



# TASMANIAN STATE SERVICE NOTICES

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

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

## Vacancies—General Information

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

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

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

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

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

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

### Further Information

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

### Submission of Applications

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

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

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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

## Tasmanian Government Gazette

Email text copy to

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

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

### State Service Notices

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

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

#### Order Information

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

#### Deadlines

*Government Gazette* :—

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

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

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

#### Gazette and State Service Online

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

Relevant tertiary, or industry recognised qualifications or experience, and/or professional affiliations.

Enquiries to Colleen Johnstone, Regional Manager South, phone (03) 6165 5112, email *Colleen.Johnstone@development.tas.gov.au*.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6165 5185, email *applications@development.tas.gov.au*.

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

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

STRATEGY, ENTERPRISE AND REGIONS

*Regional Development*

Southern Regional Office

#### *Regional Manager South (424023).*

Applications Close:—Friday, 21 March 2014.

Salary:—\$105,036 – \$113,137 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—Provide authoritative advice on regional economic development policies, programs and critical projects as they apply to the southern region of Tasmania, including a particular focus in the Southern Region Economic Development Plan.

Lead and manage the Southern Regional Office to support growth in regional communities through effective regional economic development programs and policies that focus on driving jobs, investment, export and community outcomes for the region.

Desirable Requirements:—Current driver's licence.

Relevant tertiary or business-recognised qualifications, experience and affiliations are highly desirable.

Enquiries to Fiona Wilson, Deputy Secretary, Strategy, Enterprise and Regions, phone (03) 6165 5117, email *Fiona.Wilson@development.tas.gov.au*.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6165 5185, email *applications@development.tas.gov.au*.

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

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

STRATEGY, ENTERPRISE AND REGIONS

*Regional Development*

Southern Regional Office

#### *Project Manager (424667).*

Applications Close:—Friday, 21 March 2014.

Salary:—\$80,669 – \$92,670 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Deliver sustainable economic benefits through implementation and delivery of selected strategies, programs, and services targeted at enterprises in Southern Tasmania to maximise employment, investment and growth outcomes in accordance with the Government's Economic Development Plan and the Southern Regional Economic Development Plan and other economic objectives.

Desirable Requirements:—Current motor vehicle licence.

#### EDUCATION

EARLY YEARS AND SCHOOLS

*Curriculum Services*

eLearning

#### *Administrative Officer (965934).*

Applications Close:—Friday, 21 March 2014.

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

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 29.40 hours per fortnight.

Location:—Early Years and Schools, eLearning, North.

Description of the role:—Within a team environment, provide administrative support to the functions of the Curriculum Services eLearning unit including the maintenance of the Unit's databases and information systems. Provide a comprehensive level of executive assistance to the Principal Leader.

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 Philip Walker, Department of Education, phone (03) 6777 2432, mobile 0419 328 131, email philip.walker@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. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### EARLY YEARS AND SCHOOLS

#### *Education and Care Unit*

#### **Administrative Officer (963916).**

Applications Close:—Friday, 21 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:—Early Years and Schools, Education and Care Unit.

Description of the role:—Within a team environment, provide administrative support to the functions of the Early Years Branch, Education and Care Unit including the maintenance of the Unit's databases and information systems. Provide a comprehensive level of executive assistance to the Unit.

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 Gail Bell, Department of Education, phone (03) 6233 3893, email gail.bell@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. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### EARLY YEARS AND SCHOOLS

#### *Education and Care Unit*

#### **Education and Care Assessor (965537).**

Applications Close:—Friday, 21 March 2014.

Salary:—\$74,022 – \$77,411 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time 73.5 hours per fortnight, as soon as possible for 12 months.

Location:—Education and Care Unit, South.

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

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

Desirable Requirements:—Early childhood and/or tertiary qualifications in a relevant field. Current drivers licence.

Enquiries to Vivienne Mitchell, Team Leader Compliance, Department of Education, phone (03) 6233 5650, email vivienne.mitchell@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

#### **Principal Educational Review Officer (963610).**

Applications Close:—Friday, 21 March 2014.

Salary:—\$104,093 p.a.

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

Permanent full-time 73.50 hours per fortnight.

Location:—Educational Performance Services, South.

Description of the role:—Work as part of a management team to provide high level support, direction and strategic thinking to project and processes within Educational Performance Services. Assist the Director to address EPS priorities including leading the strategic direction and administration of state, national and international student assessments. Liaise effectively with the Professional Learning Institute, Learning Services, principals and teachers to ensure the delivery of quality information and professional learning. Prepare policy statements, planning documents, evaluation reports and undertake research into educational issues.

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 Katrina Beams, Department of Education, phone (03) 6165 5706, email katrina.beams@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. 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

### FURTHER EDUCATION AND TRAINING

#### *Government Education and Training International*

#### **Admissions Officer (965951).**

Applications Close:—Friday, 21 March 2014.

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

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time 73.50 hours per fortnight, as soon as possible until 24 December 2014.

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

### FURTHER EDUCATION AND TRAINING

#### *Government Education and Training International*

#### **Admissions Officer (965951).**

Applications Close:—Friday, 21 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 support 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.

WITHDRAWN

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)*

## Deloraine Primary School

**Teacher Assistant, Deloraine Primary School (952143).**

Applications Close:—Friday, 21 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:—Deloraine 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 Jeanagh Viney, Department of Education, phone (03) 6362 2012, email [jeanagh.viney@education.tas.gov.au](mailto:jeanagh.viney@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](mailto:recruitment@education.tas.gov.au).

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

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)*

## Ravenswood Heights Primary School

**Teacher Assistant, Ravenswood Heights Primary School (2 Vacancies).**

Applications Close:—Friday, 21 March 2014.

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

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 305158.

Permanent part-time up to 25 hours per fortnight, 40 weeks per year.

Location:—Ravenswood Heights Primary School.

Vacancy No. 305603.

Permanent part-time up to 25 hours per fortnight, 40 weeks per year.

Location:—Ravenswood Heights 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 Teresa Whitney, Department of Education, phone (03) 6339 1066, email [teresa.whitney@education.tas.gov.au](mailto:teresa.whitney@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](mailto:recruitment@education.tas.gov.au).

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

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Student Support

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

Applications Close:—Friday, 21 March 2014.

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

Teaching Service (Tasmanian Public Sector) Award of Psychologist.

Fixed-term part-time As soon as possible until 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 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](mailto: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](mailto:recruitment@education.tas.gov.au).

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

##### Rokeby High School

#### ***Assistant Principal, Rokeby High School (201977).***

Applications Close:—Friday, 21 March 2014.

Salary:—\$104,093 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Rokeby High School.

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

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

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

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

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

Enquiries to Gill Berriman, Department of Education, phone (03) 6247 7800, email [gill.berriman@education.tas.gov.au](mailto:gill.berriman@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](mailto:recruitment@education.tas.gov.au).

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

##### Ogilvie High School

#### ***Canteen Supervisor, Ogilvie High School (968527).***

Applications Close:—Friday, 21 March 2014.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 70 hours per fortnight. Employment Conditions are 40 weeks per year.

Location:—Ogilvie High School.

Description of the Role:—Supervise, maintain and deliver the school canteen services.

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

Enquiries to Cindy McDonald, Department of Education, phone 0409 545 779, email [cindy.mcdonald@education.tas.gov.au](mailto:cindy.mcdonald@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](mailto:recruitment@education.tas.gov.au).

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

## EDUCATION

### LINC TASMANIA

#### *West Coast Community Services Hub*

#### ***Customer Services Officer (700589).***

Applications Close:—Friday, 21 March 2014.

Salary:—\$38,511 – \$47,233 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term full-time 73.50 hours per fortnight, 01 April 2014 to 20 December 2014.

Location:—West Coast Community Services Hub.

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 Helena Demczuk, Hub Operations Co-ordinator, Department of Education, phone (03) 6495 1531, email [helena.demczuk@education.tas.gov.au](mailto:helena.demczuk@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](mailto:recruitment@education.tas.gov.au).

Applicants are encouraged to visit <http://www.linc.tas.gov.au/findus/northwestern/linc/queenstown> 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

#### *West Coast Community Services Hub*

#### **Hub Services Co-ordinator (965187).**

Applications Close:—Friday, 21 March 2014.

Salary:—\$80,669 – \$92,670 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 6.

Permanent part-time 44.1 hours per fortnight.

Location:—West Coast Community Services Hub.

Description of the role:—The West Coast Community Services Hub combines the services of a Child and Family Centre (CFC), a Learning and Information Network Centre (LINC) and Service Tasmania, to offer an integrated range of services to the West Coast community.

This role will provide leadership and support in the development, implementation and management of a range of programs in the West Coast Community Hub, with a particular focus on early years and family support.

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 Amanda Metrikas, Department of Education, phone (03) 6495 1534, email [amanda.metrikas@education.tas.gov.au](mailto:amanda.metrikas@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](mailto:recruitment@education.tas.gov.au).

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

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

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Children and Youth Services*

#### **Child Protection Worker (501529).**

Applications Close:—Friday, 21 March 2014.

Salary:—\$50,781 – \$81,475 p.a.

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

Permanent full-time day work, See Note Below.

Location:—Children and Youth Services, Hobart.

PLEASE NOTE:—Alternative part-time hours may be available by negotiation. Other permanent full-time or part-time vacancies, and fixed term full-time and part-time vacancies, that may arise in the near future may also be filled from this selection process.

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

Duties:—The Children, Young Persons and their Families Act 1997 provides the legal mandate for the department to take action to protect children and young people from abuse and neglect and promote their safety stability and development. Child Protection Workers have a specific statutory role in protecting children and young people from harm and promoting their rights and healthy development. In Tasmania Child Protection Workers work within a legislative framework, the Child Protection Practice Framework and the Child Protection Professional Practice Standards.

Child Protection Workers are responsible for receiving, investigating and assessing notifications of children at risk of harm from abuse or neglect. They work with families and other professionals to resolve problems and keep children safe. In circumstances of severe risk, the Child Protection Worker may be involved in legal interventions in the Magistrates Court.

Child Protection Workers have sound self-management skills, self-awareness, and emotional maturity, with the ability to understand the personal impacts of child protection work and strategies for managing stress and building resilience. It is important that Child Protection Workers have the ability to conduct work with integrity and honesty; adhere to confidentiality requirements; and demonstrate a commitment to working with children, young people and their families.

Selection criteria includes:—Your sound skills in building relationships, casework, interpreting and analysing information, and communication will be highly valued. Demonstrated abilities and experience will include: Identifying and initiating contact with key individuals and groups who are important in decision making processes and providing expertise or assistance, investing time to create and maintain professional relationships based on mutual respect and contributing to a supportive and collaborative team environment.

Knowledge of and/or experience in assessment and casework intervention with individuals and families who have complex needs, and knowledge of theoretical perspectives that relate to child protection practice and application of this in a service delivery context.

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

Essential Requirements:—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields.

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 offence, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Janet Long, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7841, email janet.long@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*

#### **Family Violence Worker, Community Education (501707).**

Applications Close:—Friday, 21 March 2014.

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

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

Permanent part-time day work (38.0 hours per fortnight).

Location:—CYS, Family Violence Counselling and Support Services, North.

Duties:—Under the guidance and direction of the Team Leader, Family Violence Counselling and Support Service (Adult Program) and in consultation with Unit staff:

Develop implement, co-ordinate, support and/or deliver community education programs for the Family Violence Counselling and Support Service (FVCSS) (Adult Program) within Children and Youth Services (CYS) as well as the broader service community when required.

Work collaboratively with all stakeholders to develop, maintain and implement an effective communication, training and marketing strategies to promote the FVCSS and community education on matters relating to Family Violence.

Selection criteria includes:—Demonstrated understanding of contemporary approaches to community and professional development and the ability to contribute to the evaluation of education packages and training programs.

Demonstrated understanding of the context of family violence.

Demonstrated knowledge, consideration and respect for the cultural diversity that exists within the community.

Knowledge and understanding of the legislative and legal framework of the operation of the Tasmanian Government Safe at Home Program and the associated service partners.

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

Desirable Requirements:—Current Driver's Licence.

Excellent computer skills.

Essential Requirements:—University acquired degree or diploma in a humanities field.

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 offence, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Heather Malerbi, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2283, email heather.malerbi@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*

#### **HR Consultant (514365).**

Applications Close:—Friday, 21 March 2014.

Salary:—\$79,745 – \$91,827 p.a.

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

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

Location:—Children and Youth Services, HR Management Team, Hobart.

Description:—We are seeking a dynamic and results oriented HR Consultant to work within our Human Services team in Hobart. Using a portfolio management approach, you will provide high-level HR consultancy services to senior managers and employees.

Your work will cover a broad spectrum of HR activities and you will work closely with managers and individual business units to help diagnose and manage HR needs this includes: complex case management, performance management issues, providing varied support, advice, strategy and implementation of policy, procedures and workplace resources, managing localised industrial matters, change management activities, working closely with the leadership team to improve business effectiveness and improve team dynamics.

Your strong client service ethic, values based approach, internal consultancy, advisory and advocacy skills will be well utilised as you assist in the analysis and diagnosis of HR business needs and facilitate solutions with key HR personnel and other relevant stakeholders.



You will be part of a small collaborative team who have a passion for delivering results that address client needs, improve management and organisational capability and ensure that the desired culture is created and maintained. Your activities will be varied, no one day will be the same.

Desirable Requirements:—Relevant tertiary qualifications or equivalent experience.

Current Drivers Licence.

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

Enquiries to Grant Ransley, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7517, email grant.ransley@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

**Senior Specialist Radiographer (513063).**

Applications Close:—Friday, 25 April 2014.

Salary:—\$89,509 – \$98,998 p.a.

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

Permanent full-time daywork.

Location:—BreastScreen Tasmania, Hobart.

Duties:—Responsible for leading mammographic service delivery at statewide BreastScreen Tasmania facilities. Responsible for the design, implementation and maintenance of quality improvement and professional development programs for radiographers at BreastScreen Tasmania within the framework of the BreastScreen Australia accreditation outcome standards. Responsible for providing specialist input into the development and implementation of BreastScreen Tasmania program policies, procedures, workforce planning and training.

Desirable Requirements:—Current Driver's Licence.

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

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

**Registered Nurse (504886).**

Applications Close:—Friday, 21 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 shift work (fully rotational). Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital.

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

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

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 offence, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Jan Dorman, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7765, email jan.dorman@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

**Registered Nurse (Various Vacancies) (504077).**

Applications Close:—Friday, 21 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 part-time shift work (fully rotational), working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Neonatal Unit.

Various fixed term contracts are available due to staff movement within the neonatal unit. This is an opportunity for registered nurses considering neonatal nursing to experience the unit. Previous acute care experience is useful especially in maternity or paediatric care. Registered nurses with neonatal experience and qualifications will be desirable. The professional development of neonatal nurses is supported by a Clinical Nurse Educator.

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

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 offence, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Christine Coker, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8944, email christine.coker@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*

#### **Social Worker (2 Vacancies).**

Applications Close:—Friday, 21 March 2014.

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

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

Vacancy No. 503867.

Permanent part-time day work, working 45.60 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital.

Vacancy No. 519470.

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

Location:—Launceston General Hospital.

Duties:—To develop, provide and evaluate a social work service for patients of the Launceston General Hospital and their families as part of a multidisciplinary team.

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

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

serious drug offence, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Stewart Millar, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7245, email [stewart.millar@dhhs.tas.gov.au](mailto:stewart.millar@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*

St Helens District Hospital

#### **Physiotherapist (Community) (2 Vacancies).**

Applications Close:—Friday, 21 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.

Vacancy No. 506714.

Fixed-term part-time day work, working 38 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant. To commence As soon as possible to 16 March 2015.

Location:—St Helens District Hospital, St Helens.

Please note: These two (2) vacancies add up to a full-time position over a working fortnight.

Vacancy No. 507417.

Fixed-term part-time day work, working 38 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant. To commence As soon as possible to 16 March 2015.

Location:—St Marys Community Health Centre, St Marys.

Duties:—In accordance with organisational policies and professional code of ethics, to be responsible for the efficient and effective provision of Physiotherapy Services to clients living in the Break O'Day municipality. Co-ordinate the physiotherapy services in the St Helens and/or St Marys health facilities and communities including supervision and support of staff and students. Contribute to health promotion in the Break O'Day municipality.

Essential Requirements:—Registered with the Physiotherapy Board of Australia. 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 offence, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Denise Callister, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6376 5222, email [denise.callister@dhhs.tas.gov.au](mailto:denise.callister@dhhs.tas.gov.au) or Yvonne Webber, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6372 2111, email [yvonne.webber@dhhs.tas.gov.au](mailto:yvonne.webber@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mersey Community Hospital*

### **Theatre Attendant (521645).**

Applications Close:—Friday, 21 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 part-time day worker, working 42.5 hours per fortnight.

Location:—Operating Theatre, Mersey Community Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated Theatre Attendant to provide an efficient, effective and safe support service to the Operating Room Suite and Day Procedure Unit, working collaboratively with staff from all areas of the Mersey Community Hospital.

Reporting to the Nurse Unit Manager, this role encompasses a wide range of responsibilities including, but not limited to, preparation of the operating room/ procedure room for each procedure, provision basic technical assistance, performance of plaster preparation, application and removal all in accordance with Infection Control protocols and comply with Australian Standards where appropriate.

Do you have?

Holds or is working towards a Certificate III or IV 'Theatre Technician Practice' qualifications through a nationally accredited training provider.

A good understanding of the practical application of infection control relating to the relevant clinical environment.

Sound literacy and numerical skills.

Demonstrated effective communication and interpersonal skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Grace Kamphuis on (03) 6426 5206 or email [grace.kamphuis@dhhs.tas.gov.au](mailto:grace.kamphuis@dhhs.tas.gov.au).

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

Desirable Requirements:—Current Driver's License.

Holds or is working towards a Certificate III or IV 'Theatre Technician Practice' qualifications through a nationally accredited training provider.

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 offence, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

### **Clerk (501827).**

Applications Close:—Friday, 21 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 worker, working 76 hours per fortnight.

Location:—Health Information Management Service, North West Regional Hospital.

Who are we?

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

Who are we looking for?

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

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

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

Do you have?

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

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

Excellent communication and interpersonal skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

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

Desirable Requirements:—Successful Completion of, or a willingness to undertake a recognised course in, business/office administration and medical terminology.

Demonstrated experience in a healthcare setting.

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 offence, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

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

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

#### **Clinical Coder (501872).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$60,914 – \$70,436 pro rata, per annum.

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

Permanent part-time day worker, working 50 hours per fortnight.

Location:—Health Information Management Service, North West Regional Hospital.

Who are we?

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

Partnership, Respect, Integration, Development/Support, and Excellence.

Who are we looking for?

The Tasmanian Health Organisation ? North West is seeking to recruit a committed, motivated and suitably qualified Clinical Coder to join the Clinical Coding Team. The successful candidate will be based at the team's North West Regional Hospital office and will be responsible for:

Accurate and timely Clinical Coding for inpatient separations from a scanned medical record, in accordance with Hospital, State and Commonwealth data standards and reporting requirements.

Undertaking clinical coding audits as part of the team's clinical coding audit plan.

Participation in other quality activities and projects as required.

You will have demonstrated experience utilising the current edition of the International Classification of Diseases, 10th Revision, Australian Modification (ICD-10-AM), Australian Classification of Health Interventions (ACHI) and Australian Coding Standards (ACS). Experience in the use of the 3M Codefinder, iPM Patient Administration System and Scanned Medical Record systems will also be highly regarded.

Do you have?

A recognised Clinical Coding qualification.

Demonstrated knowledge of the current edition of ICD-10-AM, ACHI and ACS with evidence of coding competency across a range of clinical specialities.

A working knowledge of DRGs and Activity Based Funding principles.

An understanding of medical record contents and clinical documentation standards.

Demonstrated ability to work as part of a specialised team environment.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Nicola Hunt, Clinical Coding Manager on 0427 724 526 or email [Nicola.hunt@dhhs.tas.gov.au](mailto:Nicola.hunt@dhhs.tas.gov.au).

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

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

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 offence, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

**Registered Nurse (Rehabilitation Ward) (Various).**

Applications Close:—Friday, 28 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 full-time and part-time shift worker, working up to 76 hours per fortnight.

Location:—Rehabilitation Ward, North West Regional Hospital.

Who are we?

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

Capital development is currently underway to build a new state of the art Rehabilitation Facility which is expected to be complete early in the New Year. The Rehabilitation Ward will have an innovative model of care and the successful applicants can expect to work within an interdisciplinary and patient centred environment.

Who are we looking for?

We are seeking motivated and experienced Registered Nurses who are passionate about the greatest quality of care, ensuring that you collaborate with members of the multidisciplinary healthcare team. Within the dynamic multidisciplinary team, you will contribute to a strong professional team approach through open communication and a positive supportive environment.

Reporting to the Nurse Unit Manager, you will contribute to the health outcomes of your patients through excellence in practice, fostering a learning culture, excellent communication skills and working effectively within a multidisciplinary team.

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Rosemary Britt on (03) 64308025 or email [rosemary.britt@dhhs.tas.gov.au](mailto:rosemary.britt@dhhs.tas.gov.au).

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

Please note that access to the Grade 4 salary range is subject to successful application for progression to Grade 4.

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 offence, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Rosemary Britt, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 64308025, email [rosemary.britt@dhhs.tas.gov.au](mailto:rosemary.britt@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Primary Health North West*

**Registered Nurse, Community Nurse (502592).**

Applications Close:—Friday, 21 March 2014.

Salary:—\$57,286 – \$78,396 p.a.

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

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

Location:—Community Health Ulverstone.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Community Nurse who is passionate about the greatest quality of care, ensuring that you collaborate with members of the multidisciplinary healthcare team. Within the dynamic multidisciplinary team, you will contribute to a strong professional team approach through open communication and a positive supportive environment.

Reporting to the Nurse Unit Manager, you will contribute to the health outcomes of your patients through excellence in practice, fostering a learning culture, excellent communication skills and working effectively within a multidisciplinary team.

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Pru Ennis on (03) 6429 8425 or email pru.ennis@dhhs.tas.gov.au.

Please note that access to the Grade 4 salary range is subject to successful application for progression to Grade 4.

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

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

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

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

#### **Clinical Nurse Educator/Clinical Midwife Educator (518832).**

Applications Close:—Friday, 21 March 2014.

Salary:—\$83,323 – \$89,075 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 6, Year 1 to Grade 6, Year 4.

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

Location:—Practice Development Unit Nursing and Midwifery.

The Tasmanian Health Organisation – South is seeking a permanent part-time Clinical Nurse Educator to work in the Renal Services THO, South.

Duties:—The role of the Clinical Nurse Educator (CNE) is to facilitate and support the development of the nursing and midwifery workforce. Working within a Practice Development framework that fosters, research, the implementation of evidence based knowledge and person centred care to support education and professional development.

The CNE for Renal Services will be required to provide ongoing education, training and development opportunities to nursing staff across Renal Services for THO, South. The CNE for Renal Services is primarily based at St.John's Park, providing educational and professional development opportunities to nursing staff working across the various nephrology services inclusive of the dialysis unit. However the CNE for Renal Services will also be expected to provide educational support in consultation with other CNE's and the leadership team to THO, South inpatient services as required. The role requires relevant experience in renal nursing, team work, communication and leadership skills, as well as being able to apply educational and practice development principles into clinical practice. The CNE is expected to work with the NUM and clinical stakeholders to achieve best evidenced based outcomes in renal nursing.

The CNE is expected to work in accordance with the strategic directions of the DHHS, RHH and the Practice Development Unit.

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 offence, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Erin McLeod, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8786, email erin.mcleod@dhhs.tas.gov.au.

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

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

#### **Manager, Communications and Media (517232).**

Applications Close:—Friday, 21 March 2014.

Salary:—\$104,109 – \$112,116 p.a.

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

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

Location:—Community Relations Unit, Royal Hobart Hospital.

The Tasmanian Health Organisation – South is seeking an experienced manager with high level skills in media and communications to join the Community Relations Unit based at Royal Hobart Hospital.

Duties:—In the role of Manager, Communications and Media you will lead the THO-South's community and internal information and communication programs, and media service. You will also develop and implement an internal and external communication strategy to promote THO-South and its services in a positive way, effectively engage with stakeholders and ensure staff are well informed.

You are also responsible for ensuring an accurate and timely response to the media, liaising with staff at the Department of Health and Human Services (DHHS), the Minister's Office, other Government agencies and other groups in managing THO-South's events and media issues.

Desirable Requirements:—Relevant tertiary qualifications in communication, public relations, marketing or other relevant discipline.

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 offence, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Nikki Karpeles, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8050, email [nikki.karpeles@dhhs.tas.gov.au](mailto:nikki.karpeles@dhhs.tas.gov.au).

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

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### **Ward Clerk (509226).**

Applications Close:—Friday, 21 March 2014.

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

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

Permanent part-time shift work, working 56 hours per fortnight (including weekends and public holidays).

Location:—Ward Clerks, Royal Hobart Hospital.

The work pattern for this vacancy is seven days on and seven days off.

The Tasmanian Health Organisation, South is seeking a permanent part-time Ward Clerk to work in the Royal Hobart Hospital.

Duties:—In the role of Ward Clerk you will provide clerical support throughout all areas of the service. This service will be provided with a high standard of customer focused reception skills and wide range of clerical functions in support of patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for patient services.

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

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

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

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Statewide Mental Health Services*

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

Applications Close:—Friday, 21 March 2014.

Salary:—\$50,781 – \$81,475 p.a.

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

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

Location:—Wilfred Lopes Centre, South.

Please Note: In addition to this you will receive a 6.5% correctional allowance.

Duties: The Tasmanian Health Organisation South seeks an Occupational Therapist to provide specialist treatment and services to clients within the Wilfred Lopes Centre (Forensic Inpatient Facility) and Community Forensic Mental Health Service, including the design, development, implementation and evaluation of specialised treatment programs.

The role involves the provision of comprehensive clinical service through assessment, case management and individual therapies with clients of the Forensic Mental Health Service based on best practice principles within a collaborative and multidisciplinary framework.

Desirable Requirements:—Current drivers licence.

Essential Requirements:-.

Registered with the Occupational Therapy Board of Australia.

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 offence, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Marita O'Connell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4561, email [marita.oconnell@dhhs.tas.gov.au](mailto:marita.oconnell@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Statewide Mental Health Services*

##### **Psychologist (512880).**

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. Notwithstanding hours per fortnight may be negotiated with the successful applicant.

Location:—Community Forensic Mental Health Services, Hobart.

Please Note: In addition to this you will receive a 6.5% correctional allowance.

Duties:—The Community Forensic Mental Health Services South is currently seeking to employ a Psychologist on a permanent basis. Your key requirement of the job will include: Provide psychological assessment and diagnosis, including the use of formal psychological tests as required.

Provide psychological treatment, including the design, development, implementation and evaluation of specialised treatment programs.

Prepare formal psychological reports for Community Corrections, Parole Board, Classification Board and Courts as required.

Work within the multidisciplinary team and participate in case management reviews to ensure continuity of care.

Assist with and participate in the formulation, implementation and evaluation of quality improvement, risk management, ethical research activities and other strategies consistent with best practice.

Provide consultation to Mental Health Service professionals and other agencies regarding psychological assessment and management of forensic cases.

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

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

Enquiries to William Doudle, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2627, email [william.doudle@dhhs.tas.gov.au](mailto:william.doudle@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Statewide Mental Health Services*

#### **Registrar Psychiatry (512152).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$78,220 – \$92,847 p.a.

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

Fixed-term full-time day work (with oncall), commencing As soon as possible to 2 February 2015.

Location:—Psychiatry, Royal Hobart Hospital.

Duties:—The Tasmanian Health Organisation, South is currently recruiting a Psychiatry registrar to train for the FRANZP qualification with The Royal Australian and New Zealand College of Psychiatric Training Program. Alternatively the Department of Psychiatry can also offer an initial non-training registrar post with a view of training in 2015, subject to the approval of the Tasmanian Psychiatry Training Committee.

The position is based in Tasmania's capital city Hobart, you'll get to enjoy a city with a lively culture, great bars and cafes, a relaxed lifestyle and affordable cost of living. Hobart offers the sophistication of city life without the traffic and pollution of most major centres, and is the ideal location from which to experience Tasmania's world class natural heritage. There is ready access to short and long bushwalks, great diving, world-class sailing and mountain biking on your doorstep, all supplemented by a seasonal climate and up to 16 hours of daylight during summer to fit everything in.

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

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

Enquiries to Dr Jim Blacket, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7719, email [jim.blacket@dhhs.tas.gov.au](mailto:jim.blacket@dhhs.tas.gov.au) or Trizia Cangelosi, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 6866, email [trizia.cangelosi@dhhs.tas.gov.au](mailto:trizia.cangelosi@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Clinical Support Services*

#### **Registered Nurse Relief Pool, Multiple Vacancies (509353).**

Applications Close:—Friday, 21 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.

Permanent part-time hours will be negotiated.

Location:—As allocated, Royal Hobart Hospital.

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

The Tasmanian Health Organisation, South is seeking Registered Nurses to work in the Registered Nurse Relief Pool. The Registered Nurse Relief Pool is a fully rotational roster and duties will be allocated in general units on a demand basis to ensure safe staffing levels.

Duties:—Working as a Registered Nurse in the Registered Nurse Relief Pool you must have the capacity to perform duties across a variety of work areas, including general medical, surgical and chronic care wards. You will also have current



knowledge of, and the ability to apply nursing 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 Nurse.

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 offence, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Marc Bester, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8152, email marc.bester@dhhs.tas.gov.au.

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

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Clinical Support Services*

#### **Staff Specialist, Nuclear Medicine, Multiple Vacancies (518892).**

Applications Close:—Friday, 21 March 2014.

Salary:—To be negotiated.

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

Permanent part-time day work (with on-call), hours will be negotiated with successful candidates.

Location:—Medical Imaging Department, Royal Hobart Hospital.

The Tasmanian Health Organisation, South currently has vacancies for part-time Staff Specialist Nuclear Physicians to work in the Medical Imaging Department, Royal Hobart Hospital.

Duties:—In the role of Staff Specialist Nuclear Medicine you will provide clinical services of the highest possible standard to Nuclear Medicine patients in both general nuclear medicine and PET/CT imaging. You are encouraged to actively pursue improved outcomes for Nuclear Medicine patients by participating in teaching and research relevant to Nuclear Medicine. Your duties also include management of resources, performance management systems, continuous quality improvement systems, and participating in Quality and Safety and Work, Health and Safety processes.

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 offence, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Dr Michael Carr, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 6683, email michael.carr@dhhs.tas.gov.au.

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

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Complex Chronic and Community Services*

#### **Registered Nurse (521838).**

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.

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

Location:—Repatriation Centre, Hobart.

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

Duties:—The Tasmanian Health Organisation, South is seeking to employ a suitably experienced Registered Nurse to work within the Day Rehabilitation Unit (DRU) in a full-time, fixed term day work capacity for a period of 12 months. Your duties will include liaising with the Royal Hobart Hospital (RHH) key inpatient units in order to identify appropriate patients for early referral to ambulatory rehabilitation and possible accelerated /early supported discharge or diversion from the Acute Rehabilitation Unit. Ensure timely and efficient response for all referrals to DRU within RHH and conduct pre-assessment for the more complex patients referred to and suitable for DRU, and other rehabilitation services where appropriate. Determine the need for specialist rehabilitation intervention and facilitate smooth transition of patients being referred from the RHH for ongoing rehabilitation at DRU including contributing to discharge planning. Provide a rehabilitation nursing and case management role within DRU for more complex DRU clients and liaise with patients, clients, families and carers in relation to clients' rehabilitation goals, expectations, progress and ongoing care.

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 offence, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Melanie Allen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7147, email melanie.allen@dhhs.tas.gov.au.

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Surgical Services*

#### **Registered Nurse (509609).**

Applications Close:—Friday, 21 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 shift worker (fully rotational), working 76 hours per fortnight.

Location:—Anaesthetics and Post Anaesthetics Recovery Unit, Royal Hobart Hospital.

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

Duties:—The Tasmanian Health Organisation, South is seeking a suitably experienced Registered Nurse to work in the Anaesthetics and Post-Anaesthetics Recovery Unit of the Royal Hobart Hospital.

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 offence, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Sheila Rojahn, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8158, email [sheila.rojahn@dhhs.tas.gov.au](mailto:sheila.rojahn@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Surgical Services*

#### **Registered Nurse (510315).**

Applications Close:—Friday, 21 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.

Permanent part-time shift worker (fully rotational), working 24 hours per fortnight.

Location:—Surgical Specialities Nursing Unit, Royal Hobart Hospital.

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

Duties:—Ward 5A is a 20 bed adult surgical unit incorporating 16 High Volume Short Stay Surgical Unit (HVSSSU) and 4 Complex Surgical Specialties beds. HVSSSU manages both Same Day Surgical patients and Elective Surgery Patients with a length of stay of less than 72 hours. Specialties include Plastics, Urology, ENT, Oral Maxillo Facial Surgery, Ophthalmology, General Surgery, Vascular, and same day Orthopaedics and Gynaecology. The 4 complex beds manage patients with a length of stay greater than 72 hours. Specialties include Plastics, Urology, ENT, Oral Maxillo Facial Surgery, and Ophthalmology. Co-located on the 5A is a nurse-led Burns Outpatient Clinic, operating 4 days per week.

The successful applicant will be a motivated Grade 3/4 Registered Nurse with knowledge of surgical nursing and a willingness to participate in quality improvement initiatives, and professional development of self and others. There will also be an opportunity to work a rotation with the Continence and Urology CNC and rotate to the Burns Outpatient Clinic.

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 offence, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Catherine Tonkin, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8558, email [catherine.tonkin@dhhs.tas.gov.au](mailto:catherine.tonkin@dhhs.tas.gov.au).

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

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#### INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

##### *Road Safety Operations*

#### **Road Safety Consultant (371883).**

Applications Close:—Friday, 21 March 2014.

Salary:—\$74,022 – \$77,411 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Launceston.

Duties:—Promote road safety to the local community to ensure a high level of awareness and encourage, organise and mobilise community resources to contribute to the road safety effort.

Drive the establishment and maintenance of partnerships with local government authorities, community organisations and service providers to effectively manage and administer the delivery of road safety programs and initiatives targeted to local community needs.

Through effective consultation and facilitation, plan, design, deliver and evaluate local and regional road safety initiatives within the framework of the Tasmanian Road Safety Strategy.

Proactively develop and maintain positive and productive relationships with school communities, community organisations, local government, health professionals, police and other key stakeholders and provide a co-ordinated focus on road safety education, engineering and enforcement directions to achieve a greater impact on community road safety outcomes.

Play a leading role in the acquisition and development of high quality road safety resources. Actively promote their distribution and appropriate use within the community.

Assist the School Crossing Patrol Officer Co-ordinator with the operations of the School Crossing Patrol Officer Service as required.

Represent and advocate DIER's policies at community forums and meetings with stakeholders and collate and report on community feedback to influence the development of DIER's road safety strategies and objectives.

Organise ministerial and media launches where required.

Essential Requirements:—Current drivers licence.

Enquiries to Grant Douglas, Manager Road Safety Operations, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart, phone (03) 6166 3252, email Grant.Douglas@dier.tas.gov.au.

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### TRANSPORT INFRASTRUCTURE SERVICES

#### **Contract Supervisor (372472).**

Applications Close:—Friday, 21 March 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Launceston.

Duties:—Act as Contract Supervisor on assigned contracts within delegated authority.

Act as the quality management representative including surveillance and auditing of the Contractor's Management Plans.

Contract reporting including site meetings, progress reports, monthly payment certificates, interim and final contract performance reporting.

Undertake technical assessments and evaluations of construction works including traffic management, environment, road sealing, signs, line marking, bridges and Occupational Health and Safety issues.

Represent the Department in dealings with service authorities, the public, contractors, consultants and property owners for works within the road reservation.

Liaise with project managers, provide technical advice and assistance as required, participate in debriefs, review documentation prior to tender, provide advice to designers and review drawings.

Desirable Requirements:—A Diploma in Civil Engineering (Design/Construction) from a recognised TAFE institution, or an equivalent qualification appropriate to the nature of the work.

Enquiries to Damion Beety, Project Manager, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS, phone (03) 6777 1930, email Damion.Beety@dier.tas.gov.au.

Applications to Human Resources, HR Operations, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS, phone (03) 6166 3307, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

### TRANSPORT INFRASTRUCTURE SERVICES

#### **Road Network Supervisor (371730).**

Applications Close:—Friday, 21 March 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

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

Provision of timely Permit advice to service providers and customers and auditing of completed works to ensure compliance with Permit conditions, Auditing Maintenance Contractor activities to ensure that services are delivered to contract requirements and Emergency Response On Call duties – respond to, and co-ordinate emergency response.

Essential Requirements:—Current Drivers Licence.

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

Enquiries to Steve Puli, Manager Maintenance Services, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS, mobile 0448599427, email Steve.Puli@dier.tas.gov.au.

Applications to Human Resources, HR Operations, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS, phone (03) 6166 3307, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

## JUSTICE

### BUILDING STANDARDS AND OCCUPATIONAL LICENSING

#### **Client Service Officer (3 Vacancies).**

Applications Close:—Friday, 21 March 2014.

Salary:—\$55,005 – \$59,871 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Vacancy No. 356626.

Permanent full-time 73.50 Hours per Fortnight.

Location:—Hobart.

Vacancy No. 356627.

Permanent full-time 73.50 Hours per Fortnight.

Location:—Hobart.

Vacancy No. 356628.

Permanent full-time 73.50 Hours per Fortnight.

Location:—Hobart.

Duties:—The Client Service Officer will contribute to the effective and efficient operation of the Licensing and Accreditation branch by providing assistance to customers on matters relating to legislation administered by the Branch.

Desirable Requirements:—Demonstrated knowledge and understanding of the role of the Building Standards Occupational Licensing Branch and Acts and Regulations within its jurisdiction, including procedures and practices and statutory responsibilities or the demonstrated ability to acquire such knowledge within a reasonable timeframe.

Enquiries to Kerrie Lawrence, Team leader, Licensing and Accreditation, Building Standards and Occupational Licensing, Department of Justice, phone (03) 6166 4702, email [kerrie.lawrence@justice.tas.gov.au](mailto:kerrie.lawrence@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Kerrie Lawrence on (03) 6166 4702.

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

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

## JUSTICE

### CORPORATE SUPPORT AND STRATEGY

#### *Human Resources Branch*

#### **HR Advisor (355909).**

Applications Close:—Friday, 21 March 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Provide a support and advisory service to departmental management and staff on pay and conditions matters, leave and position management processes and general human resource issues including recruitment and establishment.

Enquiries to Susan Johnson, HR Operations Manager, Department of Justice, phone (03) 6165 4904, email [susan.johnson@justice.tas.gov.au](mailto:susan.johnson@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Susan Johnson on (03) 6164 4904.

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

### SUPREME COURT

#### **Chief Justice Associate (350387).**

Applications Close:—Friday, 21 March 2014.

Salary:—\$55,005 – \$59,871 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time 73.50 Hours per fortnight for the period 11 August 2014 until 21 August 2015.

Location:—Hobart.

Applicants are to ensure that a copy of their Resume/CV and a certified copy of their graduate results is attached to their application. Please note that intrastate travel will apply.

Duties:—Co-ordinate proceedings in court and in chambers including conducting pre-trial documentation checks, obtaining authorities, monitoring and recording proceedings and performing formal procedural roles including empanelling juries, taking pleas, and swearing witnesses.

Essential Requirements:—Graduate in 2014 of the Tasmanian Legal Practice Course at the Centre for Legal Studies, Hobart, or other Practical Legal Training Course approved by the Board of Legal Education, and who expect to be admitted in Tasmania by the end of August 2014.

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

Desirable Requirements:—A full current driver's licence.

Enquiries to Ann-Marie Nuttall, Executive Support Officer (Judges Chambers), Supreme Court of Tasmania, Department of Justice, phone (03) 6165 7424, email [annmarie.nuttall@supremecourt.tas.gov.au](mailto:annmarie.nuttall@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Ann-Marie Nuttall on (03) 6165 7424.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Applicants are to ensure that a copy of their Resume/CV and a certified copy of their graduate results is attached to their application. 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  
SUPREME COURT

**Judges Associates (350404, 354792, 355357).**

Applications Close:—Friday, 21 March 2014.  
Salary:—\$55,005 – \$59,871 p.a.  
Tasmanian State Service Award, General Stream, Band 3.  
Vacancy No. 350404, 354792, 355357.  
Fixed-term full-time 73.50 Hours per fortnight for the period 11 August 2014 until 21 August 2015.  
Location:—Hobart.  
Vacancies are located in the following Chambers:  
350404, Chambers of Justice Tennent.  
354792, Chambers of Justice Porter.  
355357, Chambers of Justice Estcourt.

Applicants are required to lodge a separate application for each position they wish to be considered for and ensure that a copy of their Resume/CV and a certified copy of their graduate results is attached to their application. Please note that intrastate travel will apply.

Duties:—Co-ordinate proceedings in court and in chambers including conducting pre-trial documentation checks, obtaining authorities, monitoring and recording proceedings and performing formal procedural roles including empanelling juries, taking pleas and swearing witnesses.

Essential Requirements:—Graduate in 2014 of the Tasmanian Legal Practice Course at the Centre for Legal Studies, Hobart, or other Practical Legal Training Course approved by the Board of Legal Education, and who expect to be admitted in Tasmania by the end of August 2014.

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

Desirable Requirements:—A full current driver's licence.

Enquiries to Ann-Marie Nuttall, Executive Support Officer (Judges Chambers), Supreme Court of Tasmania, Department of Justice, phone (03) 6165 7424, email [annmarie.nuttall@supremecourt.tas.gov.au](mailto:annmarie.nuttall@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Ann-Marie Nuttall on (03) 6165 7424.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Applicants are to ensure that a copy of their Resume/CV and a certified copy of their graduate results is attached to their application. 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  
WORKERS REHABILITATION AND COMPENSATION TRIBUNAL

**Administrative and Clerical Officer (354901).**

Applications Close:—Friday, 21 March 2014.  
Salary:—\$48,823 – \$53,038 pro rata, per annum.  
Tasmanian State Service Award, General Stream, Band 2.  
Fixed-term part-time 44.10 hours per fortnight for 12 months.  
Location:—Hobart.  
Duties:—Provide administrative, clerical and operational support to the Workers Rehabilitation and Compensation Tribunal, Asbestos Compensation Tribunal and Health Practitioners Tribunal, in particular the conciliation service.

Desirable Requirements:—Knowledge and understanding of the role of the Workers Rehabilitation and Compensation Tribunal, Asbestos Compensation Tribunal and Health Practitioners Tribunal together with a basic knowledge of the structure of legislation, or the aptitude to acquire that knowledge and understanding.

Enquiries to Tania Gorringer, Registrar, Workers Rehabilitation and Compensation Tribunal, Department of Justice, phone (03) 6166 4752, email [tania.gorringer@justice.tas.gov.au](mailto:tania.gorringer@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Tania Gorringer on (03) 6166 4752.

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.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES  
*Service Tasmania Operations*

**Client Service Officer (707027).**

Applications Close:—Friday, 21 March 2014.  
Salary:—\$55,005 – \$59,871 pro rata, per annum.  
Tasmanian State Service Award, General Stream, Band 3.  
Permanent part-time (49 hours 39 minutes per fortnight).  
Location:—Scottsdale, Northern Region.

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

The Occupant is required to work 49 hours and 39 minutes per fortnight, 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 Northern Region and initially located at Scottsdale, however the occupant may be required to work at other Service Tasmania shops within the Northern 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 DPIPWE, we value the diverse backgrounds, skills and contributions of all employees and treat each other with respect.

Enquiries to Sue Quarrell, phone (03) 6777 2389, email Sue.Quarrell@dPIPWE.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

*Operations*

**Visitor Reception Officer (705374).**

Applications Close:—Friday, 21 March 2014.

Salary:—\$38,511 – \$47,233 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time (working a minimum of 1224 hours per annum, in accordance with an approved roster).

Location:—Northern Region, initially located at Freycinet Field Centre.

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

Duties:—Receive and service visitors and general enquiries. To collect and account for park fees from visitors to the Freycinet National Park and provide advice and information on recreational opportunities, facilities and use of local reserves managed by the Parks and Wildlife Service.

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

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

Enquiries to David Adams, phone (03) 6256 7005, email David.Adams@parks.tas.gov.au.

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

TASMANIAN AUDIT OFFICE

**Graduate Financial Auditor (Various).**

Applications Close:—Friday, 21 March 2014.

Salary:—\$55,005 – \$66,226 p.a.

Tasmanian State Service Award, Graduate.

Fixed-term full-time 73.50 hours per fortnight for 3 years.

Location:—Hobart or Launceston (negotiable).

On successful completion of the program an application will be made on behalf of the employee for a change in employment status from Fixed-term to permanent.

Significant out of hours work may be required during the Audit report period (ie July to October) and some work outside normal hours may be required at other times.

Generally, periods of leave will not be granted from July to October.

May be required to underake intrastate/interstate travel.

May be assigned to other locations within the Office to perform work of a similar nature.

Duties:—Assists in the planning of audits. Assists with the conduct of allocated audit tasks in accordance with the audit plan, time deadlines and office and professional standards. Records results of audit work for review by team leader. Monitor and effectively manage assigned audits within agreed or set timeframes, budgets standards of performance and accountability.

Essential Requirements:—Have completed a relevant degree from a recognised tertiary institution (or be within one year of completion of a relevant degree).

Driver's Licence.

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

Conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy.

Disciplinary action in previous employment check.

Identification check.

Enquiries to Jesse Penfold, Acting Manager Financial Audits, Tasmanian Audit Office, phone (03) 6226 0100, email jesse.penfold@audit.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Tasmanian Audit Office, 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](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Anne Cunningham on (03) 6226 0100.

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

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

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Senior Internal Auditor	E. Quinn	6 months	10.03.14
Education	Library Technician	T. Rogers	6 months	11.03.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	K. Stockman	6 months	24.03.14
Health & Human Services & Tasmanian Health Organisations	Executive Assistant	R. Hodder	6 months	19.03.14
Health & Human Services & Tasmanian Health Organisations	Client Support Officer	D. Griggs	6 months	24.03.14
Health & Human Services & Tasmanian Health Organisations	Home Help	J. Woods	6 months	17.02.14
Health & Human Services & Tasmanian Health Organisations	Radiation Therapist	J. McNickle	6 months	24.02.14
Health & Human Services & Tasmanian Health Organisations	Dietitian	L. Gorsuch	6 months	12.03.14
Health & Human Services & Tasmanian Health Organisations	Dental Technician	R. Bott	6 months	11.03.14
Health & Human Services & Tasmanian Health Organisations	HACC Business Support Officer	C. Gourlay	6 months	17.03.14
Health & Human Services & Tasmanian Health Organisations	Social Worker	C. Dell	6 months	03.03.14
Justice	Senior Stores Officer	M. Milanovic	6 months	03.03.14
Justice	Probation Officer	J. Webster	6 months	10.03.14
Primary Industries, Parks, Water & Environment	Fisheries Monitoring Officer, 700161	E. Ottavi	6 months	31.01.14
Primary Industries, Parks, Water & Environment	Fisheries Monitoring Officer, 702654	S. Carson	6 months	31.01.14

### *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	Retail Assistant (Visitor Services Officer)	L. Faulks	14 months	04.03.14

### *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. Grey	Microbiologist-in-Charge	03.03.14
Health & Human Services & Tasmanian Health Organisations	M. Rose	Clinical Nurse Consultant	11.02.14
Health & Human Services & Tasmanian Health Organisations	D. Davies	Clinical Costing Officer	10.03.14

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Psychologist	S. Clear	18.02.14
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	P. Poole	01.03.14
Health & Human Services & Tasmanian Health Organisations	Program Officer	P. Williams	02.03.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	P. Wood	17.02.14
Health & Human Services & Tasmanian Health Organisations	Pay/Personnel Officer	R. Clifton	14.02.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Brewer	28.02.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	M. Thomas	24.02.14
Health & Human Services & Tasmanian Health Organisations	Clerk	J. Fehlberg	22.02.14
Justice	Audit and Investigation Officer	F. Woods	11.03.14
Primary Industries, Parks, Water & Environment	Ranger	D. Clune	11.03.14

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Customer Service Officer	A. Lee	28.02.14

*Retirement of Officers*

<i>Agency</i>	<i>Officer's Name</i>	<i>Duties Assigned</i>	<i>Date Effective</i>
Health & Human Services & Tasmanian Health Organisations	J. Hudspeth	Microbiologist In-Charge	28.02.14

*Termination of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Paramedic	B. Quinn	21.02.14
Health & Human Services & Tasmanian Health Organisations	Catering Assistant	T. Keys	22.02.14

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	V. Davies	Justice	Community Service Order Support Officer	24.02.14
Justice	S. Burrige	Justice	E Learning/In Service Training Coordinator	03.03.14

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