



TASMANIAN STATE SERVICE NOTICES

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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

EDUCATION

EDUCATIONAL PERFORMANCE SERVICES

Educational Review Officer (963376).

Applications Close:—Friday, 14 March 2014.

Salary:—\$80,669 – \$92,670 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Description of the Role:—Assist in implementing the program of evaluation of students' achievements and school performance with reference to quality assurance matters. Analyse, report on and develop performance indicators and evaluation strategies as part of the Department's accountability and school improvement processes.

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

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

Enquiries to Jonathan Moritz, Principal Educational Review Officer, Department of Education, phone (03) 6165 5699, email **jonathan.moritz@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

EDUCATIONAL PERFORMANCE SERVICES

Project Manager Data Warehouse (965950).

Applications Close:—Friday, 14 March 2014.

Salary:—\$95,836 – \$102,362 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Description of the Role:—Work as part of a Management Team to provide high level support, direction and strategic thinking to key project and processes relating to the operation, use and governance supporting the Data Warehouse 3 (DW3). Responsible for the planning and implementation of programs and the provision of accurate and comprehensive support within the DW3 Governance Framework.

Assist with the preparation of policy and procedure documentation to support the DW3 Governance Framework.

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 Nigel Cross, Principal Educational Review Officer, Department of Education, phone (03) 6165 5698, email **nigel.cross@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.



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EDUCATION

FURTHER EDUCATION AND TRAINING

*Government Education and Training International***Admissions Officer (965951).**

Applications Close:—Friday, 14 March 2014.

Salary:—\$55,005 – \$59,871 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Description of the Role:—Provide administrative duties in relation to student admissions, finances and other administrative support as required to the GETI team.

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 James Burrows, Marketing Manager, GETI, Department of Education, phone (03) 6165 5768, email james.burrows@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. Additional Information for Applicants are also attached for your information.

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

EDUCATION

LEARNING SERVICES

*Child and Family Centres***Community Inclusion Worker, Child and Family Centre Chigwell (964171).**

Applications Close:—Friday, 14 March 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.5 hours per fortnight.

Location:—Child and Family Centre Chigwell.

Description of role:—In partnership with local communities, Community Inclusion Workers will assist with the establishment and development of Child and Family Centres (CFCs) and engage with the community to address identified barriers to social participation.

With the Centre Leader, work collaboratively with the community, parents/caregivers, local and state government agencies and service providers to increase the participation of local families in the planning and implementation of community activities/programs and integrated services that are responsive to the needs of families and young children. In particular, to connect with socially marginalised or at-risk

children and families with a focus on improved outcomes in child development, education and health from 0 to 5 years.

Work with CFC project members to achieve effective approaches to engaging disadvantaged parents and families in designated communities.

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

Desirable Requirements:—An appropriate qualification, such as a qualification in Child Care, Early Childhood Education, Health Care and/or Community Development, or a related discipline.

Current Driver Licence.

Enquiries to M'Lynda Stubbs, Department of Education, phone (03) 6275 5333, email mlynda.stubbs@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)

South George Town Primary School

Teacher Assistant, South George Town Primary School (960544).

Applications Close:—Friday, 14 March 2014.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time up to 20 hours per fortnight, 40 weeks per year.

Location:—South George Town Primary School.

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

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

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

Enquiries to Adam Eastley, Department of Education, phone (03) 6382 1564, email adam.eastley@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)

St Helens District High School

School Business Manager, St Helens District High School (306000).

Applications Close:—Friday, 14 March 2014.

Salary:—\$80,669 – \$92,670 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight.

Location:—St Helens District High School.

Description of Role:—Manage and co-ordinate the school administrative support service and assigned resources: general, financial, facility and human. Provide authoritative advice and support to the Principal and senior staff on administrative, resource and service management. Contribute significantly to the delivery and improvement of administrative service outcomes.

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

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

Enquiries to Christine Treloggen, Department of Education, phone (03) 6376 7100, email christine.treloggen@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)

East Devonport Primary School

Teacher (Physical Education), East Devonport Primary School (200735).

Applications Close:—Friday, 14 March 2014.

Salary:—\$53,659 – \$85,868 pro rata, per annum.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Permanent part-time 28 hours per fortnight.

Location:—East Devonport Primary School.

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

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

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

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

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

Enquiries to Brett Youd, Department of Education, phone (03) 6427 8932, email brett.youd@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)

East Devonport Primary School

Teacher Assistant (RTI program), East Devonport Primary School (965519).

Applications Close:—Friday, 14 March 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, up to 42 weeks per year.

Location:—East Devonport 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.

This role will assist with the response to intervention literacy support program.

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 Brett Youd, Department of Education, phone (03) 6427 8932, email brett.youd@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)

East Devonport Primary School

Teacher Assistant, East Devonport Primary School (952243).

Applications Close:—Friday, 14 March 2014.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 10 hours per fortnight, up to 42 weeks per year.

Location:—East Devonport 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.

Enquiries to Wendy Brown, Department of Education, phone (03) 6427 8932, email wendy.brown@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)

Montello Primary School

School Administration Clerk, Montello Primary School (300354).

Applications Close:—Friday, 14 March 2014.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 12 hours per fortnight, up to 42 weeks per year.

Location:—Montello Primary 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 Annette Townsend, Department of Education, phone (03) 6432 2755, email annette.townsend@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)

Reece High School

Teacher (Maths/Science), Reece High School (201306).

Applications Close:—Friday, 14 March 2014.

Salary:—\$53,659 – \$85,868 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher.
Permanent full-time.

Location:—Reece High School.

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

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

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

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

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

Enquiries to Anne Stewart, Department of Education, phone (03) 6420 8100, email anne.m.stewart@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)

Sassafras Primary School

Teacher, Sassafras Primary School (200960).

Applications Close:—Friday, 14 March 2014.

Salary:—\$53,659 – \$85,868 pro rata, per annum.

Teaching Service (Tasmanian Public Sector) Award, Teacher.
Permanent part-time 42 hours per fortnight.

Location:—Sassafras Primary School.

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

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

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

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

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

Enquiries to Rachel Brown, Department of Education, phone (03) 6426 7240, email rachel.brown@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)

Student Support

School Psychologist, Student Support North-West (964830).

Applications Close:—Friday, 14 March 2014.

Salary:—\$58,716 – \$85,868 pro rata, per annum.

Teaching Service (Tasmanian Public Sector) Award, School Psychologist.

Fixed-term part-time As soon as possible until 19 December 2014, up to 35 hours per fortnight.

Location:—School Support North-West.

Description of the role:—Work in schools as a member of a multi-disciplinary team to provide a child and adolescent psychological service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students.

Essential Requirements:—Registration as a Psychologist within Tasmania in accordance with the provisions of the Psychologists Registration Act 2000 or possesses a degree with a fourth year qualification in Psychology which will enable registration following two years of supervised practice as a School Psychologist.

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

Desirable Requirements:—A current driver's licence.

Eligible for membership of the Australian Psychological Society.

Qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award.

Enquiries to Sharon Williams, Department of Education, mobile 0417 329 665, email sharon.williams@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)

Penguin District School

Advanced Skills Teacher, Penguin District School (B-10) (964537).

Applications Close:—Friday, 14 March 2014.

Salary:—\$93,009 p.a.

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

Permanent full-time.

Location:—Penguin District School.

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

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

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

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

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

Enquiries to Kerryn Stokes, Department of Education, phone (03) 6434 2222, email kerryn.stokes@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, relevant personal details and work history.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Sorell School

Teacher Assistant, Sorell School (953561).

Applications Close:—Friday, 14 March 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 (40 weeks per year).

Location:—Sorell School.

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

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

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

Enquiries to Rosanne McDade, Department of Education, phone (03) 6269 1100, email rosanne.mcdade@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)

Westerway Primary School

Teacher Assistant, Westerway Primary School (954258).

Applications Close:—Friday, 14 March 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 (40 weeks per year).

Location:—Westerway Primary School.

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

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

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

Enquiries to Rachel Oldham, Department of Education, phone (03) 6288 1110, email rachel.oldham@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)

Kingston High School

Advanced Skills Teacher, Kingston High School (204610).

Applications Close:—Friday, 14 March 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:—Kingston High School.

Description of role:—Leading Teaching and Learning with a specific focus on English/Literacy.

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 Angela Bird, Department of Education, phone (03) 6228 0311, email angela.bird@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)

Ogilvie High School

Teacher Assistant, Ogilvie High School (968566).

Applications Close:—Friday, 14 March 2014.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 36 hours per fortnight (40 weeks per year).

Location:—Ogilvie High School.

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

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

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

Enquiries to Julie Kay, Department of Education, phone (03) 6228 8800, email julie.kay@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)

Ogilvie High School

Teacher Assistant, Ogilvie High School (963648).

Applications Close:—Friday, 14 March 2014.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 24 hours per fortnight (40 weeks per year).

Location:—Ogilvie High School.

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

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

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

Enquiries to Julie Kay, Department of Education, phone (03) 6228 8800, email julie.kay@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)

Taroona High School

Teacher Assistant (Art), Taroona High School (981259).

Applications Close:—Friday, 14 March 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 (40 weeks per year).

Location:—Taroona High School.

Description of role:—This role will predominantly perform duties associated with supporting staff and students within the Art program.

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

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

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

Enquiries to Christine Mitchell, Department of Education, phone (03) 6227 7700, email christine.mitchell@education.tas.gov.au.

All interested applicants are strongly encouraged to discuss specific details of this 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, relevant personal details and work history.

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

Receipt of your electronic application will be acknowledged by return email within two working days.

EDUCATION

LINC TASMANIA

LINC and Community Learning

Launceston LINC

Customer Services Officer (700162).

Applications Close:—Friday, 14 March 2014.

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

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 57.5 hours per fortnight.

Location:—Launceston LINC.

Description of the Role:—Undertake a range of multiple, diverse and complex tasks and provide support to a range of customer-focused services and programs in a LINC Tasmania environment.

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

Enquiries to Garry Conroy-Cooper, Manager, Launceston LINC, Department of Education, phone (03) 6777 2452, email garry.conroy-cooper@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 are encouraged to visit www.linc.tas.au.findus/norther/linc/launceston prior to forwarding an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

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

EDUCATION

LINC TASMANIA

LINC's and Community Learning

Launceston LINC

Customer Services Officer (700514).

Applications Close:—Friday, 14 March 2014.

Salary:—\$38,511 – \$47,233 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time 73.50 hours per fortnight.

Location:—Launceston LINC.

Description of the Role:—Undertake routine operational tasks and provide basic client assistance under close supervision and direction.

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 Garry Conroy-Cooper, Manager, Launceston LINC, Department of Education, phone (03) 6777 2452, email garry.conroy-cooper@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 are encouraged to visit www.linc.tas.au.findus/norther/linc/launceston prior to forwarding 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

TEACHERS' REGISTRATION BOARD

Registrar (963828).

Applications Close:—Friday, 14 March 2014.

Salary:—\$123,745 – \$142,307 p.a.

Tasmanian State Service Award, General Stream, Band 9.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Description of Role:—Lead and manage the operations and resources of the office of the Teachers Registration Board of Tasmania to effectively discharge its functions as prescribed in the Teachers Registration Act 2000. Provide strategic advice to the Board, the Minister and teacher employing bodies on matters relating to teacher registration and the operations of the Teachers Registration Board.

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 this appointment, promotion or transfer.

Significant experience in the management and delivery of services within a professional registration and/or regulatory environment.

Desirable Requirements:—Post graduate qualifications in education and/or management highly desirable. Appropriate professional experience within an educational environment together with relevant tertiary qualifications. A current driver's licence.

Enquiries to Jenny Gale, Chair, Teachers Registration Board, mobile 0439 331 932, email jpgale@iinet.net.au.

All interested applicants are strongly encouraged to discuss specific details of the vacancy with the Contact Officer. Further information regarding the TRB can be found at: www.trb.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. 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

Business Support Officer (521528).

Applications Close:—Friday, 14 March 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:—Children and Youth Services, North.

Duties:—As a member of the Business Operations team, the Business Support Officer: Provides high level administrative, program and project support for all program areas within Children and Youth Services. Plays a key role in co-ordinating the timely preparation and provision of high quality documentation for the Area Director and the Department.

Selection criteria includes:—Proven ability to supervise, motivate and train members of a team and the capacity to plan, organise and set priorities.

Demonstrated ability to undertake high level administrative tasks including processing of information requests and ministerial responses.

Experience in providing project support and/or an understanding of project management principles.

Note: Please refer to the Statement of Duties for all the selection criteria of this position tEssential 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 Michelle Davey, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2572, email michelle.davey@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Client Support Officer (513736).

Applications Close:—Friday, 14 March 2014.

Salary:—\$48,265 – \$52,359 p.a.

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

Permanent full-time day work.

Location:—Children and Youth Services, North.

Duties:—In a multi-skilled environment, provide a high level of administrative and secretarial support as required to professional staff, management and clients to ensure the efficient and effective delivery of Children and Youth Services.

Selection criteria includes:—High level of communication and interpersonal skills, with the ability to maintain a calm, efficient manner during sensitive and demanding situations.

Demonstrated capacity to exercise initiative and discretion in a team environment.

Demonstrated ability to undertake computer related tasks including word processing, spreadsheets and databases.

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 Michelle Davey, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2572, email michelle.davey@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Team Leader (CYS) (517684).

Applications Close:—Friday, 21 March 2014.

Salary:—\$78,035 – \$89,509 p.a.

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

Permanent full-time day work.

Location:—Children and Youth Services, North West.

Description:—As one of our experienced Team Leaders you will co-ordinate the delivery of integrated programs that support children and young people and their families in Tasmania. These jobs aren't for everyone only health professionals who want a fantastic lifestyle change and a chance to make a difference.

A key part of your role will be providing leadership to a diverse professional team that includes Child Protection Workers and Support Workers. Our teams work closely with families, children and young people, often working with people in crisis and those who are disadvantaged and vulnerable. You will need to provide support, professional advice, supervision and training to your team as well as deal with complex enquiries and casework. As child protection work is becoming increasingly complex, we require someone who can provide management and direction of services, people and resources in a dynamic and challenging environment. Whilst the work we do here can be demanding it does provide unique exposure to the more varied range of regional casework.

Child Protection is part of the broader Children and Youth Services multi-disciplinary team, which incorporates Community Youth Justice, Family Violence Counselling and Support Service and Child Health and Parenting Services. You will also work collaboratively with professional staff from other operational areas within the Department of Health and Human Services, the Department of Education, Tasmania Police, and a range of non-government organisations to protect young people from abuse and harm and to support individuals and families at risk.

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

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

Current Driver's Licence.

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

Enquiries to Selina McGuire, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 6404, email selina.mcguire@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Disability, Housing and Community Services

Disability and Community Services

Community Sector Quality Consultant (519095).

Applications Close:—Friday, 14 March 2014.

Salary:—\$79,745 – \$91,827 pro rata, per annum.

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

Fixed-term part-time day work (38.0 hours per fortnight) commencing As soon as possible for a period of 12 months.

Location:—D,H and CS, Community Sector Relations, North.

Duties:—The Community Sector Quality Consultant has primary responsibility for progressing the Agency's quality and safety agenda, in accordance with related policies, systems and processes. In turn, this supports the Department of Health and Human Services (DHHS) funded community sector organisations to have systems and processes in place, enabling the delivery of safe and high quality services that contribute to the health and wellbeing of the Tasmanian population.

As a member of the Community Sector Relations Unit the Community Sector Quality Consultant has responsibility for contributing towards the achievement of Team, Unit, Group and Agency objectives.

Selection criteria includes:—Sound knowledge of quality review processes and awareness of relevant standards, supported by an understanding of, and commitment to the philosophy of continuous improvement, consumer safety and risk management principles, and relevant legislation.

Demonstrated experience in leading or contributing to organisational change. In particular, an understanding of the impact that change has on services, staff and organisations.

Demonstrated well developed interpersonal skills, including strong written and verbal communication, consultation, negotiation and conflict resolution skills with a proven ability to liaise effectively with a wide range of people at different levels both in the government and community sectors.

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

Desirable Requirements:—Holds or is working toward an appropriate qualification or extensive work experience in a related field.

Current Driver's Licence.

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

Enquiries to Mandy Bosworth, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 4173, email amanda.bosworth@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

Grants Management Senior Consultant (500632).

Applications Close:—Friday, 14 March 2014.

Salary:—\$79,745 – \$91,827 p.a.

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

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

Location:—D,H and CS, Community Sector Relations, Hobart.

Duties:—Management of the provision of funding to community sector organisations and the development of appropriate Funding agreements, make payments to organisations and act as a key point of contact for community sector organisations with the Department.

Selection criteria includes:—Highly developed project management, planning and co-ordination skills.

Proven ability to research, interpret and analyse information, legislation and policy direction and to decide or recommend appropriate action.

Ability to think strategically and creatively and to identify innovative solutions for issues.

High level communication, negotiation and organisational skills and the ability to exercise initiative, judgement, confidentiality and discretion in a project team environment.

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

Desirable Requirements:—Holds or is working toward an appropriate tertiary qualification.

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 Jo White, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4917, email jo.white@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Population Health

Office of the Chief Medical Officer

Deputy Chief Pharmacist (500854).

Applications Close:—Friday, 14 March 2014.

Salary:—\$109,419 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

Under the broad control and direction of the Chief Pharmacist and as a senior professional specialist: develop and implement contemporary policies and legislation regulating the manufacture, distribution and use of drugs of dependence, medicines, poisons and therapeutic goods in Tasmania; implement compliance activities, including complex investigations, to ensure the safe distribution and use of medicines and poisons in Tasmania; provide expert professional advice to a diverse range of clients on a broad range of policy issues pertaining to the regulatory system for drugs and poisons; and manage professional and administrative staff undertaking operational activities.

Desirable Requirements:—At least five year's practical experience as a pharmaceutical chemist in either a hospital or community pharmacy, subsequent to initial registration. Current Driver's Licence. Relevant postgraduate qualifications.

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

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

Enquiries to Jim Galloway, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 0400, email james.galloway@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Population Health

Office of the Chief Medical Officer

Radiologist, Visiting Medical Practitioner (513141).

Applications Close:—Friday, 28 March 2014.

Salary:—To be negotiated.

Health and Human Services Tasmanian Visiting Medical Practitioners (Public Sector) Agreement 2009, Visiting Medical Specialist.

Fixed-term casual daywork, hours as and when required, commencing As soon as possible for a period up to 5 years.

Location:—BreastScreen Tasmania, Hobart.

The Tasmanian Department of Health and Human Services seeks an experienced breast imaging Radiologist to join the team at BreastScreen Tasmania. The Radiologist will be part of the team providing screen reading and assessment services.

In this role you will be a member of a high-performing, multidisciplinary team, achieving national standards and reducing morbidity and mortality from breast cancer in Tasmanian women.

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

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

Enquiries to Gail Ward, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 4301, email gail.ward@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

Program and Policy Officer, Physical Activity (500738).

Applications Close:—Friday, 14 March 2014.

Salary:—\$79,745 – \$91,827 pro rata, per annum.

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

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

Location:—Hobart.

We are looking for a Program and Policy Officer, Physical Activity to join our team. You will facilitate the development, implementation and evaluation of physical activity initiatives, policies and programs to maximise the health and wellbeing of

the Tasmanian population. Work closely with other government agencies, non-government agencies and other stakeholders to identify and develop strategies to progress state and national priorities related to physical activity as it relates to health and wellbeing.

Desirable Requirement:—Relevant tertiary qualifications focusing on physical activity.

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 Williams, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7372, email julie.william@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

Shared Services

Payroll

Pay/Personnel Officer Employment Register (Register).

Applications Close:—Friday, 29 May 2015.

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

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

Register.

Location:—Hobart, Launceston, Burnie.

Are you looking for a work in a challenging position that offers flexibility and diversity? Well this might be what you are looking for!

We are seeking Pay/Personnel Officers who can start immediately to support the current payroll team when required. As part of a large payroll team who pay 12,500 employees every fortnight, this position serves as a great opportunity to gain experience with a large government department, which will look impressive on any resume!

As a member of the Pay/Personnel Unit, you will perform multiple and diverse tasks associated with the maintenance of pay and personnel services to employees of four Agencies.

Applications are invited from persons interested in being considered for full-time, part-time or casual employment for periods of up to 12 months. This register will remain open to applicants at all times until 29 May 2015 and will be reviewed on a regular basis. Please note that the Employment Register will not preclude other Pay/Personnel Officer positions being advertised if warranted.

To see if there are any current vacancies visit www.jobs.tas.gov.au.

If you are interested in joining our team please contact:—

South: Nathan Wilson on (03) 6233 9636 or e-mail Nathan.wilson@dhhs.tas.gov.au.

North: Margaret Wilson on (03) 6336 5556 or e-mail margaretw.wilson@dhhs.tas.gov.au.

North West: Kerry Johnson on (03) 6440 7002 or e-mail kerry.johnson@dhhs.tas.gov.au.

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: 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 (Service Centre) (513956).

Applications Close:—Friday, 14 March 2014.

Salary:—\$48,265 – \$70,436 p.a.

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

Fixed-term full-time day work, commencing As soon as possible until 20 January 2015.

Location:—IT Client Services, Hobart.

Duties:—We are seeking an IT Officer for our Service Centre, as a member of the IT Services section, the IT Officer will:

Provide first point of contact support and resolution up to second level support to clients for IT Services including:—

- a) PC hardware and software installation.
- b) Incident resolution.
- c) Call logging.
- d) Follow-up to completion.
- e) Client satisfaction.

Escalates issues through local IT Support teams as required.

If this sound like you please apply!.

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 Ian Macintosh, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3965, email ian.macintosh@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

Allied Health Professional (506249).

Applications Close:—Friday, 14 March 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, working 38 hours per fortnight. Hours per fortnight may be negotiated with the successful applicant. To commence 16 April 2014 until 10 April 2015.

Location:—46 Cameron Street, Launceston.

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

Undertake the delivery of quality care to clients of the Child and Adolescent, Adult Community, Inpatient and Extended Treatment and Older Persons Mental Health Service based on best practice principles and within a collaborative and multi-disciplinary framework.

Provide a specialist assessment and treatment service to clients of Child and Adolescent, Adult Community, Inpatient and Extended Treatment and Older Persons Mental Health Service and their families or carers.

Promote community awareness in relation to mental health and act as a consultant to other agencies with regard to the support and management of clients with mental health needs.

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

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

Registered with the Occupational Therapy Board of Australia; or Registered with the Psychology Board of Australia.

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

Enquiries to Shani Tattam, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2952, email shani.tattam@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

Administrative Assistant (504765).

Applications Close:—Friday, 14 March 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, working 76 hours per fortnight. Notwithstanding, hours to be negotiated with the successful applicant. To commence As soon as possible to 28 February 2017.

Location:—LGH Charles Street, Launceston.

Duties:—Within established guidelines and procedures, provide support to the Directors of Surgery and Anaesthesia, including the completion of routine clerical tasks, the preparation of basic correspondence, maintenance of office records and files, data entry and front line reception. As required, provide general administrative and clerical support to the Business Manager, the Nursing Director ? Surgery and Research Co-ordinators.

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 Graydon O'Halloran, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7590, email graydon.ohalloran@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

Clinical Coder (503645).

Applications Close:—Friday, 14 March 2014.

Salary:—\$60,914 – \$70,436 p.a.

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

Permanent full-time or alternative part-time hours to be negotiated.

Location:—Launceston General Hospital.

Duties:—To provide accurate and timely clinical coding of diagnostic and operative data, adherence to National Centre for Classification in Health (NCH) guidelines, utilising the current edition of the International Classification of Diseases, Revision 10, Australian Modification (ICD-10-AM), Australian Classification of Health Interventions (ACHI) and Australian Coding Standards (ACS) in accordance with Hospital, State and Commonwealth data standards and reporting requirements.

Maintain an accurate computerised morbidity indexing system necessary for allocation of DRG's, cost weights, Casemix and clinical costing.

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

Desirable Requirements:—Successful completion of a recognised Clinical Coding qualification.

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 Esta Charles-Butterill, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7545, email esta.charles-butterill@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

Enrolled Nurse (504313).

Applications Close:—Friday, 14 March 2014.

Salary:—\$51,727 – \$57,286 pro rata, per annum.

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

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

Location:—LGH Charles Street, Launceston.

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

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as an Enrolled Nurse. (holds Board approved qualification in administration of medicine).

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

Enquiries to Ian Waterhouse, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7636, email ian.waterhouse@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

Executive Assistant (504763).

Applications Close:—Friday, 14 March 2014.

Salary:—\$54,267 – \$59,071 p.a.

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

Permanent full-time day work, working 76 hours per fortnight. Notwithstanding, hours to be negotiated with the successful applicant.

Location:—LGH Charles Street, Launceston.

Duties:—To provide administrative and clerical support to the Directors of Surgery and Anaesthesia and assistance to other members of the Departments of Surgery and Anaesthesia. Provide guidance and direction to other clerical support staff within the Departments of Surgery and Anaesthesia.

Essential Requirements:—Nil.

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

Enquiries to Graydon O'Halloran, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7590, email graydon.ohalloran@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

Specialist Radiographer (Medical Imaging Practitioner) (503709).

Applications Close:—Friday, 28 March 2014.

Salary:—\$78,035 – \$89,509 p.a.

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

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

Location:—Launceston General Hospital.

Duties:—Applicants interested in single or dual modalities may be considered.

Responsible for performing basic and advanced (Magnetic Resonance Imaging (MRI), Computed Tomography (CT), Angiography) radiographic imaging examinations, procedures and associated administrative tasks.

Essential Requirements:-

Registered with the Medical Radiation Practice Board of Australia.

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

Enquiries to Garth Faulkner, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7081, email garth.faulkner@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

Deloraine District Hospital and Community Health Service

Diversional Therapist (513142).

Applications Close:—Friday, 14 March 2014.

Salary:—\$49,183 – \$52,359 pro rata, per annum.

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

Permanent full-time Fixed Term.

Location:—Lansdown Place Deloraine.

Duties:—Plan, implement and evaluate quality individual and group client programs at the centre and in the community generally.

Desirable Requirements:—Current Driver's Licence.

Essential Requirements:—Nil.

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

Enquiries to Lester Jones, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6362 5000, email lester.jones@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

Deloraine District Hospital and Community Health Service

Enrolled Nurse RELIEF (3 vacancies) (505881).

Applications Close:—Friday, 14 March 2014.

Salary:—\$51,727 – \$57,286 pro rata, per annum.

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

Fixed-term casual shift work, working as and when required. Notwithstanding, hours to be negotiated with the successful applicant. As soon as possible to 24 March 2016.

Location:—Lansdown Place Deloraine.

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

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as an Enrolled Nurse. (holds Board approved qualification in administration of medicine).

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

Enquiries to Lester Jones, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6362 5000, email lester.jones@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

Deloraine District Hospital and Community Health Service

Registered Nurse (Relief) 2 vacancies (504321).

Applications Close:—Friday, 14 March 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 casual shift work, working as and when required. Notwithstanding, hours to be negotiated with the successful applicant. As soon as possible until 24 March 2016.

Location:—Lansdown Place Deloraine.

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 d) Crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Lester Jones, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6362 5000, email lester.jones@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

George Town Hospital and Community Centre

Cleaner/Kitchen Hand (518489).

Applications Close:—Friday, 14 March 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, working 28 hours per fortnight. Notwithstanding, hours to be negotiated with the successful applicant.

Location:—George Town District Hosp.

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

Essential Requirements:—Nil.

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Primary Health Services North

Launceston Home Care Services

Home Help.

Applications Close:—Friday, 14 March 2014.

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

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

Vacancy No. 507356.

Fixed-term casual day work, working as and when required. Notwithstanding, hours to be negotiated with the successful applicants.

Location:—Allambi, 33-39 Howick Street, Launceston.

Duties:—Within a primary health care framework, provide a range of basic home care support services for frail aged people, younger disabled and their carers.

Essential Requirements:—Current Driver's Licence.

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

Enquiries to Samantha Zeitzen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5129, email samantha.zeitzen@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, SOUTH

Women and Children Services

Registered Midwife, Multiple vacancies (509830).

Applications Close:—Friday, 28 March 2014.

Salary:—\$57,286 – \$78,396 p.a.

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

Permanent full-time and part-time hours available. Notwithstanding, hours per fortnight may be negotiated with the successful applicants.

Location:—Womens, Adolescent and Childrens Services, Maternity Unit, Royal Hobart Hospital.

Please note: This selection process may be used to fill subsequent permanent and fixed term part-time and full-time Registered Midwife vacant hours up to six months from the date of this advertisement.

Duties:—The Registered Midwife provides a women centered approach to the management of midwifery care in collaboration with the healthcare team and will have current knowledge of, and the ability to apply midwifery principles, procedures and practices in the delivery of patient/client care in a designated practice area and in line with legal requirements and the Australian Nursing and Midwifery Council (ANMC) National Competency Standards for the Registered Midwife.

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

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 d) Crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Jodie Semmler, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 62227440, email jodie.semmler@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.

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JUSTICE

Court Operations Officer (354442).

Applications Close:—Friday, 14 March 2014.

Salary:—\$30.54 – \$33.16 per hour.

Tasmanian State Service Award.

Fixed-term casual for a period of 2 years.

Location:—Hobart.

Duties:—Assist in the provision of a secure court environment for judges, court employees and court users. Provide support to the Sheriff's office including execution of writs, rules, orders and warrants and assist with Juror administration as required.

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 Peter Graham, Jury and Security Co-ordinator, Supreme Court, Department of Justice, phone (03) 6165 7469, email peter.graham@supremecourt.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 Peter Graham on 6165 7469.

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

BUILDING STANDARDS AND OCCUPATIONAL LICENSING

Senior Building Advisory Officer (2 Vacancies).

Applications Close:—Friday, 14 March 2014.

Salary:—\$77,411 – \$89,526 pro rata, per annum.

Tasmanian State Service Award, Professional Stream, Band 2.

Vacancy No. 356629.

Fixed-term casual up to 15 hours per fortnight for a period of 2 years.

Location:—Rosny.

Vacancy No. 356630.

Fixed-term casual up to 15 hours per fortnight for a period of 2 years.

Location:—Launceston.

Duties:—Provide professional and specialist technical and policy advice to all stakeholders and the Department on building requirements and the standards required under building and other relevant legislation.

Essential Requirements:—Tertiary qualifications in building surveying, architecture, building or engineering is required, as provided by a recognised university.

Desirable Requirements:—Tertiary qualifications in building surveying, architecture, building or engineering is required, as provided by a recognised university.

Enquiries to Dale Webster, Acting Director, Building Standards and Occupational Licensing, Department of Justice, phone (03) 6166 4706, email dale.webster@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 Dale Webster on (03) 6166 4706.

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

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

JUSTICE

LEGAL AID COMMISSION OF TASMANIA

Legal Practitioner (355175).

Applications Close:—Friday, 14 March 2014.

Salary:—\$74,067 – \$94,180 p.a.

Legal Practitioners Agreement 2014, Level 2.

Fixed-term full-time 73.50 hours per fortnight until 31 December 2015.

Location:—Hobart.

Duties:—To appear in Court on behalf of Commission clients on any matter in the criminal jurisdiction, and maintain all relevant file management in the Commission's Criminal Case Management System. To perform such other professional legal work as directed from time to time.

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

Desirable Requirements:—At least five years experience in the practice of Criminal Law.

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

Enquiries to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, 158 Liverpool Street, Hobart, Tas 7000, phone (03) 6236 3820, fax (03) 6236 3811, email leesa.bevan@legalaid.tas.gov.au.

Applications to Leesa Bevan, Directors Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 1422, Hobart, Tas, 7001, phone (03) 6236 3820, fax (03) 6236 3811, email leesa.bevan@legalaid.tas.gov.au.

JUSTICE

LEGAL AID COMMISSION OF TASMANIA

Legal Secretary (355147).

Applications Close:—Friday, 14 March 2014.

Salary:—\$48,823 – \$53,038 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time 73.5 hours per fortnight.

Location:—Launceston.

Duties:—Co-ordinate secretarial and administrative functions for Legal Practitioners to ensure best practice delivery of services to clients.

Be the first point of contact between Legal Practitioners and clients, members of the public, legal profession and staff in other government agencies and instrumentalities, and receive all mail and incoming telephone calls on behalf of the Commission's in-house legal practice.

Provide secretarial and administrative support in the Commission's legal practice including:—The maintenance of Legal Practitioners' files within the Commission's computer system, resubmit systems, diary and any other systems used for support of the in-house legal practice, the carrying out of electronic lodgement of application forms for legal assistance, electronic claims on behalf of Legal Practitioners and disbursement invoices and electronic closing of files on completion of each matter. Produce and process confidential documents and correspondence using a broad range of computer software, audio equipment and word processing systems.

At the direction of the Office Manager, perform such other secretarial or administrative functions in appropriate areas of the Commission as required.

Desirable Requirements:—Significant criminal legal secretarial experience.

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

Enquiries to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, 158 Liverpool Street, Hobart, Tas, 7000, phone (03) 6236 3820, fax (03) 6236 3811, email Leesa.Bevan@legalaid.tas.gov.au.

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

JUSTICE

LEGAL AID COMMISSION OF TASMANIA

Receptionist (356631).

Applications Close:—Friday, 14 March 2014.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 52.5 hours per fortnight.

Location:—Launceston.

Duties:—As receptionist, act as first point of contact for telephone and counter enquiries.

Direct enquiries or clients to the appropriate person or service within the Commission or other relevant service provider.

Determine, using guidelines and the Commission's Database, if a conflict of interest exists for a prospective client, and if so, arrange referral to a private law firm.

Process clients seeking face to face legal advice, attending for Family Law conferences or appointments, through the Commission's Client Database. Arrange appointments with relevant staff.

Maintain confidentiality and discretion while dealing with client's matters.

Receive and provide receipts for client contributions for legal representation.

Provide advice and training to new employees in the position to facilitate back-up and leave support.

Desirable Requirements:—Familiarity with the operations of the Legal Aid Commission. Demonstrated knowledge of the legal system and familiarity with legal terminology. Highly developed interpersonal skills, including an ability to obtain co-operation and assistance in the handling of sensitive matters from Commission clients.

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

Enquiries to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, 158 Liverpool Street, Hobart, Tas, 7000, phone (03) 6236 3820, fax (03) 6236 3811, email Leesa.Bevan@legalaid.tas.gov.au.

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

JUSTICE

TASMANIA PRISON SERVICE

Correctional Officer (356442).

Applications Close:—Friday, 21 March 2014.

Salary:—p.a.

Correctional Officers Agreement 2013.

Permanent full-time 76 hours per fortnight.

Location:—Launceston.

A Correctional Officer contributes to the safe, humane and secure containment of inmates and their rehabilitation.

Correctional Officers come from a wide range of backgrounds, they join us because the work is rewarding, diverse and absorbing. Although it's not without its challenges, being a Correctional Officer delivers a large amount of job satisfaction and the knowledge that they are playing an active role in the rehabilitation and reintegration of prisoners, while also contributing to the safety of the Tasmanian community. If you're successful in joining us, you'll be rewarded with stable employment, career opportunities, good work/life balance and attractive employment conditions and entitlements.

There are two working arrangements, full shift (salary range \$64,510 - \$72,420) and day shift (salary range \$46,920 - \$56,578). However note that initially the occupant is expected to work full shift arrangements upon the completion of training.

During the training period salary will be \$46,920 per annum.

Essential Requirements:—Physical fitness, medical suitability and psychological characteristics appropriate to the duties of Correctional Officer.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: 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 Greg Partridge, Assistant Director of Prisons, Tasmania Prison Service, Department of Justice, phone (03) 6216 8190, email greg.partridge@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6216 8156 or 1800 233 911, 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 Greg Partridge on (03) 6216 8190.

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

Correctional Supervisor (355124).

Applications Close:—Friday, 21 March 2014.

Salary:—\$62,754 p.a.

Correctional Officers Agreement 2013, Correctional Supervisor A.

Permanent full-time 76 hours per fortnight.

Location:—Launceston.

There are two working arrangements, full shift (salary \$80,325 per annum) and day shift salary (\$62,754 per annum). However note that initially the occupant is expected to work full shift arrangements.

Applicants external to the Tasmania Prison Service (TPS) are required to undergo psychological and aptitude testing as part of the selection process.

Applicants external to the TPS who do not possess the essential requirements listed below can be appointed where they possess relevant and equivalent experience and/or qualifications.

Duties:—Lead and supervise a specified team of assigned staff within the Tasmania Prison Service (TPS). Ensure all operations comply with policies and procedures.

Essential Requirements:—Completion of Certificate IV in Correctional Practice (Entry requirement) or relevant University qualification; Completion of Internal Written Assessment Paper (Entry requirement) Qualifying through an internal Supervisor Board; Three 'achieved' or better Annual Assessments (Reports) as Correctional Officer; Completion of a Correctional internal management/Leadership course; Achieved pass mark in TPS job simulation internal assessment; and Has achieved Correctional Officer First Class. Note, Applicants external to the TPS who do not possess these essential requirements can be appointed where they possess relevant and equivalent experience and/or qualifications.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—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 Greg Partridge, Assistant Director of Prisons, Tasmania Prison Service, Department of Justice, phone (03) 6216 8190, email greg.partridge@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6216 8156 or 1800 233 911, 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 Greg Partridge on (03) 6216 8190.

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.

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JUSTICE

TASMANIA PRISON SERVICE

Head of Human Resources, Tasmania Prison Service (356621).

Applications Close:—Friday, 14 March 2014.

Salary:—\$95,836 – \$102,362 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time 73.5 hour per fortnight.

Location:—Risdon Prison.

Duties:—Responsible for overall management and provision of specific HR services to the Tasmania Prison Service (TPS) sections. Provide strategic advice to TPS Management and staff on the management of change and the development and implementation of integrated strategies, policies and services that improve the TPS people management practices and contribute positively and proactively with the DoJ Human Resources Branch.

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 Brian Edwards, Director of Prisons, Tasmania Prison Service, Department of Justice, phone (03) 6216 8183, email brian.edwards@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 Brian Edwards on (03) 6216 8183.

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

Industry Supervisor (2 Vacancies).

Applications Close:—Friday, 21 March 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Vacancy No. 350699.

Permanent full-time 73.50 hours per fortnight.

Location:—Risdon Prison.

Position 350699 is Industry Supervisor, Clothing, Fabric and Textiles.

Vacancy No. 350734.

Permanent full-time 73.50 hours per fortnight.

Location:—Risdon Prison.

Position 350734 is Industry Supervisor (Senior), Vegetable Processing.

Duties for Industry Supervisor Clothing, Fabric and Textiles:—Co-ordinate the clothing, fabric and textile facility so as to provide a high level of productivity, quality control, profitability, inmate employment and training. Provide supervision and training to operational staff within the clothing, fabric and textile facility and other industries areas as required. Prepare production reports and maintain operational and statistical records as required.

Duties for Industry Supervisor (Senior) Vegetable Processing:—Co-ordinate the vegetable processing facility to provide a high level of productivity, quality control, profitability, inmate employment and training. Provide supervision and training to operational staff within the vegetable processing facility and other industries areas as required. Prepare production reports and maintain operational and statistical records as required.

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 Paul Cowen, Operations Manager Prison Industries, Tasmania Prison Service, Department of Justice, mobile 0418 147372, email paul.cowen@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, 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 Paul Cowen on 0418 147372.

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.

PREMIER AND CABINET

OFFICE OF PARLIAMENTARY COUNSEL

Administrative Assistant (Legislative Drafting and Automatic Consolidated System) (002026).

Applications Close:—Friday, 14 March 2014.

Salary:—\$48,823 – \$53,038 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time (54.42% FTE).

Location:—Hobart.

Duties:—Provide support to the Legislative Systems Officer to ensure the integrity of the Tasmanian Legislation database and to maintain an accurate history of all legislation and legislative changes.

Conduct quality assurance checks of legislation and vellum checks of Bills passed by Parliament.

Undertake other administrative duties to enable the production of proposed legislation.

A requirement of this position is to demonstrate, by way of a formal assessment, an aptitude for checking accuracy and detecting errors in the content and format of documents.

Enquiries to Mike Gluskie, Legislative Systems Officer, Office of Parliamentary Counsel, Department of Premier and Cabinet, phone (03) 6232 7267, email Mike.Gluskie@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

OFFICE OF PARLIAMENTARY COUNSEL

Assistant Parliamentary Counsel (002028).

Applications Close:—Friday, 14 March 2014.

Salary:—\$74,067 – \$94,180 p.a.

Legal Practitioners Agreement 2014, Level 2.

Permanent full-time.

Location:—Hobart.

To draft legislation of a less difficult nature for Ministers, Parliamentarians and Government Agencies as directed by the Chief Parliamentary Counsel.

To advise and assist Ministers, Parliamentarians and Government Agencies regarding less difficult legislative drafting matters.

To assist more senior legislative drafters with the drafting of more complex legislation.

To participate at a basic and routine level in the professional and general work of the Office.

Essential Requirements:—Admitted or eligible to be admitted to the legal profession.

Desirable Requirements:—Post-admission legal practice equivalent to 3 years and legislative drafting experience would be an advantage.

A feature of this position for those without legislative drafting experience is the requirement to be able to demonstrate by way of a formal assessment an aptitude for such work.

A legislative drafter, if not admitted [to the legal profession] at time of appointment is required to be admitted within 12 months.

Enquiries to Robyn Webb, Senior Parliamentary Counsel, Office of Parliamentary Counsel, Department of Premier and Cabinet, phone (03) 6232 7288, email Robyn.Webb@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

Service Tasmania Operations

Client Service Officer (702838).

Applications Close:—Friday, 14 March 2014.

Salary:—\$55,005 – \$59,871 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time As soon as possible until 17 February, 2015 or until the return of the substantive occupant, whichever is the sooner, (36.75 hours per fortnight).

Location:—Southern Region (Huonville).

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

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

The successful applicant will work Monday to Friday, on a rotational roster. The work pattern may change from time to time to meet business needs.

The role will be located within the Southern Region and initially located at Huonville, however the occupant may be required to work at other Service Tasmania shops within the Southern Region.

Duties:—To provide accurate and efficient client focussed services for a broad range of Government business transactions and information services including collection and receipt of monies and providing information.

Essential Requirements:—The Director, State Service Management Office has determined that the person nominated for this position is to satisfy a pre-employment National Criminal History Police Check before taking up the appointment, promotion or transfer. The following check is to be conducted: Checks for criminal charges, convictions or findings of guilt for: crimes involving dishonesty, crimes of violence, sex related offences, serious drug offences, traffic violations, criminal or traffic charges (but not including parking infringements).

Desirable Requirements:—12 months experience in a customer service environment.

Applications should quote vacancy title and number, be marked Personal and Confidential and addressed as indicated. At DPIWE, we value the diverse backgrounds, skills and contributions of all employees and treat each other with respect.

Enquiries to Shane Bourke, phone (03) 6165 4193, email Shane.Bourke@dpiwe.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6165 3185, fax (03) 6233 3682, email job.applications@dpiwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

ROYAL TASMANIAN BOTANICAL GARDENS

Director (Royal Tasmanian Botanical Gardens) (341016).

Applications Close:—Friday, 28 March 2014.

Salary:—\$123,745 – \$142,307 p.a.

Tasmanian State Service Award, General Stream, Band 9.

Permanent full-time.

Location:—Hobart.

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

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

Duties:—Manage the human, physical and financial resources of the RTBG. Develop and implement strategies, programs and policies determined by the Board to manage, conserve and enhance the RTBG by delivering sustainable and relevant programs in plant collections and displays, tourism

and recreation, cultural heritage and research and learning for Tasmania and the broader community.

Essential Requirements:—Relevant qualifications and extensive high level knowledge and expertise in natural resource management, science, or a related discipline.

Desirable Requirements:—Relevant tertiary qualifications or demonstration of an equivalent level of skills.

Applications should quote vacancy title and number, be marked Personal and Confidential and addressed as indicated. At DPIPWE, we value the diverse backgrounds, skills and contributions of all employees and treat each other with respect.

Enquiries to Michele Moseley, phone (03) 6165 3054, email Michele.Moseley@dpiuwe.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6165 3185, fax (03) 6233 3682, email job.applications@dpiuwe.tas.gov.au.

TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

Information Systems Branch

IT Project and Change Manager (724235).

Applications Close:—Friday, 21 March 2014.

Salary:—\$80,669 – \$92,670 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time or part-time/job share may be considered.

Location:—Hobart.

Duties:—The primary objective of this position is to manage and deliver Information Technology (IT), Information

Systems (IS) and Information Management (IM) projects. The projects will predominately be focused on transforming the Department's IT, IS and IM services from being provided in-house to being provided by outsourced suppliers as managed services. High-level project, change and vendor management skills and experience is essential.

In the context of the Selection Criteria, to be successful in the position applicants will have:—demonstrated high-level project and change management skills including but not limited to stakeholder engagement, project planning, project and change issue management, and benefits realisation; demonstrated high-level interpersonal communication skills, including the demonstrated ability to build relationships and negotiate effectively with vendors, customers and senior management and demonstrated high-level skill and experience in business processes and IT Service management including but not limited to high-level vendor liaison skills and a demonstrated ability to improve business processes and IT Service delivery.

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

Enquiries to Glenn Lewis, Director, Information Systems, phone (03) 6166 4094, email glenn.lewis@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.

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Education Facility Attendant	M. Johnstone	6 months	27.02.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	C. Barnett	6 months	03.03.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	K. Murray	6 months	02.03.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	M. Mitchell	6 months	02.03.14
Health & Human Services & Tasmanian Health Organisations	Senoir Occupational Therapist	A. Vandenberg	6 months	03.03.14
Health & Human Services & Tasmanian Health Organisations	Client Services Officer	J. Stalker	6 months	12.02.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	C. Johnston	6 months	02.03.14
Health & Human Services & Tasmanian Health Organisations	Clerical Officer	K. Bell	6 months	17.02.14
Health & Human Services & Tasmanian Health Organisations	Trade Assistant Carpenter	C. Merrington	6 months	03.03.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	Q. Chugg	6 months	02.03.14
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	A. Zarb	6 months	27.02.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	R. Cameron	6 months	02.03.14
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	B. Cripps	6 months	27.02.14
Health & Human Services & Tasmanian Health Organisations	Clerical Officer	B. Piper	6 months	17.02.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	R. Reid	6 months	02.03.14
Infrastructure, Energy & Resources	Technical Officer	A. Walker	6 Months	21.02.14
Justice	Enforcement Officer	D. Davie	6 months	03.02.14
Justice	Enforcement Officer	D. Dare	6 months	03.03.14
Primary Industries, Parks, Water & Environment	Visitor Centre Coordinator, 700592	S. Richardson	6 months	03.03.14

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	Senior Rural Finance Manager	S. Hawkes	15 months	03.03.14

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	P. Miller	Administrative Officer	11.03.14
Health & Human Services & Tasmanian Health Organisations	P. Heppel	Emergency Department Support Officer	23.02.14
Health & Human Services & Tasmanian Health Organisations	V. Burton	Senior Quality and Practice Advisor	24.02.14
Health & Human Services & Tasmanian Health Organisations	M. Richardson	Holding Room Supervisor	23.02.14
Health & Human Services & Tasmanian Health Organisations	C. Francois	Branch Station Officer ICP	03.03.14
Treasury & Finance	J. McKenzie	Senior Compliance Inspector	27.02.14
Treasury & Finance	P. Davis	Senior Compliance Inspector	27.02.14
Treasury & Finance	R. Taylor	Senior Compliance Inspector	27.02.14

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher Assistant	V. Birtwistle	21.02.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	T. Timperon	02.02.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	C. Gregory	01.02.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	C. Hynes	08.01.14
Health & Human Services & Tasmanian Health Organisations	Patient Transport Officer	K. Wickham	02.01.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	S. Bell	22.02.14
Justice	Investigation Officer	O. Mitchell	26.02.14
Primary Industries, Parks, Water & Environment	Crown Land Officer	P. Sangster	07.02.14

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Manager ICN Tasmania	K. Wheatland	28.02.14
Police & Emergency Management	Stores Clerk	J. Campbell	26.02.14



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