request the Head of the State Service to exercise discretion to not advertise the following duties in accordance with section 40 (2) of the State Service Act 2000 and to promote the following permanent employee —

Tracey Page

to perform the duties of Registered Nurse 504304, Registered Nurse, Grade 3, Year 1 to Grade 4, Year 4.

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

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

State Service employees aggrieved by this intention may make application to the Tasmanian Industrial Commission for a review under section 50(1)(b) of the State Service Act 2000. Applications for review are to be lodged with the Tasmanian Industrial Commission within 14 days of the publication date of this Gazette.

J. Kirwan.

Staff Movements

Permanent Appointments

| <i>Agency</i> | <i>Duties Assigned</i> | <i>Employee</i> | <i>Probation Period</i> | <i>Date of Effect</i> |
|--|---|------------------|-------------------------|-----------------------|
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | A. van Winden | 6 months | 12.01.14 |
| Health & Human Services & Tasmanian Health Organisations | Pay/Personnel Officer | K. Compagnoni | 6 months | 23.12.13 |
| Health & Human Services & Tasmanian Health Organisations | Physiotherapist | R. Quach | 6 months | 06.01.14 |
| Health & Human Services & Tasmanian Health Organisations | Administrative Assistant | C. Young | 6 months | 06.01.14 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | V. Hanc | 6 months | 05.01.14 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | E. Larson | 6 months | 12.01.14 |
| Health & Human Services & Tasmanian Health Organisations | Physiotherapist | J. Crawley-Smith | 6 months | 06.01.14 |
| Health & Human Services & Tasmanian Health Organisations | House Services Assistant | J. Griffiths | 6 months | 06.01.14 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | E. Walsh | 6 months | 12.01.14 |
| Health & Human Services & Tasmanian Health Organisations | Physiotherapist | B. Bishop | 6 months | 06.01.14 |
| Health & Human Services & Tasmanian Health Organisations | House Services Assistant | M. Loft | 6 months | 06.01.14 |
| Health & Human Services & Tasmanian Health Organisations | Pharmacist | J. Crown | 6 months | 06.01.14 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | K. Lunson | 6 months | 12.01.12 |
| Health & Human Services & Tasmanian Health Organisations | House Services Assistant | C. Jones | 6 months | 06.01.14 |
| Health & Human Services & Tasmanian Health Organisations | House Services Assistant | M. Quinn | 6 months | 06.01.14 |
| Health & Human Services & Tasmanian Health Organisations | Child Protection Worker | I. Sorensen | 6 months | 13.01.14 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | N. Grandfield | 6 months | 12.01.14 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | B. Pearson | 6 months | 12.01.14 |
| Health & Human Services & Tasmanian Health Organisations | House Services Assistant | N. Harriss | 6 months | 06.01.14 |
| Health & Human Services & Tasmanian Health Organisations | Physiotherapist | R. Wilson | 6 months | 06.01.13 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | A. Crowden | 6 month | 12.01.14 |
| Health & Human Services & Tasmanian Health Organisations | Pay/Personnel Officer | M. Calder | 6 months | 23.12.13 |
| Health & Human Services & Tasmanian Health Organisations | Physiotherapist | N. Vincour | 6 months | 06.01.14 |
| Justice | Correctional Officer | K. Watson | 12 months | 06.01.14 |
| Justice | Correctional Officer | R. McMahon | 12 months | 06.01.14 |
| Justice | Correctional Officer | S. James | 12 months | 06.01.14 |
| Justice | Correctional Officer | S. Bannister | 12 months | 06.01.14 |
| Justice | Correctional Officer | B. Purvis | 12 months | 06.01.14 |
| Justice | Correctional Officer | J. Michalkowski | 12 months | 06.01.14 |
| Justice | Correctional Officer | B. Haley | 12 months | 06.01.14 |
| Justice | Correctional Officer | B. Gott | 12 months | 06.01.14 |
| Justice | Correctional Officer | R. Fishwick | 12 months | 06.01.14 |
| Justice | Correctional Officer | M. Griffiths | 12 months | 06.01.14 |
| Justice | Correctional Officer | J. Carroll | 12 months | 06.01.14 |
| Justice | Correctional Officer | R. Rigney | 12 months | 06.01.14 |
| Justice | Human Resources Officer | G. Cassidy | 6 months | 06.01.14 |
| Justice | Correctional Officer | A. Ayers | 12 months | 06.01.14 |
| Justice | Correctional Officer | S. Roland | 12 months | 06.01.13 |
| Justice | Correctional Officer | M. Heyer | 12 months | 06.01.14 |
| Justice | Correctional Officer | M. Thomas | 12 months | 06.01.14 |
| Police & Emergency Management | Information and Communication Technology Officer (ICT3) | M. Inkson | Nil | 06.01.14 |
| Premier & Cabinet | Executive Assistant | R. Cowen | Nil | 02.01.14 |
| Primary Industries, Parks, Water & Environment | Fire Fighter, 707142 | S. Robertson | Nil | 23.12.13 |
| Primary Industries, Parks, Water & Environment | Fire Fighter, 707141 | G. Parsons | Nil | 12.12.13 |
| Primary Industries, Parks, Water & Environment | Fire Fighter, 707140 | B. Stewart | Nil | 23.12.13 |
| Primary Industries, Parks, Water & Environment | Fire Fighter, 707144 | N. Brown | Nil | 23.12.13 |
| Primary Industries, Parks, Water & Environment | Fire Fighter, 707143 | J. Fitch | Nil | 23.12.13 |

Appointment of Officers

| <i>Agency</i> | <i>Officers Name</i> | <i>Duties Assigned</i> | <i>Date of Appointment</i> | <i>Duration</i> |
|--|----------------------|--------------------------------|----------------------------|-----------------|
| Primary Industries, Parks, Water & Environment | H. Williams | Director (Policy and Projects) | 10.01.14 | 5 years |

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> |
|--|-------------------------------------|-----------------|-------------|-----------------------|
| Primary Industries, Parks, Water & Environment | Technical Officer (Carp Management) | C. Bowen | 2 years | 06.01.14 |

Promotion of Permanent Employees

| <i>Agency</i> | <i>Employee</i> | <i>Duties Assigned</i> | <i>Date of Effect</i> |
|--|-----------------|--------------------------|-----------------------|
| Health & Human Services & Tasmanian Health Organisations | L. McLachlan | Administrative Assistant | 06.01.14 |

Resignation of Permanent Employees

| <i>Agency</i> | <i>Duties Assigned</i> | <i>Employee</i> | <i>Date of Effect</i> |
|--|--------------------------------|------------------|-----------------------|
| Economic Development, Tourism & the Arts | Exhibitions Officer | P. Eberhard | 31.12.13 |
| Health & Human Services & Tasmanian Health Organisations | Home Help | A. Marshall | 24.12.13 |
| Health & Human Services & Tasmanian Health Organisations | Cook | G. Lyall | 24.12.13 |
| Health & Human Services & Tasmanian Health Organisations | Director - Intensive Care Unit | M. Anderson | 09.12.13 |
| Health & Human Services & Tasmanian Health Organisations | Community Health Nurse | R. Smedley | 27.12.13 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | T. Gregory | 28.12.13 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | E. Arnott | 21.12.13 |
| Health & Human Services & Tasmanian Health Organisations | Staff Specialist Radiology | G. McInerney | 03.01.14 |
| Primary Industries, Parks, Water & Environment | Specialist Valuer (Commercial) | R. Carhart | 10.01.14 |
| Port Arthur Historic Site Management Authority | Food and Beverage Assistant | R. Lampkin | 21.12.13 |
| Tasmanian Audit Office | Financial Auditor | P. Willems-Trigg | 03.01.14 |

Resignation of Officers

| <i>Agency</i> | <i>Officer's Name</i> | <i>Duties Assigned</i> | <i>Date of Effect</i> |
|------------------------------------|-----------------------|--------------------------------------|-----------------------|
| Infrastructure, Energy & Resources | K. Creak | Director, Mineral Resources Tasmania | 03.01.14 |

Retirement of Permanent Employees

| <i>Agency</i> | <i>Duties Assigned</i> | <i>Employee</i> | <i>Date of Effect</i> |
|--|-----------------------------------|-----------------|-----------------------|
| Police & Emergency Management | Director Corporate Services | M. Gallagher | 03.01.14 |
| Primary Industries, Parks, Water & Environment | Senior Technical Research Officer | R. Holloway | 31.12.13 |
| Primary Industries, Parks, Water & Environment | Agricultural Officer (Dairy) | M. Fergusson | 31.12.13 |



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