



# TASMANIAN STATE SERVICE NOTICES

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

## Vacancies—General Information

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

**[www.jobs.tas.gov.au](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 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 7387 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

#### *Education Facility Attendant, Montello Primary School (2 Vacancies).*

Applications Close:—Friday, 8 May 2015.

Salary:—\$40,063 – \$45,264 pro rata, per annum.

Education Facility Attendant Salaries and Conditions of Employment Industrial Agreement 2013.

Vacancy No. 963325.

Permanent full-time 80 hours per fortnight.

Location:—Montello Primary School.

Vacancy No. 300003.

Permanent part-time 16 hours per fortnight.

Location:—Montello Primary School.

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

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

Enquiries to Annette Townsend, Department of Education, phone (03) 6432 2755, email **annette.townsend@education.tas.gov.au**.

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

#### EDUCATION

#### LEARNING SERVICES

*Learning Services (South)*

Dunalley Primary School

#### *Education Facility Attendant, Dunalley Primary School (965919).*

Applications Close:—Friday, 8 May 2015.

Salary:—\$40,063 – \$45,264 pro rata, per annum.

Education Facility Attendant Salaries and Conditions of Employment Industrial Agreement 2013, Education Facility Attendant, Level 1-3.

Permanent part-time 50 hours per fortnight commencing As soon as possible.

Location:—Dunalley Primary School.

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

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

Enquiries to Ingrid Fielding, Principal, Department of Education, phone (03) 6253 5151, email **ingrid.fielding@education.tas.gov.au**.

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

## Fairview Primary School

***School Business Manager, Fairview Primary School (953257).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$77,012 – \$79,354 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.50 hours per fortnight.

Location:—Fairview Primary School.

Manage the operations of the school office and co-ordinate the school administrative service and assigned resources. Provide authoritative advice and support to the Principal and senior staff on administrative, resource and service management. Develop and implement operational solutions to meet administrative service requirements.

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

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

Enquiries to Sonya Plunkett-Smith, Principal, Department of Education, phone (03) 6261 7999, email [sonya.plunkett-smith@education.tas.gov.au](mailto:sonya.plunkett-smith@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

## Lauderdale Primary School

***Education Facility Attendant, Lauderdale Primary School (003354).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$40,063 – \$45,264 p.a.

Education Facility Attendant Salaries and Conditions of Employment Industrial Agreement 2013, Education Facility Attendant, Level 1-3.

Permanent full-time 80 hours per fortnight. Split shift, 6:00 am to 10:00 am and 2:30 pm to 6:30 pm.

Location:—Lauderdale Primary School.

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

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

Enquiries to Gail Reeves, School Business Manager, Department of Education, phone (03) 6248 6270, email [gail.reeves@education.tas.gov.au](mailto:gail.reeves@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail.

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

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

## Rose Bay High School

***Advanced Skills Teacher, Rose Bay High School (3 Vacancies).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$96,766 p.a.

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

Vacancy No. 202055.

Permanent full-time 70 hours per fortnight from 20 July 2015.

Location:—Rose Bay High School.

Vacancy No. 981279.

Permanent full-time 70 hours per fortnight from 20 July 2015.

Location:—Rose Bay High School.

Vacancy No. 962157.

Permanent full-time 70 hours per fortnight from 20 July 2015.

Location:—Rose Bay High School.

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

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

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

The Head of the State Service has determined that the person nominated for this office 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 Jason Szczerbanik, Principal, Department of Education, phone 04 1447 7536, email [jason.szczerbanik@education.tas.gov.au](mailto:jason.szczerbanik@education.tas.gov.au).

All interested applicants are strongly encouraged to discuss specific details of the vacancy with the Contact Officer. Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail.

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

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

#### Rosny College

#### ***School Library Technician, Rosny College (953030).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$57,249 – \$61,373 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 36.00 hours per fortnight, 40 weeks per year.

Location:—Rosny College.

Undertake a range of client-focused school library services including the provision of technical advice and assistance to staff and students about access to publications and information generally. Undertake technical duties including document delivery, acquisition of library materials, implementing collection management procedures and bibliographic tasks including cataloguing, record creation and amendment for library resources. Apply established solutions to procedural and related problems and issues. Resolve or refer client enquiries.

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

Desirable Requirements:—Diploma in Library and Information Services.

Enquiries to Judith O'Doherty, School Business Manager, Department of Education, phone (03) 6244 9206, email

[judith.odoherty@education.tas.gov.au](mailto:judith.odoherty@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

#### Albuera Street Primary School

#### ***Education Facility Attendant, Albuera Street Primary School, Re-Advertised (953446).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$40,063 – \$45,264 pro rata, per annum.

Education Facility Attendant Salaries and Conditions of Employment Industrial Agreement 2013, Education Facility Attendant, Level 1-3.

Permanent full-time or two permanent part-time positions up to 40.00 hours per fortnight.

Location:—Albuera Street Primary School.

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

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

Enquiries to Kerry McMinn, Department of Education, phone (03) 6223 2268, email [kerry.mcminn@education.tas.gov.au](mailto:kerry.mcminn@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.



## EDUCATION

## LEARNING SERVICES

*Learning Services (South)**Albuera Street Primary School***Education Facility Attendant, Albuera Street Primary School, (953446).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$40,063 – \$45,264 p.a.

Education Facility Attendant Salaries and Conditions of Employment Industrial Agreement 2013, Education Facility Attendant, Level 1-3.

Permanent full-time 80.00 hours per fortnight, 6.30 am to 10.30 am and 3.00 pm to 7.00 pm.

Location:—Albuera Street Primary School

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

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

Enquiries to Kerry McMinn, Department of Education, phone (03) 6223 2268, email kerry.mcminn@education.tas.gov.au.

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)**Kingston High School***School Administration Clerk, Kingston High School (2 Vacancies).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$50,767 – \$54,369 p.a.

Tasmanian State Service Award, General Stream Band 2.

Vacancy No. 962324.

Permanent full-time 73.50 hours per fortnight commencing As soon as possible.

Location:—Kingston High School.

Vacancy No. 953599.

Permanent full-time 73.50 hours per fortnight commencing As soon as possible.

Location:—Kingston High School.

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

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

Enquiries to Ann Kingston, School Business Manager, Department of Education, phone (03) 6283 1222, email ann.kingston@education.tas.gov.au.

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)**Lansdowne Crescent Primary School***Advanced Skills Teacher, Lansdowne Crescent Primary School (204271).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$96,766 pro rata, per annum.

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

Fixed-term full-time 70.00 hours per fortnight from 18/06/2015 to 18/12/2015.

Location:—Lansdowne Crescent Primary School.

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 office is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Enquiries to Monique Carter, Department of Education, phone (03) 6234 1030, email [monique.carter@education.tas.gov.au](mailto:monique.carter@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail.

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

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services Northern Region*

##### Port Dalrymple School

#### ***Teacher Assistant, Port Dalrymple School (650657).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$50,767 – \$54,369 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

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

Location:—Port Dalrymple 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 office 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 Lisa Bailey, Department of Education, phone (03) 6382 0500, email [lisa.bailey@education.tas.gov.au](mailto:lisa.bailey@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services Northern Region*

##### Devonport Primary School

#### ***Teacher Assistant, Devonport Primary School (952611).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$50,767 – \$54,369 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 20 hours per fortnight.

Location:—Devonport Primary School.

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

Essential Requirements:—The Head of the State Service has determined that the person nominated for this office 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 Tony Preece, Department of Education, phone (03) 6424 7788, email [tony.preece@education.tas.gov.au](mailto:tony.preece@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail.

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

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services Northern Region*

##### Hellyer College

#### ***Advanced Skills Teacher, Hellyer College (968182).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$96,766 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Hellyer College.

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

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

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

The Head of the State Service has determined that the person nominated for this office 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 Ann Walker, Department of Education, phone (03) 6435 5200, email [ann.walker@education.tas.gov.au](mailto:ann.walker@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services Northern Region*

##### Nixon Street Primary School

#### **Swimming Instructor, Nixon Street Primary School (2 Vacancies).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$64,119 – \$73,199 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 4.

Vacancy No. 963375.

Fixed-term part-time 18 hours per fortnight, as soon as possible until 25 September 2015.

Location:—Nixon Street Primary School.

Vacancy No. 969655.

Fixed-term part-time 18 hours per fortnight, as soon as possible until 25 September 2015.

Location:—Nixon Street Primary School.

Description of the role:—To implement the Primary School Swimming and Water Safety Program.

Essential Requirements:—Current swimming and water safety accreditation (such as Austswim or appropriate tertiary units) and Bronze medallion or equivalent.

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

Desirable Requirements:—Current first aid certificate.

Enquiries to Gail Harington, Department of Education, phone (03) 6424 7733, email [gail.harington@education.tas.gov.au](mailto:gail.harington@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services Northern Region*

##### Redpa Primary School

#### **Teacher, Redpa Primary School (200383).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$55,827 – \$90,007 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Permanent full-time 70 hours per fortnight.

Location:—Redpa Primary School.

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

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

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

The Head of the State Service has determined that the person nominated for this office 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 Sarah Cuthbertson, Department of Education, phone (03) 6457 1292, email [sarah.cuthbertson@education.tas.gov.au](mailto:sarah.cuthbertson@education.tas.gov.au).

All interested applicants are strongly encouraged to discuss specific details of the vacancy with the Contact Officer. Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format.

Additional paper copies of applications should not be sent through the mail.

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

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

## LEARNING SERVICES

*Learning Services Northern Region*

## Rosebery District High School

***Education Facility Attendant (Groundsperson), Rosebery District High School (300620).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$40,063 – \$45,264 pro rata, per annum.

Education Facility Attendant Salaries and Conditions of Employment Industrial Agreement 2013, Education Facility Attendant Level 1-3.

Permanent part-time 50 hours per fortnight.

Location:—Rosebery District High School.

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

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

Enquiries to Duncan Murfet, Department of Education, phone (03) 6473 1223, email [duncan.murfet@education.tas.gov.au](mailto:duncan.murfet@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

## LEARNING SERVICES

*Learning Services Northern Region*

## Rosebery District High School

***Laboratory Technician, Rosebery District High School (200429).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$57,249 – \$61,373 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 14.70 hours per fortnight.

Location:—Rosebery District High School.

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

Essential Requirements:—Certificate III or IV in Laboratory Techniques, or equivalent TAFE or post-secondary qualification appropriate to the nature of the work.

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

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

Enquiries to Duncan Murfet, Department of Education, phone (03) 6473 1223, email [duncan.murfet@education.tas.gov.au](mailto:duncan.murfet@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail.

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

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

## LEARNING SERVICES

*Learning Services Northern Region*

## Rosebery District High School

***Teacher (Flying Start/Literacy/K-6 General), Rosebery District High School (200414).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$55,827 – \$90,007 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Permanent full-time 70 hours per fortnight.

Location:—Rosebery District High School.

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

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

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

The Head of the State Service has determined that the person nominated for this office 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 Duncan Murfet, Department of Education, phone (03) 6473 1223, email [duncan.murfet@education.tas.gov.au](mailto:duncan.murfet@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services Northern Region*

Rosebery District High School

#### ***Teacher (Launching into Learning/Kinder Prep 1), Rosebery District High School (200405).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$55,827 – \$90,007 pro rata, per annum.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Permanent part-time 56 hours per fortnight.

Location:—Rosebery District High School.

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

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

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

The Head of the State Service has determined that the person nominated for this office 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 Duncan Murfet, Department of Education, phone (03) 6473 1223, email [duncan.murfet@education.tas.gov.au](mailto:duncan.murfet@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services Northern Region*

School of Special Education, Devonport

#### ***Teacher Assistant, School of Special Education, Devonport (3 Vacancies).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$50,767 – \$54,369 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 952525.

Permanent part-time 30 hours per fortnight.

Location:—School of Special Education North West.

Vacancy No. 952357.

Permanent part-time 30 hours per fortnight.

Location:—School of Special Education North West.

Vacancy No. 952589.

Permanent part-time 30 hours per fortnight.

Location:—School of Special Education North West.

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

Essential Requirements:—The Head of the State Service has determined that the person nominated for this office 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 Grace Brown, Department of Education, phone (03) 6424 5554, email [grace.brown@education.tas.gov.au](mailto:grace.brown@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

## LEARNING SERVICES

*Learning Services Northern Region*

## Stanley Primary School

**Teacher, Stanley Primary School (200544).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$55,827 – \$90,007 pro rata, per annum.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Permanent part-time 42 hours per fortnight.

Location:—Stanley Primary School.

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

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

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

The Head of the State Service has determined that the person nominated for this office 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 Neville Barnard, Department of Education, phone (03) 6458 1141, email [neville.barnard@education.tas.gov.au](mailto:neville.barnard@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

## LEARNING SERVICES

*Learning Services Northern Region*

## Penguin District School

**Advanced Skills Teacher, Penguin District School (201227).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$96,766 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Penguin District School.

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

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

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

The Head of the State Service has determined that the person nominated for this office 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 Christopher Nichols, Department of Education, phone (03) 6434 2222, email [christopher.nichols@education.tas.gov.au](mailto:christopher.nichols@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

## LINC TASMANIA

*Community Learning*

## Burnie LINC

**Customer Services Officer, Burnie LINC (965955).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$39,511 – \$48,474 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time 73.50 hours per fortnight, Job sharing arrangements may be considered.

Location:—Burnie LINC.

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 office is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Enquiries to Roslyn Rockliff, Department of Education, phone (03) 6477 7405, email [Roslyn.Rockliff@education.tas.gov.au](mailto:Roslyn.Rockliff@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

#### EDUCATION

##### LINC TASMANIA

##### *Literacy Services*

#### ***Literacy Co-ordinator, Justice (700564).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$84,539 – \$94,996 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 73.50 hours per fortnight from as soon as possible to 08/04/2016.

Location:—Highfield House.

Develop, implement, monitor and evaluate strategies to support adult and family literacy in the Tasmanian Prison Service and/or Community Corrections and the broader Tasmanian community, in consultation and partnership with the Department of Justice, Department of Education and community stakeholders.

Desirable Requirements:—Qualifications and/or experience in adult and family literacy or relevant tertiary qualifications. A current driver's licence.

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

Pre-employment checks, Arson and fire settings, 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 relation to the Administration of Law and Justice, Crimes against Executive or the Legislative Power, Crimes involving Conspiracy, Disciplinary action in previous employment, Identification check.

The Department of Justice requires staff to undertake psychological testing to determine suitability to working with offenders.

Enquiries to Lisa Burstall, Department of Education, phone 0419 525 080, email Lisa.Burstall@education.tas.gov.au.

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

#### EDUCATION

##### LINC TASMANIA

##### *Regional Services*

##### George Town LINC

#### ***Child and Family Centre Co-ordinator, George Town Community Hub (968888).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.50 hours per fortnight.

Location:—George Town Community Hub.

Description of Role:—The 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 local community. This role will provide leadership and co-ordinate the operations of the Child and Family Centre as a place where the well-being of children and families come first. In consultation with the Hub Manager, work collaboratively with parents/caregivers, families, volunteers, service providers, local community, government and non-government agencies to provide the best possible quality and range of accessible integrated programs and services for children, families and communities.

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

Desirable Requirements:—Appropriate academic/professional qualifications.

Enquiries to Anne Blythman, Department of Education, phone 0428 283 609, email anne.blythman@education.tas.gov.au.

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

#### EDUCATION

##### TEACHERS REGISTRATION BOARD

#### ***Registration Officer (964780).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.



Assist with the operations of the office of the Teachers Registration Board including the processing of all applications for registration and associated administrative functions. Provide assistance and support to customers, teachers, employers and undertake reception and help desk duties as required.

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

Enquiries to Julie Hunt, Teachers Registration Board, Department of Education, phone (03) 6165 5969, email [julie.a.hunt@trb.tas.gov.au](mailto:julie.a.hunt@trb.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

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

##### HEALTH AND HUMAN SERVICES

##### *Public Health Services*

#### **Public Health Medicine Fellowship Trainee (521580).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$84,478 – \$138,222 pro rata, per annum.

Salaried Medical Practitioners Interim Agreement 2015, Medical Practitioner Level 5-13 (Registrars).

Fixed-term full-time day work, commencing 8 July 2015 to 31 December 2016.

Location:—Public Health Services, Hobart.

Please Note, Salary Commensurate with years of experience.

We are seeking a Public Health Medicine Trainee to train to complete requirements of Fellowship of Australasian Faculty of Public Health Medicine. The Public Health Medicine Trainee will lead or participate in a range of public health activities and projects as determined by the Director of Public Health and the Specialist Medical Advisor, Public Health Services, in conjunction with other traineeship mentors and supervisors in the Communicable Diseases Prevention Unit, Environmental Health Unit, Epidemiology Unit, Population Health and Wellbeing or other Departmental or external settings (for example, the Menzies Research Institute Tasmania and the Cancer Council of Tasmania).

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

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

Identification check and Disciplinary action in previous employment check.

Enquiries to Dr Fay Johnston, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 0707, email [fay.johnston@dhhs.tas.gov.au](mailto:fay.johnston@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

##### HEALTH AND HUMAN SERVICES

##### *Strategic Control, Workforce and Regulation*

#### **Policy Officer (520930).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$63,262 – \$72,204 p.a.

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

Permanent full-time Day work.

Location:—Government Relations and Strategic Policy, Hobart.

The Policy Officer is expected to work under direction within the GRASP team and contribute to the development of written advice, reports, other documentation and projects. The Government Relations and Strategic Policy Unit (GRASP) is responsible for supporting the portfolio Ministers, Secretary, Agency and Tasmanian Health Organisations regarding the negotiation, management and reporting requirements associated with intergovernmental agreements. GRASP also plays a lead role in analysing the impact on the Agency of Commonwealth and State policy initiatives and has responsibility for overseeing the implementation of some of these initiatives across the Agency, such as National Health Reform.

Desirable Requirements:—Bachelor degree in a relevant course of study.

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

Enquiries to Cheryl Garrett, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 3773, email [cheryl.garrett@dhhs.tas.gov.au](mailto:cheryl.garrett@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*

## **Administrative Co-ordinator (503695).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$63,262 – \$72,204 p.a.

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

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

Location:—Pathology Department, Launceston General Hospital.

Duties:—Co-ordinate and direct the administrative, financial and operational support of a multidisciplinary team in the Department of Pathology.

Provide administrative and clerical support to the Director of Pathology and Laboratory Manager.

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

Desirable Requirements:—Current International Air Transport Association packaging and transport of dangerous goods certification.

Diploma level qualification in contemporary Laboratory Practices.

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

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

Please do not send applications to the Contact Person.

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.

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# HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

## **Hospital Aide CASUAL POOL (503227).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$45,102 – \$45,829 pro rata, per annum.

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

Fixed-term casual shift work working as and when required. Notwithstanding, hours may be negotiated with the successful applicant. To commence 20 May 2015 until 5 August 2015.

Location:—Casual Pool, LGH, Charles Street, Launceston.

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

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

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

Enquiries to Mark Perry, A/NUM, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7901, email [mark.perry@dhhs.tas.gov.au](mailto:mark.perry@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*

## **Laboratory Manager (507558).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$123,315 – \$123,932 p.a.

Allied Health Professionals (Tasmanian State Service)  
Agreement 2014, DHHS and THO Allied Health Professional, Level 5, Grade 4.

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

Location:—Pathology Department, Launceston General Hospital.

Duties:—In conjunction with the Director of Pathology, the Laboratory Manager oversees the operational and strategic direction of the Pathology Department, encompassing clinical practice and financial, human resource and physical resource management within the department.

In conjunction with the Director of Pathology, the Laboratory Manager develops service standards, quality assurance programs while adhering to and promoting the ISO 15189 medical laboratory standard.

Line management responsibility for all staff within the Pathology Department except specialist medical staff.

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

Desirable Requirements:—Bachelor of Applied Science (Medical Laboratory Science) or equivalent.

Post graduate qualification in a management discipline or similar.

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

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

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

Please do not send applications to the Contact Person.

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.

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

##### **Medical Scientist (503660).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$51,797 – \$83,520 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2014, DHHS and THO Allied Health Professional, Level 1-2.

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

Location:—Pathology Department, Launceston General Hospital.

Duties:—Contribute to the provision of effective pathology services.

Under general guidance from the Scientist in Charge, perform professional work in one or more sections of the Pathology Department.

Perform normal professional work and complex or critical laboratory work under professional supervision.

Please note: Experience in Microbiology would be highly desirable as the position will be to perform duties mainly in the Microbiology Department of Pathology.

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

Desirable Requirements:—A Bachelor of Applied Science (Medical Laboratory Science) or equivalent university degree.

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

The Head of the State Service has determined that the person

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

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

Please do not send applications to the Contact Person.

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.

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

Campbell Town Health and Community Service

##### **Registered Nurse (504511).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$58,432 – \$79,964 pro rata, per annum.

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

Permanent part-time shift work (fully rotational), working 72 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant.

Location:—Campbell Town Multi Purpose Service.

Please note that access to the Grade 4 salary range \$75,612 – \$79,964 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 and crimes involving dishonesty. Identification check and Disciplinary action in previous employment check.

Enquiries to Priya Jose, A/NUM, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6774 8060, email [priya.jose@dhhs.tas.gov.au](mailto:priya.jose@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

*Primary Health Services North*

Community Palliative Care

### **Senior Occupational Therapist (520033).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$83,105 – \$91,756 pro rata, per annum.

Allied Health Professionals (Tasmanian State Service) Agreement 2014, DHHS and THO Allied Health Professional, Level 3.

Permanent part-time day work, working 38 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant.

Location:—Palliative Care North, Allambi Building, Howick Street, Launceston.

Duties:—Promote, develop and provide Occupational Therapy services in accordance with professional standards, best practice and evidence based practice, to a predominantly specialist or complex caseload, in order to improve occupational therapy outcomes for clients and patients. Provide professional advice and education to others with regard to the field of specialisation and related areas. Assist with planning, co-ordinating and evaluation of service provision to palliative care clients and their families/carers. Collaborate with other members of the health care team to ensure the delivery of high quality health care.

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

Desirable Requirements:—Holds or working towards relevant post graduate tertiary qualifications.

Holds or progressing accreditation through Occupational Therapy Australia.

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 offences and crimes involving dishonesty. Identification check and Disciplinary action in previous employment check.

Enquiries to Elizabeth Todd, A/NUM, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5544, email [elizabeth.todd1@dhhs.tas.gov.au](mailto:elizabeth.todd1@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

*North West Regional Hospital*

### **Senior Occupational Therapist (502057, 502057 2 Vacancies).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$83,105 – \$91,756 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2014, DHHS and THO Allied Health Professional, Level 3.

Fixed-term full-time day worker, working 76 hours per fortnight until 27 April 2016 and Fixed-term part-time day worker, working 45.6 hours per fortnight until 27 April 2016.

Location:—North West Regional Hospital, Burnie and Devonport Community and Health Services Centre.

Who are we?

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

Who are we looking for?

We are seeking a motivated Senior Occupational Therapist to work in the senior rotation who is looking to bring their existing skills and knowledge to this exciting position, in which you will provide Occupational Therapy assessments and interventions for clients within THO-North West.

As a senior member of this team you will assist the Manager, Occupational Therapy Services/NWCES in ensuring that best practice standards are provided to clients and provide professional guidance and day to day supervision to level 1-2 Occupational Therapists, Occupational Therapy Assistants and students on rotation.

Do you have?

Current AHPRA registration.

Relevant clinical and leadership experience.

Flexibility to manage a fluctuating caseload.

Effective communication skills and the ability to work collaboratively.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Great team environment.

Commitment to professional development.

In order to be considered for this position it is a requirement that you address the selection criteria.

Desirable Requirements:—Current Driver's Licence.

Post graduate qualifications relevant to the delivery of Occupational Therapy Services.

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

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

in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and Disciplinary action in previous employment check.

Enquiries to Brad Birleson, Manager, Occupational Therapy, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6600, email [brad.birleson@dhhs.tas.gov.au](mailto:brad.birleson@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, SOUTH

### ***Clinical Nurse Consultant, Discharge (515574).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$84,989 – \$90,857 pro rata, per annum.

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

Permanent part-time day work, working 32 hours per fortnight.

Location:—Access and Patient Flow Unit, Royal Hobart Hospital.

The Tasmanian Health Organisation – South is seeking interest from suitably qualified applicants for a Clinical Nurse Consultant, Discharge vacancy.

Duties:—In the role of you will be responsible for:—Leading the strategic and operational development and implementation of policies and procedures that maximise patient access.

Providing day to day leadership, management and advice to staff regarding the hospital's discharge processes.

Implementing, monitoring, evaluating and reporting on all discharge planning activities for the RHH.

In collaboration with RHH and community health groups, developing effective partnerships to undertake projects related to the continuum of care to achieve best practice in Patient Flow Management.

Desirable Requirements:—Holds or is working towards a relevant tertiary qualification and/or extensive recent nursing experience relevant to the role.

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

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

Enquiries to Lorraine Larcombe, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8767, email [lorraine.larcombe@dhhs.tas.gov.au](mailto:lorraine.larcombe@dhhs.tas.gov.au).

You are encouraged to apply online. If you choose to apply online please do not send a hard copy application to the contact person or StaffLink HR.

If you are not able apply online please forward your hard copy application quoting the vacancy number to: StaffLink HR, Tasmanian Health Organisation – South, G.P.O. Box 1061, Hobart, Tasmania 7001.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### ***Senior Project Officer (522142).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$99,415 – \$103,948 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream Band 7.

Fixed-term full-time day work, working 76 hours per fortnight commencing as soon as possible until 31 August 2018.

Location:—Royal Hobart Hospital Redevelopment Program.

The Tasmanian Health Organisation, South is seeking applications for a Senior Project Officer vacancy.

Duties:—In the role of Senior Project Officer you will develop, co-ordinate and deliver programs and initiatives to facilitate construction within a working hospital.

You are expected to identify, manage and resolve issues arising from the construction of K-Block with key stakeholders including the RHH, DHHS, John Holland Fairbrother Joint Venture, consultants, external stakeholders and other Government agencies.

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

Enquiries to Cheryl Carr, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 7159, email [cheryl.carr@dhhs.tas.gov.au](mailto:cheryl.carr@dhhs.tas.gov.au).

You are encouraged to apply online. If you choose to apply online please do not send a hard copy application to the contact person or StaffLink HR.

If you are not able apply online please forward your hard copy application quoting the vacancy number to: StaffLink HR, Tasmanian Health Organisation – South, G.P.O. Box 1061, Hobart, Tasmania 7001.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### ***Clinical Support Services***

### ***Specialist Pharmacist, Oncology and Haematology (508363).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$83,105 – \$91,756 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2014, DHHS and THO Allied Health Professional, Level 3.



Permanent full-time full-time day worker (with on-call), working 76 hours per fortnight.

Location:—Pharmacy.

The Tasmanian Health Organisation, South is seeking applications from suitably qualified individuals for a Specialist Pharmacist, Oncology and Haematology vacancy.

Duties:—In the role of Specialist Pharmacist, Oncology and Haematology you will provide pharmaceutical care to the patients as well as training, professional supervision and support to pharmacy staff within the Royal Hobart Hospital.

You will be responsible for co-ordination of the practice of clinical activities and the provision of drug information in the specialist areas of oncology and haematology.

Desirable Requirements:—Possession of, or actively working towards, post-graduate qualifications.

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

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

Enquiries to Duncan McKenzie, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8678, email duncan.mckenzie@dhhs.tas.gov.au.

You are encouraged to apply online. If you choose to apply online please do not send a hard copy application to the contact person or StaffLink HR.

If you are not able apply online please forward your hard copy application quoting the vacancy number to: StaffLink HR, Tasmanian Health Organisation – South, G.P.O. Box 1061, Hobart, Tasmania 7001.

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Complex Chronic and Community Services*

##### **Enrolled Nurse (505592).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$52,762 – \$58,432 pro rata, per annum.

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

Permanent part-time shift worker (fully rotational) working 32 hours per fortnight.

Location:—J.W Whittle Palliative Care Unit.

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

Duties:—The Tasmanian Health Organisation, South is seeking an enrolled nurse to join our Palliative Care Team. The enrolled nurse provides direct patient/client centred nursing care to assigned patients/clients, within the scope of practice of an enrolled nurse and under the direction and supervision of a

registered nurse/midwife to achieve planned patient outcomes.

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

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

Enquiries to Angela Kosmeyer, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6220 2400, email [angela.kosmeyer@dhhs.tas.gov.au](mailto:angela.kosmeyer@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, 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

*Complex Chronic and Community Services*

##### **Hospital Assistant (505584).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$47,227 – \$48,915 pro rata, per annum.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 4.

Permanent part-time shift worker (fully rotational) working 40 hours per fortnight.

Location:—J.W Whittle Palliative Care Unit.

Duties:—The Tasmanian Health Organisation, South is seeking a Hospital Assistant to join our Palliative Care team. The Hospital Assistant acts as a member of a team and performs duties consistent with the relevant standards and guidelines to provide general housekeeping, portage and catering services to palliative care inpatients, their families and carers.

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

Enquiries to Angela Kosmeyer, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6220 2400, email [angela.kosmeyer@dhhs.tas.gov.au](mailto:angela.kosmeyer@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, 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

*Complex Chronic and Community Services*

***Nurse Practitioner, Wound Management (521546).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$108,399 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 8, Level 3.

Permanent part-time day worker, working between 64 -72 hours per fortnight. Hours to be negotiated with successful applicant.

Location:—Community Care and Co-ordination, Royal Hobart Hospital.

Duties:—Within the Tasmanian Health Organisation-South framework and in accordance with Agency policy and procedures, the Nurse Practitioner, Wound Management (NP) is responsible, within the defined scope of practice, for the development, provision and evaluation of Wound Management clinical/community nursing care that ensures optimal patient/client/family and community outcomes. The NP draws upon their professional competencies to improve clinical service outcomes through effective research and quality improvement activities and will actively participate statewide and nationally in Wound Management research, publications and education. The NP is responsible as a leader, advisor and mentor for other senior nurses practising in the field of Wound Management.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia and endorsed to practice as a nurse practitioner.

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

Enquiries to Janet Clemens, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 6669, email [janet.clemens@dhhs.tas.gov.au](mailto:janet.clemens@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, 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

*Complex Chronic and Community Services*

***Nurse Practitioner Candidate, Wound Management (522179).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$84,989 – \$90,857 pro rata, per annum.

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

Fixed-term part-time day work, working 72 hours per fortnight. Commencing as soon as possible for a period of 2 years.

Location:—Community Care and Co-ordination, Royal Hobart Hospital.

Duties:—Whilst undertaking a course of study and clinical experience leading to endorsement as a Nurse Practitioner, the Nurse Practitioner Candidate, Wound Management will work towards meeting the Nursing and Midwifery Board of Australia Nurse Practitioner Standards of Practice. This will be achieved through demonstrating competence in advanced and extended practice skills in the assessment, diagnosis, planning, implementation and evaluation of the care of patients/clients within Wound Management that ensures optimal patient, client, family and community outcomes within a multidisciplinary framework. Additionally they will participate in the implementation and the evaluation of the Nurse Practitioner Candidate role in liaison with internal and external stakeholders.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse. Enrolled in the accredited Nurse Practitioner Master Degree and actively working towards same. A minimum of five (5) years full-time equivalent experience in a relevant clinical practice area.

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

Enquiries to Janet Clemens, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 6669, email [janet.clemens@dhhs.tas.gov.au](mailto:janet.clemens@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, 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

*Medicine Services*

***Clerical Manager, Emergency Department (511980).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$76,051 – \$78,350 p.a.

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

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

Location:—Department of Emergency Medicine, Royal Hobart Hospital.

Duties:—The Tasmanian Health Organisation south is seeking an experienced Clerical Manager to join our Department of Emergency Medicine. The Clerical Manager ensures the provision of an efficient and effective triage clerk service in support of the daily operational activity of the Emergency Department (ED). They manage human and material resources to ensure optimum utilisation of all triage clerical functions related to patient services in the ED, including the Emergency Medicine Unit.

They provide first-line management and support of the Emergency Department Information System to all Triage Clerks and medical and nursing staff and collaborates with Information Technology Services of Royal Hobart Hospital to ensure a high quality information management service in accordance with hospital policies and objectives.

**Desirable Requirements:**—Experience in working within an acute health care setting.

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

Enquiries to Sandra Ahokas, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 8609, email [sandra.ahokas@dhhs.tas.gov.au](mailto:sandra.ahokas@dhhs.tas.gov.au) or Dr Emma Huckerby, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 8608, email [emma.huckerby@dhhs.tas.gov.au](mailto:emma.huckerby@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, 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

##### *Medicine Services*

#### **Staff Specialist (Gastroenterology) (513238).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$140,592 – \$213,700 pro rata, per annum.

Salaried Medical Practitioners Interim Agreement 2015, Specialist Medical Practitioner, Level 1 to Senior Specialist Medical Practitioner, Level 3.

Permanent part-time day worker (with on-call), working 19 hours per fortnight.

Location:—Department of Gastroenterology Royal Hobart Hospital.

Please note that access to the Senior Specialist Medical Practitioner salary range \$202,452, \$213,700 is subject to the successful applicant satisfying the criteria for Senior Specialist Medical Practitioner, Level 1, 2 or 3 as described in the Salaried Medical Practitioners Interim Agreement 2015.

**Duties:**—The Gastroenterology Department of the Royal Hobart Hospital is seeking an experienced Staff Specialist to join our team. The Staff Specialist (Gastroenterology) provides a consultant role in Gastroenterology. They provide inpatient and outpatient care to public and private patients of the Royal Hobart Hospital in Gastroenterology, and are involved in undergraduate and postgraduate teaching, and actively involved in research.

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

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

The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and Disciplinary action in previous employment check.

Enquiries to Katie Plimpton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7190, email [katie.plimpton@dhhs.tas.gov.au](mailto:katie.plimpton@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, 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*

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

Applications Close:—Friday, 8 May 2015.

Salary:—\$58,432 – \$79,964 p.a.

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

Permanent full-time shift work (set rotational); working 76 hours per fortnight.

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

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

Access to the Grade 4 salary range (\$75,612 – \$79,964) is subject to successful application for progression to Grade 4.

**Duties:**—The Tasmanian Health Organisation, South is seeking applications from experienced nurses interested in joining our team in the Anaesthetics and post-Anaesthetics Recovery Unit. The Registered Nurse, In collaboration with members of the healthcare team, plans, implements and evaluates patient/client care. They practice in accordance with applicable codes and guidelines for registered nurses/midwives.

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

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

Enquiries to Sheila Rojahn, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8280, email [sheila.rojahn@dhhs.tas.gov.au](mailto:sheila.rojahn@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, 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*

#### **CSSD Technician (509500).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$51,115–\$53,673 p.a.

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

Permanent full-time and part time shift work (working up to 76 hours per fortnight.) Hours to be negotiated.

Location:— Central Sterile Supply Department, Royal Hobart Hospital

Please note this advertisement may be used to fill permanent, fixed-term full-time and part-time and casual vacancies six months from the date of advertising.

Duties:—As a member of the health care team, the CSSD Technician decontaminates, packages and sterilises theatre and ward equipment and sterile supplies appropriate to the specialist and general areas. They maintain clean and hygienic surroundings to facilitate the control of infection in the Central Sterile Supply Department (CSSD).

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

Enquiries to Carol Barber, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8918, email carol.barber@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 - South, GPO Box 1061, Hobart, Tasmania, 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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### JUSTICE

#### COMMUNITY CORRECTIONS

##### *Northern Region*

#### **Community Service Order Supervisor (356356a).**

Applications Close:—Friday, 15 May 2015.

Salary:—\$25.33 – \$31.08 per hour.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term casual commencing as soon as possible for a period up to 3 years.

Location:—Launceston.

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

Duties:—Advise, direct and encourage people undertaking Community Service Orders to complete their orders, providing clear practical demonstration to clients in the type of work required. Initiate and maintain contact with individuals and representatives or organisations receiving assistance from Community Service Order programs and to advise

the appropriate Probation Officer of any change in their circumstances or needs.

Essential Requirements:—A current Tasmanian 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 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 Current First Aid Certificate.

Enquiries to Michelle Goodall, CSO Co-ordinator, Community Corrections, Department of Justice, phone (03) 6477 7169, email [michelle.goodall@justice.tas.gov.au](mailto:michelle.goodall@justice.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Department of Justice, P.O. Box 825, Hobart Tas, 7001, phone (03) 6165 4902, 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 Michelle Goodall on (03) 6477 7169.

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

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

### JUSTICE

#### TASMANIA PRISON SERVICE

#### **Alcohol and Drug Counsellor (2 Vacancies).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$58,394 – \$94,996 p.a.

Tasmanian State Service Award, Professional Stream, Band 1-2.

Vacancy No. 356722.

Permanent full-time working 73.5 hours per fortnight.

Location:—Risdon.

Vacancy No. 356655.

Permanent full-time working 73.5 hours per fortnight.

Location:—Risdon.

Additional Information:—Shortlisted applicants will be required to undergo psychological assessment prior to the interview being conducted. More information on the assessment is available by downloading the 'Recruitment of Integrated Offender Management Staff Policy' from the job kit available on the jobs website.

Duties:—Delivering counselling treatment services, including counselling, assessment for substance use and screening for mental health problems, treatment planning, brief interventions and early interventions which may include motivational interviewing, goal setting and further exploration of criminogenic program concepts, relapse prevention and referral to appropriate services.



**Essential Requirements:**—A degree of at least three years duration relevant to the professional duties to be undertaken is required, as provided by a recognised university.

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

Enquiries to Andrew Verdouw, Team Leader, Intervention Programs Unit, Tasmania Prison Service, Department of Justice, phone (03) 6216 8099, email [andrew.verdouw@justice.tas.gov.au](mailto:andrew.verdouw@justice.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Department of Justice, P.O. Box 825, Hobart Tas, 7001, phone (03) 6165 4912, 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 Andrew Verdouw on (03) 6216 8099.

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

### WORKERS REHABILITATION AND COMPENSATION TRIBUNAL

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

Applications Close:—Friday, 8 May 2015.

Salary:—\$50,767 – \$54,369 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time working 36.75 hours per fortnight (job share) working every Thursday and Friday and every second Wednesday for the period 28 May 2015 until 27 May 2016.

Location:—Hobart.

**Duties:**—Act as assistant to the Registrar and Deputy Registrar in all aspects of the management of references under the Workers Rehabilitation and Compensation Act 1988, Health Practitioners Tribunal Act 2010 and Asbestos related Diseases (Occupational Exposure) Compensation Act 2011. Manage the listing of conciliation conferences for the Registrar and Deputy Registrar.

Enquiries to Andrew Cooper, Acting Registrar, Workers Rehabilitation and Compensation Tribunal, Department of Justice, phone (03) 6166 4758, email [andrew.cooper@justice.tas.gov.au](mailto:andrew.cooper@justice.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Department of Justice, P.O. Box 825, Hobart Tas, 7001, phone (03) 6165 4912, 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 Andrew Cooper on (03) 6166 4758.

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

### WORKERS REHABILITATION AND COMPENSATION TRIBUNAL

#### **Executive Assistant (356058).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 73.50 hours per fortnight commencing As soon as possible until 28 February 2016.

Location:—Hobart.

**Duties:**—Provide a comprehensive level of executive assistance and administrative support to the Tribunal. Attend the various Tribunal hearings and conferences throughout Tasmania, set up hearing rooms, co-ordinate attendance of parties, record proceedings, maintain and mark exhibits, call and swear in witnesses.

**Desirable Requirements:**—A Current Drivers License. Experience with Tribunal and/or Court procedures.

Enquiries to Andrew Cooper, Acting Registrar, Department of Justice, phone (03) 6166 4758, email [andrew.cooper@justice.tas.gov.au](mailto:andrew.cooper@justice.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Department of Justice, P.O. Box 825, Hobart Tas, 7001, phone (03) 6165 4912, 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 Andrew Cooper on (03) 6166 4758.

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

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

## POLICE AND EMERGENCY MANAGEMENT

### HUMAN RESOURCES

#### *Police Academy*

#### **Senior Cook (001138).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Rokeby.

**Duties:**—Provide assistance to the Chef in the day to day running of the Police Academy kitchen; including menu planning, food preparation and cooking.

**Essential Requirements:**—Formal Trade Qualifications.

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

Conviction check for: Crimes of violence, Sex related offences, Serious drug offences, Crimes involving dishonesty, Serious traffic offences.

Enquiries to Mr Scott Norris, Chef, Department of Police and Emergency Management, phone (03) 6173 2021, email [Scott.norris@police.tas.gov.au](mailto:Scott.norris@police.tas.gov.au).

Applications to Co-ordinator, Employee Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, Tas, 7001, phone (03) 6173 2071, email [Applications@police.tas.gov.au](mailto:Applications@police.tas.gov.au).

Applicants should address the knowledge and skills (selection criteria) as outlined in the Statement of Duties. Applications forwarded by email receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within DPEM. If no acknowledgement or system generated response is received please contact Employee Services on (03) 6173 2071. Please ensure that your application is in either Microsoft Word format, PDF or RTF (rich text format).

#### PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

##### FINANCIAL SERVICES

#### **Accountant (ACC-15).**

Applications Close:—Monday, 11 May 2015.

Salary:—\$77,012 – \$79,354 p.a.

Port Arthur Historic Site Management Authority Award, General Stream, Band 5.

Fixed-term full-time Monday, Friday.

Location:—Port Arthur.

Duties:—To undertake accurate, efficient and timely processing and production of accounts and returns in accordance with established policies, procedures and State and Commonwealth Government legislation.

Desirable Requirements:—Tertiary qualification in Accounting.

Enquiries to Nicky Roberts, Chief Financial Officer, Port Arthur Historic Site Management Authority, phone (03) 6251 2303.

Applications to Recruitment, Port Arthur Historic Site, Port Arthur Historic Site Management Authority, 6973 Arthur Hwy, Port Arthur Tas 7182, phone (03) 6251 2357, fax (03) 6251 2328, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

#### PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

##### CORPORATE SERVICES

##### *Information Services*

#### **System Administrator, Unix Infrastructure (707038).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$77,012 – \$79,354 p.a.

Tasmanian State Service Award, ICT, Level 2.

Permanent full-time.

Location:—Hobart.

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

Duties:—To undertake information technology duties in the area of Unix server support, as well as associated technologies including: enterprise-level database systems, primarily Oracle; Java-based web application infrastructure; Unix-based network services and utilities.

Desirable Requirements:—Relevant tertiary qualifications. A current motor vehicle driver's licence.

Applicants should submit an Application for Employment form, a statement addressing the selection criteria and current resume.

Applications should quote vacancy title and number, be marked Personal and Confidential and addressed as indicated.

At DPIPW, we value the diverse backgrounds, skills and contributions of all employees and treat each other with respect.

Enquiries to Carl Lewis, phone (03) 6165 4477, email [Carl.Lewis@dpiw.tas.gov.au](mailto:Carl.Lewis@dpiw.tas.gov.au).

Applications to Manager, Human Resources, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS 7001, phone (03) 6165 3198, fax (03) 6233 3682, email [job.applications@dpiw.tas.gov.au](mailto:job.applications@dpiw.tas.gov.au).

#### PUBLIC TRUSTEE

##### LEGAL SERVICES

#### **Solicitor (790232).**

Applications Close:—Friday, 8 May 2015.

Salary:—\$51,955 – \$65,461 p.a.

Legal Practitioners Agreement 2014, Level 1.

Permanent full-time.

Location:—Launceston, Burnie, Devonport.

Duties:—The Solicitor, as directed, will attend to clients of the Public Trustee and advise concerning estate planning and testamentary dispositions, take and check instructions, draw and engross Wills and other legal documents. As directed, have the carriage and conduct of actions as Counsel for and instructing solicitor of the Public Trustee, provide legal advice and opinions to and for clients and staff of the Public Trustee and research questions of law accordingly. Undertake marketing presentations and community liaison visits to relevant organisations and follow up identified new business opportunities. Assist in training and coaching throughout the State to non-legal staff employed by the Public Trustee as required. Carry out all functions of a solicitor as directed from time to time.

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

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

Desirable Requirements:—A Legal Practitioner with more than 2 years relevant post-admission experience.

The successful applicant will be required to undertake four weeks training in Hobart on appointment, and will be provided with a vehicle for work travel purposes. 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 Tim Levis, Corporate Solicitor, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6235 5250, email [tlevis@publictrustee.tas.gov.au](mailto:tlevis@publictrustee.tas.gov.au).

Applications to Karyne Johns, Human Resource Officer, Public Trustee, Level 2, 21 Kirksway Place, Battery Point, Tas, 7004, phone 6235 5241, email [kjohns@publictrustee.tas.gov.au](mailto:kjohns@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).

#### TASMANIAN AUDIT OFFICE

##### ***Fixed-term Employment Register (TAO-Various).***

Applications Close:—Friday, 28 April 2017.

Salary:—See Below.

Tasmanian State Service Award.

Register Fixed-term, part-time and full-time.

Location:—Hobart or Launceston.

The Fixed-term Employment Register is designed to provide the Tasmanian Audit Office with a pool of experienced and skilled people who are available to undertake the duties of Assistant Auditor, Financial Auditor, Senior Financial Auditor or Performance Analyst for a Fixed-term period.

A Fixed-term and casual employment register is not a vacancy and inclusion on a register does not guarantee any offer of employment will be made.

Applications are invited from persons interested in being considered for full-time or part-time employment for periods of up to 12 months. Vacancies arise from time to time in either Hobart or Launceston in the categories listed below.

These are not actual vacancies but a guide to vacancies that may potentially become available.

Categories of Employment:—

##### **Assistant Auditor (TAO2702).**

Salary range: \$39,511, \$48,474 pro rata, General Stream Band 1.

##### **Financial Auditor (TAO2401).**

Salary range: \$58,394- \$75,502 pro rata, Professional Stream Band 1.

##### **Senior Financial Auditor (TAO2317).**

Salary range: \$78,959, \$92,924 pro rata, Professional Stream Band 2.

##### **Performance Analyst (TAO3301).**

Salary Range: \$58,394, \$75,502 pro rata, Professional Stream Band 1.

Duties vary according to the particular role but will require meeting the essential qualifications for the role as well as specific field knowledge and skills related to financial or performance auditing. Please download the statement of duties for the relevant position to review this information.

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 Jara Dean, General Manager Financial Audit Services, Tasmanian Audit Office, phone (03) 6173 0900, email [jara.dean@audit.tas.gov.au](mailto:jara.dean@audit.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Tasmanian Audit Office, G.P.O. Box 825, Hobart 7001, phone (03) 6173 0900, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

If you wish to be considered for any potential vacancies for the listed categories of employment you should download the Job Kit. For advice on the management of the registers, the information we require and the process for registration, please contact Jara Dean, as per the details below. Please note that to be considered for inclusion on the register applications must include a statement of claims against the selection criteria. Email submissions are preferred.

The registers will remain open to applicants at all times until 28 April 2017 and will be reviewed on a regular basis.

#### TOURISM TASMANIA

##### ***International Marketing Specialist (425338).***

Applications Close:—Friday, 8 May 2015.

Salary:—\$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream Band 6.

Fixed-term full-time for 3 years.

Location:—Sydney.

Duties:—Provide strategic and operational distribution and sales support to Tourism Tasmania's inbound distribution partners. This role involves working closely with Australian-based international wholesalers (ITOs), tertiary and vocational training institutions (with a focus on overseas students studying in Australia), and Tourism Australia to develop and deliver sales and marketing opportunities that drive international visitation to Tasmania.

Desirable Requirements:—A relevant tertiary qualification or proven management experience and achievement in a similar senior role.

A current motor vehicle drivers licence.

Enquiries to Tory Ross, Manager International And Partnership Marketing, phone (03) 6165 5352, email [Tory.Ross@tourism.tas.gov.au](mailto:Tory.Ross@tourism.tas.gov.au).

Applications to Human Resources, G.P.O. Box 536, Hobart TAS 7001, phone (03) 6165 5188, email [recruitment@tourism.tas.gov.au](mailto:recruitment@tourism.tas.gov.au).

## 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 - Oatlands District High School	W. Bennett	6 months	20.04.15
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	S. Thorogood	6 months	20.04.15
Health & Human Services & Tasmanian Health Organisations	Clinical Nurse Specialist - Paediatric Eating Disorder Service	C. Vanderslink	Nil	24.04.15
Health & Human Services & Tasmanian Health Organisations	Radiographer	R. Wilson	6 months	02.03.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse - Older Persons Unit	E. Thomas	6 months	15.02.15
Health & Human Services & Tasmanian Health Organisations	Oral Health Therapist/Dental Therapist	C. Cameron	Nil	27.04.15
Health & Human Services & Tasmanian Health Organisations	HR Advisor	L. Ross	6 months	08.04.15
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	M. Fitzpatrick	6 months	04.05.15
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	P. Mariette	6 months	13.04.15
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	H. Saunders	6 months	04.05.15
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	C. Mitchell	6 months	11.05.15
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	D. Webb	6 months	21.04.15
Primary Industries, Parks, Water & Environment	Information/Education Officer	K. Whitehouse	Nil	23.04.15

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	B. Patterson	Manager Digital Strategies and Support Services	23.04.15
Education	J. Cawthorn	Trade Training Centre Coordinator	01.05.15
Justice	D. Lawson	Gas Specialist - Supply, Reliability and Programs	23.04.15
Justice	G. Wailes	Assistant Director Finance	23.04.15
Premier & Cabinet	T. Mulcahy	Manager Human Resources	15.04.15
Primary Industries, Parks, Water & Environment	L. Overend	Parks and Reserve Manager (North West)	28.04.15

### *Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Cytogeneticist	A. Pearse	22.04.15



*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	Maintenance Officer	R. Bellchambers	17.04.15
Health & Human Services & Tasmanian Health Organisations	Home Help Personal Carer	E. Devlin	25.04.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	E. Clark	17.04.15
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	B. Bell	22.04.15
Health & Human Services & Tasmanian Health Organisations	Hospital Aide	J. Stevenson	17.04.15
Health & Human Services & Tasmanian Health Organisations	Maintenance Supervisor	R. Brown	17.04.15
Health & Human Services & Tasmanian Health Organisations	Specialist Optometrist	J. Kingshott	15.09.14
Health & Human Services & Tasmanian Health Organisations	Archiving and Disposal Officer	S. Finlayson	17.04.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	R. Sammut	14.02.15
Police & Emergency Management	Regional Officer	O. Breeze	10.04.15
Premier & Cabinet	Executive Assistant	G. Mosmann	30.04.15
Treasury & Finance	Revenue Officer	K. Glanville	01.05.15
Tasmanian Audit Office	Performance Analyst	M. Jones	14.04.15

*Termination of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Water Information Officer	C. Dalglish	15.04.15

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
State Growth	N. Wise	Education	HR Vacancy and Staffing Officer	20.04.15
Primary Industries, Parks, Water & Environment	S. Meyer	State Growth	Project Manager	20.04.15



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