



# TASMANIAN STATE SERVICE NOTICES

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

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

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

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

### Further Information

Applicants are strongly advised to seek further information including the statement of duties, from the [www.jobs.tas.gov.au](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.

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.

## Tasmanian Government Gazette

### Email text copy to

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

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

### State Service Notices

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

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

#### Order Information

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

#### Deadlines

*Government Gazette* :—

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

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

**Deadlines will be strictly adhered to**

**Subscription or account enquiries phone (03) 6232 2137.**

#### Gazette and State Service Online

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

## EDUCATION

### LEARNING SERVICES

*Learning Services (North-West)*

Somerset Primary School

#### **Advanced Skills Teacher, Somerset Primary School (2 vacancies).**

Applications Close:—Friday, 3 October 2014.

Salary:—\$94,869 p.a.

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

Vacancy No. 200525, 965524.

Permanent full-time.

Location:—Somerset Primary School.

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

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

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.

Enquiries to Mathew Grining, Department of Education, mobile 0400 894 135, email **mathew.grining@education.tas.gov.au**.

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

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

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

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

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

*Children and Youth Services*

#### **Registered Nurse, Child and Family Health Nurse (2 vacancies) (500957).**

Applications Close:—Friday, 3 October 2014.

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

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

Permanent part-time day work, See NOTE below.

Location:—Children and Youth Services, Child Health and Parenting Service, North West.

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

Please Note:—Vacancies:—Permanent part-time day work, 38.0 hours per fortnight and Permanent part-time day work, 60.8 hours per fortnight. 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.

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

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

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

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

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

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

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

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

Enquiries to Cheryl Smith, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 6461, email [cheryl.smith@dhhs.tas.gov.au](mailto:cheryl.smith@dhhs.tas.gov.au).

You are encouraged to apply online 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. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Registered Nurse (522036).**

Applications Close:—Friday, 3 October 2014.

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

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

Permanent part-time day work, working 32 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant.

Location:—Orthopaedic Clinic, LGH Charles Street, Launceston.

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

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

Note: Please refer to the Statement of Duties for the selection criteria relating to this vacancy. These criteria must be addressed in your application.

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

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

Enquiries to Cassandra Sampson, Nursing Director, Surgery, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8707, email [cassandra.sampson@dhhs.tas.gov.au](mailto:cassandra.sampson@dhhs.tas.gov.au).

You are encouraged to apply online 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.

Please note, if you are applying online you DO NOT need to upload an Application for Employment form.

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Registered Nurse (504161).**

Applications Close:—Friday, 3 October 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 worker (fully rotational) working 24 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 16 May 2015.

Location:—Medical Ward 6D, Launceston General Hospital, Charles Street, Launceston.

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

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

Please refer to the Statement of Duties for the selection criteria relating to this vacancy. These criteria must be addressed in your application.

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

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

Enquiries to Vanessa Fulton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7329, email [vanessa.fulton@dhhs.tas.gov.au](mailto:vanessa.fulton@dhhs.tas.gov.au).

You are encouraged to apply online 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. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

### **Supply Officer, Warehouse (503329).**

Applications Close:—Friday, 3 October 2014.

Salary:—\$48,265 – \$52,359 p.a.

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

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

Location:—Supply Department.

Duties:—Within established policies and guidelines, contribute to the effective and efficient operation of a large warehouse facility, including the receipt, issue, delivery and storage of goods.

Provide support and advisory services to clients of the Supply Department concerning the cost effective purchase and storage of perishable and non-perishable materials.

As required, undertake purchasing duties.

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

Enquiries to Alex Macaskill, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5023, email [alex.macaskill@dhhs.tas.gov.au](mailto:alex.macaskill@dhhs.tas.gov.au).

You are encouraged to apply online 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. Please note, if you are applying online you DO NOT need to upload an Application for Employment form.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

### **Return to Work Co-ordinator (522025).**

Applications Close:—Friday, 3 October 2014.

Salary:—\$73,098 – \$76,431 pro rata, per annum.

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

Permanent part-time day worker, working 38 hours per fortnight.

Location:—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 Person Centred Care, Respect, Integrity, Dedication, and Excellence.

Who are we looking for?

We are seeking a motivated and experienced Return to Work Co-ordinator to provide high level support and advice on issues relating to workers compensation and rehabilitation to managers and employees across the THO-North West.

Reporting to the Manager, Injury Management and Workplace Rehabilitation, your key duties will include providing advice on injury management and the return to work process to managers, supervisors and employees and developing and co-ordinating all aspects of non-complex Return to Work Plans.

Do you have?

Current Driver's Licence.

Successful completion of Injury Management Co-ordinator training or an equivalent qualification.

In-depth knowledge and experience in contemporary work health and safety and injury management practices and processes.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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:—In accordance with Section 77 of the Workers Rehabilitation and Compensation Act 1988, eligible to be recognised, accredited or registered by one of the following associations or State registration boards:—

- a) Australian Society of Rehabilitation Counsellors.
- b) Rehabilitation Counselling Association of Australia.
- c) Australian Association of Occupational Therapists.
- d) Physiotherapist Registration Board.
- e) Australian Association of Exercise and Sports Science.
- f) Psychologists Registration Board.
- g) Speech Pathology Australia.
- h) Australian Association of Social Workers.
- i) Medical Board.
- j) Nurses Registration Board.

Successful completion of Injury Management Co-ordinator training or an equivalent qualification.

Essential Requirements:—Current Driver's Licence.

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



Enquiries to Anne Cabalzar, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6494 8968, email [anne.cabalzar@dhhs.tas.gov.au](mailto:anne.cabalzar@dhhs.tas.gov.au).

You are encouraged to apply online or forward your hard copy application, quoting the vacancy number, to: Human Resources, Tasmanian Health Organisation, North West, P.O. Box 274, Ulverstone 7315. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mental Health North West*

### **Registered Nurse (502795).**

Applications Close:—Friday, 3 October 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, working 64 hours per fortnight.

Location:—Spencer Clinic, 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 Person Centred Care, Respect, Integrity, Dedication, and Excellence.

Spencer Clinic is an acute psychiatric inpatient unit sited within the THO-NW Burnie Campus.

Who are we looking for?

We are seeking a motivated and experienced Registered Nurse to work within the Spencer Clinic (Psychiatric Inpatient Unit) 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.

Specialist graduate tertiary graduate or post-graduate mental health/psychiatric nursing qualifications; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital-based training program that resulted in previous registrations as a psychiatric nurse by the relevant nurse registration authority within Australia, New Zealand, Canada or the United Kingdom is desirable.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

Enquiries to Jean Burrows, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone 0427 740 649, email [jean.burrows@dhhs.tas.gov.au](mailto:jean.burrows@dhhs.tas.gov.au).

You are encouraged to apply online or forward your hard copy application, quoting the vacancy number, to: Human Resources, Tasmanian Health Organisation, North West, P.O. Box 274, Ulverstone 7315. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

### **Admissions Clerk (Casual) (520128).**

Applications Close:—Monday, 6 October 2014.

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

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

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

Location:—Perioperative Services, 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 Person Centred Care, Respect, Integrity, Dedication, and Excellence.

Who are we looking for?

We are seeking a motivated person with the ability, or the ability to acquire, the skill and knowledge to undertake the role of Admissions Clerk. Specific duties include the ability to provide and maintain an efficient elective surgery admission service within the Perioperative Services of the North West Regional Hospital (NWRH).

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

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

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

Enquiries to Katrina Willis, Co-Director of Nursing, Department of Health and Human Services and Tasmanian Health Organisations, phone 64408021, mobile 0418 638 301, email [katrina.willis@dhhs.tas.gov.au](mailto:katrina.willis@dhhs.tas.gov.au).

You are encouraged to apply online or forward your hard copy application, quoting the vacancy number, to: Human Resources, Tasmanian Health Organisation, North West, P.O. Box 274, Ulverstone 7315. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

### **ARIA Clinic Support Officer (522006).**

Applications Close:—Friday, 3 October 2014.

Salary:—\$60,914 – \$70,436 p.a.

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

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

Location:—Oncology Department, 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 Person Centred Care, Respect, Integrity, Dedication, and Excellence.

Who are we looking for?

We are seeking a motivated and experienced Support Officer to co-ordinate the day-to-day operation of the ARIA oncology information system. In this role you will be required to provide system training and work with external stakeholders, therefore making communication skills for this role vital.

Reporting to the Nurse Unit Manager of the Cancer Service, this role encompasses a wide range of responsibilities including database management, maintenance of data integrity, promotion of data quality and the provision of a range of service delivery related reports.

Do you have?

Medical Terminology Certificate.

Demonstrated ability to operate and maintain an accurate computerised health information system.

Demonstrated client service focus with well-developed communication skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

Desirable Requirements:—Completion of a relevant course in medical terminology.

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

Enquiries to Hayley Elmer, Co-Director of Nursing, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6503, email [hayley.elmer@dhhs.tas.gov.au](mailto:hayley.elmer@dhhs.tas.gov.au).

You are encouraged to apply online or forward your hard copy application, quoting the vacancy number, to: Human Resources, Tasmanian Health Organisation, North West, P.O. Box 274, Ulverstone 7315. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

### **Clerk (Perioperative Services, Casual) (519347).**

Applications Close:—Friday, 3 October 2014.

Salary:—\$48,265 – \$52,359 p.a.

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

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

Location:—Perioperative Services, 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 Person Centred Care, Respect, Integrity, Dedication, 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 on a Fixed-term casual basis.

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, as a key component of your duties will be maintaining and updating the elective surgery waiting list and theatre booking system with accurate data extracted from Request for Admission forms.

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

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

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

Enquiries to Katrina Willis, Co-Director of Nursing, Department of Health and Human Services and Tasmanian Health Organisations, phone 64408021, mobile 0418 638 301, email [katrina.willis@dhhs.tas.gov.au](mailto:katrina.willis@dhhs.tas.gov.au).

You are encouraged to apply online or forward your hard copy application, quoting the vacancy number, to: Human Resources, Tasmanian Health Organisation, North West, P.O. Box 274, Ulverstone 7315. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

### **Clinical Nurse Consultant, Rehabilitation (521925).**

Applications Close:—Friday, 3 October 2014.

Salary:—\$83,323 – \$89,075 p.a.

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

Fixed-term full-time day worker, working 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 Person Centred Care, Respect, Integrity, Dedication, and Excellence.

Who are we looking for?

We are seeking a motivated and experienced Clinical Nurse Consultant, Rehabilitation who is passionate, motivated and enjoys working collaboratively with a team of health professionals in what can be a demanding and high paced environment.

As Clinical Nurse Consultant you will provide a high standard of professional advanced clinical leadership and expertise for Rehabilitation practice at the North West Regional Hospital.

Your main duties will focus on providing appropriate clinical consultancy, intervention and support for patient, including initiating the review, development and implementation of clinical policy and providing leadership and education in best practice in the health care and management of rehabilitation practices in consultation with the NUM, Rehabilitation Ward.

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.

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 Licence.

Holds or is working toward relevant tertiary qualification in rehabilitation nursing.

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

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

Enquiries to Nellie Cole, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6715, email [janell.cole@dhhs.tas.gov.au](mailto:janell.cole@dhhs.tas.gov.au).

You are encouraged to apply online 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

*Statewide Mental Health Services*

**Community Medical Officer, Alcohol and Drug Service  
(519733).**

Applications Close:—Friday, 3 October 2014.

Salary:—To be negotiated.

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

Fixed-term full-time or part-time day work, working up to 76 hours per fortnight for a period of two years, hours may be negotiated with successful applicant.

Location:—Alcohol and Drug Service, Hobart.

Please note: The location of this service is primarily based in the South but may require some intrastate travel.

The Tasmanian Health Organisation, South is seeking applications from experienced and suitably qualified Specialist Medical Practitioners to provide direct patient care, expert advice and clinical leadership across the Alcohol and Drug Services Statewide as a Community Medical Officer.

Duties:—Work within a multidisciplinary health team to facilitate clinical management for persons who are dependent on alcohol and/or drugs.

Provide education to patients, particularly in relation to healthy lifestyles, adaptive behaviour changes and, importantly, education about avoiding or minimising at risk behaviours and pre and post counselling in relation to HIV, HBV and HCV infection.

Undertake comprehensive medical assessments which include a full medical and drug taking history, physical examination and laboratory investigations, as appropriate.

Participate in case conferences with other team members to facilitate individualised treatment, and to plan further clinical management strategies.

Provide medical consultation/liaison services to medical practitioners, health professionals and generalist health providers, both in hospital and community settings.

Initiate and participate in the training of new prescribers to the Opioid Pharmacotherapy Program.

Provide clinical training to medical students, medical practitioners and other health professionals and non-professional groups.

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

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

Enquiries to Dr Adrian Reynolds, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6214 5706, email [ads-clinicaldirector@dhhs.tas.gov.au](mailto:ads-clinicaldirector@dhhs.tas.gov.au).

You are encouraged to apply online 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 note if you are applying online you DO NOT need to upload an Application for Employment form.

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 (several vacancies) (512366).**

Applications Close:—Friday, 3 October 2014.

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

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

Fixed-term casual working as and when required; commencing As soon as possible for a period of up to two years.

Location:—Diving and Hyperbaric Medicine Unit, Royal Hobart Hospital.

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

Duties:—The Diving and Hyperbaric Medicine Unit is a State-wide, specialised service providing hyperbaric treatments for both medical and surgical inpatients and outpatients. The Unit is seeking motivated Grade 3/4 Registered Nurses for a Fixed-term position of 24 months in the Diving and Hyperbaric Casual Pool. The successful applicants will have completed Part 1 of the Post graduate Certificate in Hyperbaric medicine, successfully completed the As 4774.2 medical assessment and be willing to do one on-call shift per roster and one dive per 12 weeks.

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

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences, 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 8155, email [catherine.tonkin@dhhs.tas.gov.au](mailto:catherine.tonkin@dhhs.tas.gov.au).

You are encouraged to apply online 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. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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# HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

## *Surgical Services*

### **Registrar, Diving and Hyperbaric Medicine (521704).**

Applications Close:—Monday, 20 October 2014.

Salary:—\$78,220 – \$110,682 p.a.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner in Training Level 1, Level 2 (Salary commensurate with qualifications and experience).

Fixed-term full-time day work, working 76 hours per fortnight. Commencing As soon as possible for a period of 12 months.

Location:—Department of Diving and Hyperbaric Medicine, Royal Hobart Hospital.

Duties:—The Tasmanian Health Organisation, South is seeking a suitably qualified and experienced applicant to join our team in the Department of Diving and Hyperbaric Medicine.

The Department of Diving and Hyperbaric Medicine is the Tasmanian State referral centre for Diving Emergencies and is the only civilian Recompression Facility in the State. Tasmania has a population of around 25,000 active divers with 2000 professional divers. The Hyperbaric facility conducts over 2000 patient treatments annually and manages approximately 20-30 cases of decompression illness and 60-80 acute non-decompression emergencies. The RHH Hyperbaric facility has full critical care capability. The facility is fully accredited for Special Interest Group Certificate training with the Australian and New Zealand College of Anaesthetists and is accredited as a special skills rotation with The Australasian College for Emergency Medicine. The Facility is also approved for the 6-month Diploma in Diving and Hyperbaric Medicine with the South Pacific Underwater Medicine Society.

Other medical specialities or GP's ( or GP Trainees) with an interest in Diving and Hyperbaric Medicine may also apply to work as registrars at the facility. The successful applicant(s) will be responsible for inpatients and outpatients treated at the Hyperbaric facility under the direction of Hyperbaric Specialists. They will participate in an on call roster for after-hours emergencies.

Specialists at the RHH Department of Diving and Hyperbaric Medicine have close links with Tasmanian professional diving industries. There are opportunities for field visits to professional and offshore diving operations whilst working at the facility.

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

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

Enquiries to Associate Professor David Smart,, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8193, email david.smart@dhhs.tas.gov.au.

You are encouraged to apply online 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. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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## PREMIER AND CABINET

TMD

CSRM

### **Telecommunications Supplier Management Consultant (001915).**

Applications Close:—Friday, 3 October 2014.

Salary:—\$95,836 – \$102,362 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 7.

Permanent part-time 0.75 FTE.

Location:—Hobart.

Duties:—Play a key role in the development and management of TMD's telecommunications contracts (Mobiles, Fixed Voice services and data networking) to deliver business outcomes to satisfy whole of government and agency business requirements. The position is also responsible to provide advice and support to internal stakeholders within TMD, to ensure TMD deliver successful business outcomes and services to Government agencies.

Desirable Requirements:—Tertiary qualifications in a relevant discipline e.g. telecommunications engineering, will be highly regarded.

Enquiries to Peter Langford, Contract and Relationship Manager, TMD, Department of Premier and Cabinet, phone (03) 6166 3021, email [Peter.Langford@dpac.tas.gov.au](mailto:Peter.Langford@dpac.tas.gov.au).

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

## PUBLIC TRUSTEE

TRUSTEE SERVICES

### **Client Account Manager (790214).**

Applications Close:—Friday, 3 October 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—The Client Account Manager contributes to the efficient and effective operation of the Personal Services Team in the Public Trustee by providing an accurate, timely and efficient trust administration service which includes managing a complex estate and trust administration caseload, exercising a formal discretion, providing guidance and assistance in the development of the technical estate and trust administration skills base and engaging in proactive client service and relationship building to meet the objectives of the organisation.

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

dishonesty, crimes of violence., serious drug offences, sex related offences.

Shortlisted applicants may be required to undertake a psychometric assessment as part of the selection process.

**Desirable Requirements:**—Applicants should have a comprehensive knowledge of and substantial experience in the trustee industry or an associated industry. The successful applicant will have demonstrated initiative, judgement and discretion; effective problem solving skills; the ability to work individually and as part of a team in the efficient and timely delivery of professional client services combined with demonstrated self-management and time management skills including the ability to set and meet own work objectives and manage concurrent tasks and issues.

Applicants are encouraged to obtain further information about the advertised vacancy and submit applications addressing the criteria contained in the statement of duties. The statement of duties may be downloaded from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website.

Enquiries to Philip Heaton, Manager Personal Services Team, Public Trustee, 116 Murray Street, Hobart, TAS 7000, phone 6235 5210, email [pheaton@publictrustee.tas.gov.au](mailto:pheaton@publictrustee.tas.gov.au).

Applications to Angie Dougan, Human Resources Manager, Public Trustee, 116 Murray Street, Hobart Tas 7000, phone 6235 5240, email [adougan@publictrustee.tas.gov.au](mailto:adougan@publictrustee.tas.gov.au).

The Public Trustee is committed to being a competitive, efficient and caring provider of quality, independent, trustee services to the Tasmanian Community. Further information about our services is available at [www.publictrustee.tas.gov.au](http://www.publictrustee.tas.gov.au).

**Essential Requirements:**—Evidence of the following must be provided prior to appointment to this role:.

A current driver's licence.

The person must continue to satisfy the above essential requirements/qualifications throughout their employment in this role.

**Pre-employment:**—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. The following checks are to be conducted—Crimes involving dishonesty including illegal betting or gambling, Serious traffic offences and crimes of violence.

Enquiries to Glenda Attenborrow, Executive Officer, Department of State Growth, Henty House, 1 Civic Square Launceston, phone (03) 6777 1904, email [glenda.attenborrow@dier.ta.gov.au](mailto:glenda.attenborrow@dier.ta.gov.au).

Applications to HR Operations, Department of State Growth, G.P.O. Box 536, Hobart 7001, email [recruitment@stategrowth.tas.gov.au](mailto:recruitment@stategrowth.tas.gov.au).

## STATE GROWTH

### TRANSPORT, REGULATORY AND CUSTOMER SERVICES

#### *Racing Services Tasmania*

#### ***Cadet Stipendiary Steward (372010).***

Applications Close:—Friday, 3 October 2014.

Salary:—\$38,511 – \$47,233 p.a.

Fixed-term full-time, 2years.

Location:—Launceston.

**Duties:**—Assist the Chairmen of Stewards in the conduct of race meetings, including swabbing and identification of racing animals and persons, inquiries and the preparation of reports.

Assist with non-race day duties, including stable and kennel inspections and race trials.

Assist with the checking of race field information for eligibility, general race conditions and accuracy and maintain registers of databases.

Assist the Chairmen of Stewards with the preparation of race day reports, and prepare other reports and information as required.

Respond to routine telephone and counter enquiries in a timely and accurate manner.

Assist with the filing of Divisional information and documentation and other routine duties relating to the day-to-day administration of stewards' records.

Relieve the Administration and Racing sections of the Division, as and when required.

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Education Facility Attendant	S. Groves	6 months	15.09.14
Education	Education Facility Attendant	B. Cox	6 months	21.08.14
Education	Canteen Supervisor	S. Revell	6 months	07.08.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Bamford	6 months	28.10.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	K. Archer	6 months	29.10.14

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	A. Ragus	Library Technician	29.08.14
Justice	J. Weekes	Senior Registry Administration Officer	18.09.14

### *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	Registered Nurse	C. Hannah	08.09.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	C. Bridge	11.09.14
Health & Human Services & Tasmanian Health Organisations	Food Services Assistant	S. Wilson	12.09.14
Health & Human Services & Tasmanian Health Organisations	Dental Technician	S. Dixey	16.09.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	T. Mutsawu	17.09.14
Health & Human Services & Tasmanian Health Organisations	Cleaner	L. Beer	05.09.14
Health & Human Services & Tasmanian Health Organisations	Program & Policy Officer - Injury Prevention	A. Petrie	27.08.14
Health & Human Services & Tasmanian Health Organisations	Director of Nursing (Campbell Town)	P. Burgess	19.09.14
Health & Human Services & Tasmanian Health Organisations	Dental Prosthetist	D. Swindley	14.08.14
Health & Human Services & Tasmanian Health Organisations	Paramedic	S. Cullen	21.07.14
Public Trustee	Client Account Manager	C. Wever	19.09.14

### *Resignation of Officers*

<i>Agency</i>	<i>Officer's Name</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
State Growth	F. Wilson	Deputy Secretary	01.09.14

*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	Registered Nurse	W. Elliott	13.09.14
Health & Human Services & Tasmanian Health Organisations	Warehouse and Distribution Manager	M. Kingston	13.09.14
Justice	Administration Support Officer	L. Barker	10.09.14
Primary Industries, Parks, Water & Environment	Customer Services Officer	E. Grimsey	24.09.14

*Retirement of Officers*

<i>Agency</i>	<i>Officer's Name</i>	<i>Duties Assigned</i>	<i>Date Effective</i>
Premier & Cabinet	J. Clemes	Manager Telecommunications Strategy	17.09.14

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Justice	C. Bearman	Police & Emergency Management	Administration	18.09.14

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