



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
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INCLUDING G.S.T.

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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 site or the enquiries person specified in the vacancy concerned. In addition there is information available on the selection process, interviews, post-selection counselling and conditions of employment from the www.jobs.tas.gov.au site or the enquiries person. Application forms are available from the www.jobs.tas.gov.au site and from the Agency that has advertised the vacancy.

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

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

Tasmanian Government Gazette & Tasmanian State Service Notices

Publication and Copy Closure Dates

CHRISTMAS PERIOD 2015

COPY deadline for the *Tasmanian Government Gazette* and *State Service Notices* to be published on Wednesday 23 December 2015:—

All copy for the *Tasmanian Government Gazette* and *State Service Notices* must be received by 3 p.m. on Friday 18 December 2015.

COPY deadline for the *Tasmanian Government Gazette* to be published on Wednesday 30 December 2015:—

All copy for the *Tasmanian Government Gazette* must be received by 11 am on Wednesday 23 December 2015.

Please Note:—There will be no State Service Notices section in The Tasmanian Government Gazette on 30 December 2015.

NEW YEAR 2016

COPY for the *Tasmanian Government Gazette* and *State Service Notices* to be published on Wednesday 6 January 2016:—

All copy for the *Tasmanian Government Gazette* must be received by 11 a.m. on Thursday 24 December 2015.

Please Note:—State Service Notices copy deadline will be 11 a.m. on Thursday 23 December 2015.

EDUCATION

Policy and Research Officer, Strategic Policy and Planning (965686).

Applications Close:—Monday, 4 January 2016.

Salary:—\$86,230 – \$97,646 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.50 hours per fortnight.

Location:—South.

Description of Role:—Provide high level support and assist in undertaking analytical work of an administrative nature including project management, resource management, investigation and research into legislative and policy issues and policy development.

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

Enquiries to Anita Griffin, Department of Education, phone (03) 6165 5779, email **anita.griffin@education.tas.gov.au**.

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

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 SERVICE

HEALTH AND HUMAN SERVICES

Children and Youth Services

Children and Families

Support Worker Fixed-term and Casual Employment Register.

Applications Close:—Thursday, 23 November 2017.

Salary:—\$48,227 – \$50,414 pro rata, per annum.

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

Vacancy No. Various.

Register.

Location:—North, North West and South.

Are you looking for an opportunity to make a difference in the lives of children and their families?

Are you seeking to build a career working with children in need of care and protection?

Are you up for a challenge?

If you are passionate about supporting vulnerable and at risk children we would love to hear from you. We have a range of fixed term positions available; full-time, part-time and casual.

The role of Support Worker is to provide support to children, young persons and families who are subject to intervention under the Children, Young Person and Their Families Act. The aim is enable children to grow up in a safe and supportive environment.

Working under the direction of a case manager, you will provide supervision of access visits to ensure the safety and wellbeing of the young person. You will transport children and their families to and from access visits and various appointments. You will also provide personal and parenting support in a range of environments.

This is a challenging but rewarding role which can be the first step in a career in Child Protection and will suit a wide range of applicants looking for a full-time or part-time contract. It will also suit applicants who would benefit from flexible working hours or working just a few hours a week. You might be retired, have a family of your own, or want to gain work experience while studying in a related field. So if you cannot work full-time or part-time in a contract arrangement but are still interested in working to protect and safeguard children, come and talk to us too!

Please note that Working with Children Registration is an essential requirement of this role. It is recommended that if you are not currently registered you should apply as soon as possible. All applicants invited to the interview stage will be required to show evidence of registration or that they have lodged an application with the Department of Justice.

This register will remain open to applicants at all times until 23 November 2017 and will be reviewed on a regular basis. This Employment Register will not preclude other Support Worker positions being advertised if required.

Further information may be obtained by contacting the relevant person listed below.

North: Michelle Davey on (03) 6777 1175 or e-mail michelle.davey@dhhs.tas.gov.au.

North West: Selina McGuire on (03) 6477 7585 or e-mail selina.mcguire@dhhs.tas.gov.au.

South: Lee-Ann Russell on (03) 6165 7878 or e-mail leeann.russell@dhhs.tas.gov.au.

More information can be found at:—Children and Youth Services.

The Benefits of Working with Us.

Working in Child Protection in Tasmania.

Desirable Requirements:—A relevant Vocational Education and Training qualification from the Community and Health Sector training area.

Essential Requirements:—Current Working with Children Registration. Current Driver's Licence.

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

Enquiries to contacts listed in the advertisement or, Department of Health and Human Services and Tasmanian Health Service, email employment.register@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 SERVICE

HEALTH AND HUMAN SERVICES

Corporate, Policy and Regulatory Services

Executive Support Officer (517864).

Applications Close:—Monday, 11 January 2016.

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:—Mental Health, Alcohol and Drug Directorate, Hobart.

Duties:—We are seeking an Executive Support Officer to join our team. If successful you will support the operational requirements of the Office of the Chief Psychiatrist by providing high level administrative support to the Chief Psychiatrist including:—providing direct support to the Chief Psychiatrist including minute taking, preparation of correspondence, organisation and scheduling of meetings and travel, and participation in project work, as required, management of workflow and information to and from the Office of the Chief Psychiatrist, co-ordination and preparation of confidential documentation, including documentation relevant to the statutory responsibilities of the Chief Psychiatrist, Ministerial briefs and background notes regarding matters relating to the Office of the Chief Psychiatrist.

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

Enquiries to Narelle Butt, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 0770, mobile 0438 231 270, email narelle.butt@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 SERVICE

TASMANIAN HEALTH ORGANISATION, SOUTH

Women and Children Services

Registered Nurse (518834).

Applications Close:—Monday, 4 January 2016.

Salary:—\$59,600 – \$81,563 p.a.

Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3, Year 1 to Grade 4, Year 4.

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

Location:—Paediatric Ambulatory Care Unit, Royal Hobart Hospital.

Please note, access to the Grade 4 salary range \$77,124 – \$81,563 is subject to successful application for progression to Grade 4.

Duties:—The Tasmanian Health Service is seeking applications from Registered Nurses interested in joining our team in the Paediatric Ambulatory Care Unit of the Royal Hobart Hospital. The Registered Nurse strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with patients/clients, their families and other health professionals.

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

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

Enquiries to Trudi Steedman, Acting Nurse Unit Manager, Paediatric Services, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 8332, email rhnumpaed@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 Service, 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 SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Launceston General Hospital

Administrative Assistant, Perioperative Centre (504906).

Applications Close:—Monday, 4 January 2016.

Salary:—\$51,187 – \$55,293 pro rata, per annum.

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

Permanent part-time day work, working 60.80 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant.

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

Duties:—As part of the health care team the occupant of this position will provide reception and administrative support for the Perioperative Centre (the Unit), and related services administered from the Unit.

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:—Nil.

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

traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Kelly Fabian, NUM, Perioperative Unit, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6367, email kelly.fabian@ths.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 Service, Northern Region, 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 SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Launceston General Hospital

Clinical Nurse Educator (Ward 6D) (516773).

Applications Close:—Monday, 4 January 2016.

Salary:—\$88,607 – \$92,674 p.a.

Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6, Year 1 to Grade 6, Year 3.

Permanent full-time day work, working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence from 01 March 2016.

Location:—Ward 6D, LGH Charles Street, Launceston.

Duties:—The role of the clinical nurse educator is to facilitate and support the development of the nursing workforce by planning, promoting, co-ordinating, implementing and evaluating education programs in the clinical setting/ward/unit.

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:—Relevant post graduate qualifications.

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

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

Enquiries to Vanessa Fulton, NUM Ward 6D, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6329, email vanessa.fulton@ths.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 SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Launceston General Hospital

Data Analyst (520177).

Applications Close:—Monday, 4 January 2016.

Salary:—\$85,273 – \$96,765 p.a.

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

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

Location:—Finance, LGH Charles Street, Launceston.

Duties:—Provide high level advice and data analysis services to the Tasmanian Health Service ? Northern Region (THS-North) including the provision and management of relevant, high quality hospital activity and Casemix information. Develop and produce regular and ad-hoc reports on data held within the central data warehouse for the THS-North to assist with ongoing service activities. Provide specialist advice to the Area Support Manager ? Patient Administration System (PAS) to promote and support the effective use of data through development of data analysis and reporting services that reflect the business needs of the THS-North for hospital and health services. Undertake extraction and transmission of data sets for Activity Based Funding (ABF) and other Commonwealth data reporting requirements and ad hoc data requests.

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 is working towards, appropriate tertiary qualifications.

Essential Requirements:—Nil.

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

Enquiries to Kerry Foster, Area Support Manager, Patient Administration, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6917, email kerry.foster@ths.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 Service, Northern Region, 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 SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Launceston General Hospital

Emergency Department Support Officer (520948).

Applications Close:—Monday, 4 January 2016.

Salary:—\$48,227 – \$50,414 pro rata, per annum.

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

Fixed-term casual shift work, working as a when required. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 5 August 2015.

Location:—Emergency Medicine LGH.

Duties:—Assist the NUM in ensuring a safe and secure environment within the Emergency Department. Act as a member of the Code Black Team across the entire Hospital afterhours and conduct internal hospital security functions as directed. Provides support services to the Emergency Department (ED) that includes assisting with transporting patients to and from diagnostic services. Provide manual handling assistance with patient care requirements when and as directed. Assist the NUM and Senior ED Management in the maintenance and management of ED equipment.

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:—Nil.

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

Enquiries to Shaun Probert, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6392, email shaun.probert@ths.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 Service, Northern Region, 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 SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Launceston General Hospital

Hospital Aide (QV, Outpatients) (522467).

Applications Close:—Monday, 4 January 2016.

Salary:—\$46,102 – \$47,297 pro rata, per annum.

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

Fixed-term part-time day work, working 11 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence As soon as possible until 30 September 2016.

Location:—Queen Victoria Maternity Unit Outpatients Department, 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.

Essential Requirements:—Nil.

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

Enquiries to Ping Bullock, NUM, QV Maternity Unit Outpatients Dpt, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 8990, email ping.bullock@ths.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 SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Launceston General Hospital

Registered Nurse (Ward 6D) (504172).

Applications Close:—Monday, 4 January 2016.

Salary:—\$59,600 – \$81,563 pro rata, per annum.

Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3, Year 1 to Grade 4, Year 4.

Permanent part-time shift work, working 20 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 6D, LGH Charles Street, Launceston.

Please note that access to the Grade 4 salary range \$77,124 – \$81,563 is subject to successful application for progression to Grade 4.

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

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

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

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

Enquiries to Vanessa Fulton, NUM Ward 6D, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6329, email vanessa.fulton@ths.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 SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Launceston General Hospital

Staff Specialist (Medicine) (521164).

Applications Close:—Monday, 4 January 2016.

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.

Fixed-term part-time day work, working 38 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence As soon as possible to 28 November 2018.

Location:—LGH Charles Street, Launceston.

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:—Provide specialist medical care to patients attending the Launceston General Hospital.

To be involved in research and quality improvement activities, as well as undergraduate and post graduate teaching at the Launceston General Hospital.

To provide specialist advice to inpatient units as required.

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

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

Enquiries to Dr Alasdair MacDonald, Director, Department of Medicine, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6578, email alasdair.macdonald@ths.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 Service, Northern Region, 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 SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Launceston General Hospital

**Ward Clerk, Short Stay Surgical Unit (Multiple vacancies)
(522473).**

Applications Close:—Monday, 4 January 2016.

Salary:—\$50,183 – \$53,673 pro rata, per annum.

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

Vacancy No. 522473.

Permanent part-time day work. Notwithstanding, hours may be negotiated with the successful applicants.

Location:—Short Stay Surgical Unit, LGH, Charles Street, Launceston.

Duties:—To provide an effective and efficient clerical, administration and reception support in Short Stay Surgical Unit (SSSU), with functions undertaken under general direction, based on established procedures and practice. To provide an effective front line service to the public.

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:—Nil.

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

Enquiries to Julia Bullock, A/NUM, SSSU, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6599, email julia.bullock@ths.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 Service, Northern Region, P.O. Box 1963, Launceston Tasmania, 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 SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Primary Health North

Beaconsfield District Health Service

Home Help (Beaconsfield) (518742).

Applications Close:—Monday, 4 January 2016.

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

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

Fixed-term part-time day work, working 17 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant. To commence As soon as possible to 1 July 2016.

Location:—Beaconsfield District Health Service, Bolton Street, Beaconsfield.

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

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:—Current Driver's Licence.

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

Enquiries to Katrina Bullman, Community Co-ordinator, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6702 6060, email katrina.bullman@ths.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 Service, Northern Region, P.O. Box 1963, Launceston 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 SERVICE

TASMANIAN HEALTH SERVICE

Southern Region

Complex Chronic and Community

Occupational Therapist (506340).

Applications Close:—Monday, 4 January 2016.

Salary:—\$52,833 – \$85,940 pro rata, per annum.

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

Fixed-term part-time day worker, working 35.6 hours per fortnight commencing as soon as possible until 12 August 2016.

Location:—Community Rehabilitation Unit, 90 Davey Street.

The Tasmanian Health Service – Southern Region is seeking interest from suitably qualified applicants for an Occupational Therapy vacancy at the Community Rehabilitation Unit.

Duties:—In the role of Occupational Therapist you are responsible for assessing, planning and carrying out treatment programs, in accordance with organisational policies and professional code of conduct, for clients referred to the Community Rehabilitation Unit, Southern Tasmania (CRU). Please note rotation across clinical work areas in rehabilitation may be required. You will also assist Senior Occupational Therapists in ensuring best practice standards for occupational therapy services provided by CRU.

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

Enquiries to Nicky Kay, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 7288, email nicky.kay@ths.tas.gov.au.

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

If you are not able apply online please forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, G.P.O. Box 1061, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Statewide Services

Mental Health Statewide Services

Forensic Health Services

Senior Pharmacist, Correctional Health (516323).

Applications Close:—Monday, 4 January 2016.

Salary:—\$97,903 – \$104,283 p.a.

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

Fixed-term part-time day work (with oncall), working 45.6 hours per fortnight, commencing As soon as possible until 16 October 2016.

Location:—South.

Please Note: This position attracts a 6.5% Correctional Health Allowance.

Duties:—Support, lead and direct staff ensuring an efficient pharmacy service working to achieve safe, cost effective, quality use of medicines at the Risdon Prison Complex and associated facilities and the Wilfred Lopes Centre.

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

A person nominated for this position must also satisfy a further criminal history check in accordance with the Director of Prison's Standing Orders established under the Corrections Act 1997.

Standing Order – Identification (ID) Cards and Visitor Passes 5.02 and Standard Operating Procedure – Tasmanian Prison

Service Identification (ID) Cards MH5.02.1. A nominated person cannot be employed within Correctional Primary Health Services if excluded from entry to Tasmanian Prison Services under the Corrections Act 1997.

Enquiries to Claire Sutton, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6216 8253, email claire.sutton@ths.tas.gov.au.

You are encouraged to apply online. When applying online please DO NOT send a duplicate application to the contact person.

If you are not able apply online please forward your hard copy application quoting the vacancy number to: Recruitment Services, Tasmanian Health Service – Southern Region, G.P.O. Box 1061, Hobart, Tasmania 7001.

Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Statewide Services

Oral Health Services

Oral Health North

Dental Officer (516659).

Applications Close:—Monday, 4 January 2016.

Salary:—\$102,225 – \$160,714 pro rata, per annum.

Health and Human Services (Tasmanian State Service) Award, Dental Officer, Level 1 to Level 3.

Permanent part-time day work, working up to 60.8 hours per fortnight, commencing As soon as possible.

Location:—Oral Health Services Tasmania (North).

Duties:—Provide dental services as consistent with the policies and guidelines of the Oral Health Services Tasmania for eligible adults and children and manage and/or provide the referral support to dental therapists for the provision of dental treatment for children up to age 18.

Provide dental care for children who lie beyond the scope of dental therapists. Supervise all aspects of dental care provided by dental therapists in the officer's area of responsibility including; Quality control of their clinical procedures; Adequacy of their treatment planning; Competence in assessing clients who should be referred.

Assist in the development and advancement of the knowledge and professional skills of other staff within the team including therapists, prosthetists, dental assistants and technicians.

Manage a significant professional caseload in addition to the above duties which will ensure the equitable and timely delivery of services to eligible clients.

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

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

Enquiries to Ric Kalesh, Senior Clinician, Oral Health Services Tasmania (North), Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 1106, email ric.kalesh@ths.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, Southern Region, 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 SERVICE

TASMANIAN HEALTH SERVICE

Statewide Services

Oral Health Services

Oral Health North

Senior Dental Therapist (518002).

Applications Close:—Monday, 4 January 2016.

Salary:—\$97,903 – \$104,283 p.a.

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

Permanent full-time day work, working 76 hours per fortnight, commencing As soon as possible.

Location:—Oral Health Services Tasmania (North).

Access to AH Professional Level 4 Year 4 (Q) salary range \$104,283 is subject to Qualification of Master's Degree.

Description:—Assist with the effective management and planning of dental therapy services as delegated by the Area Manager, including staff appointments, orientation, evaluation of practice, allocation and use of human and physical resources, and maintenance of and compliance with appropriate legislative and statistical protocols and standards.

Assist the Area Manager and/or the Clinical Director or delegate with the monitoring, review and update of policies, procedures and clinical guidelines for dental therapy services.

Promote high standards of professional dental therapy service delivery through ensuring the provision of professional supervision, leadership in clinical practice and ensuring that dental therapists maintain a high quality professional caseload consistent with the needs of the client and the broad parameters of the service.

Participate in Oral Health Services Tasmania (OHST) committees in developing a strong professional environment by contributing to the formulation of policies for OHST in the broader context of the public sector and the needs of the client group.

Maintain and further develop a high level of knowledge and understanding of current and emerging trends in dental therapy. Organise, participate in and contribute to the professional development, education, training, recruitment and retention of dental therapy staff.

Provide direct clinical services to clients of the service including support and advice for more complex, novel or critical cases at various sites across the region.

Desirable Requirements:—Current Driver's Licence.

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

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

Enquiries to Susan Jay, Area Manager, North, Oral Health Services Tasmania (North), Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 1105, email susan.jay@ths.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, Southern Region, 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 SERVICE

TASMANIAN HEALTH SERVICE

North West Region

North West Regional Hospital

Administration Officer (515806).

Applications Close:—Monday, 4 January 2016.

Salary:—\$56,487 – \$60,553 p.a.

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

Permanent part-time day worker, working 64 hours per fortnight.

Location:—North West Regional Hospital, Burnie.

This selection process may be used to fill subsequent permanent, Fixed-term, full-time, part-time, day work vacancies arising in this section within the next six months.

Who are we?

The Tasmanian Health Service is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community. We are committed to providing the highest levels of healthcare and services.

Who are we looking for?

We are seeking to appoint a highly motivated Administrative Officer to provide and maintain a high-level administrative and clerical support service to the Co-Director of Nursing, Perioperative Services and other department managers within Perioperative Services.

Working under general direction and supervision from the Co-Director of Nursing, Perioperative Services you will provide effective administrative support, undertaking duties such as minute/note taking, preparation of correspondence, organisation and scheduling of meetings and other appointments as well as providing a customer focused reception/telephone screening service.

In addition to these duties you will provide assistance in creating and maintaining clinical rosters for Elective Surgery, liaising with various medical staff and hospital departments to ensure information integrity.

Do you have?

Well developed communication and interpersonal skills.

Sound ability to exercise initiative and judgment.

Extensive skills in the Microsoft Office suite.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

Essential Requirements:—Nil.

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

Enquiries to Katrina Willis, Co-Director of Nursing, Perioperative Services, Department of Health and Human Services and Tasmanian Health Service, phone 0418 638 301, email Katrina.willis@ths.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, North West Region, P.O. Box 258, Burnie 7320. 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 SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Primary Health North West

Clinical Nurse Consultant, Continence and Spinal (520786) (520786).

Applications Close:—Monday, 4 January 2016.

Salary:—\$88,607 – \$92,674 p.a.

Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6, Year 1 to Grade 6, Year 3.

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

Location:—Level 4 Parkside, 1 Strahan St.

Who are we?

The Tasmanian Health Service is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community. We are committed to providing the highest levels of healthcare and services.

Who are we looking for?

We are seeking a motivated and experienced Registered Nurse who is passionate about the greatest quality of care, ensuring that you collaborate with members of the multidisciplinary healthcare team. The Nurse will work with a significant degree of professional autonomy to lead and manage the development of an effective, efficient and dynamic service based on contemporary evidence and best practice,

actively contributing to business planning and evaluation of activities for the Continence and Spinal Support Service that will improve clinical outcomes.

Reporting to Co-Director of Nursing, Chronic Complex and Community, this role encompasses a wide range of responsibilities including, but not limited to, the provision of clinical advice, assessment and interventions in the speciality areas of continence and spinal.

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

Desirable Requirements:—

Relevant post graduate qualifications.

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

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

Enquiries to Anoni Morse, Co Director of Nursing, Department of Health and Human Services and Tasmanian Health Service, phone 0427 071 975, email anoni.morse@ths.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, North West Region, P.O. Box 258, Burnie 7320. 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 SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Primary Health North West

Burnie and Wynyard Community Centre

Home Help Personal Carer (502657).

Applications Close:—Monday, 4 January 2016.

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 worker, working as and when required for a 3 year appointment.

Location:—Community Health Burnie and Wynyard.

Who are we?

The Tasmanian Health Service is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community. We are committed to providing the highest levels of healthcare and services.

Who are we looking for?

We are seeking to recruit motivated and enthusiastic Home Help/Personal Carers to work on a casual basis.

The successful applicant will possess excellent communication skills to effectively work with clients, their family unit and the community health team. Your ability to work with minimal supervision, experience in the competent performance of household duties and awareness of available support agencies will ensure client care requirements are efficiently met.

All applicants must hold a Home Care/Personal Care certificate such as a Certificate III in Aged Care or be working towards the same.

If you are passionate about assisting clients with their personal care needs, assisting them to remain in their home/community environment, then this may be the career opportunity you have been waiting for.

Do you have?

Home Care/Personal Care certificate or equivalent experience.

Current Driver's Licence.

First Aid Certificate.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

Desirable Requirements:—First Aid Certificate.

Essential Requirements:—Current Driver's Licence.

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

Enquiries to Nicola Pearson, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6434 6454, email nicola.pearson@ths.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, North West Region, P.O. Box 258, Burnie 7320. 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 SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Primary Health North West

Burnie and Wynyard Community Centre

Home Maintenance Officer/Attendant (502765).

Applications Close:—Monday, 4 January 2016.

Salary:—\$47,227 – \$48,915 p.a.

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

Fixed-term full-time day worker, working 76 hours per fortnight for a 12 month period.

Location:—Community Health Burnie and Wynyard.

Who are we?

The Tasmanian Health Service is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community. We are committed to providing the highest levels of healthcare and services.

Who are we looking for?

We are seeking a motivated and experienced Maintenance Officer/Attendant to take up a fixed term role with Hellyer Community Nursing and Home Care team. To be successful in this role you will need to demonstrate competence and experience in the execution of general home maintenance, minor modifications and the operation of appropriate machinery.

Reporting to the Nurse Unit Manager, this role encompasses a wide range of responsibilities including, but not limited to the provision of general and minor home maintenance repairs for clients in accordance with Home and Community Care (HACC) Home Maintenance guidelines or as prescribed by an Occupational Therapist or Physiotherapist, for community clients. You will also undertake routine and preventative maintenance and cleaning of onsite and loan equipment of the North West Community Equipment Scheme.

Do you have?

Demonstrate competence and experience in general home maintenance.

Good communication and interpersonal skills.

Effective time management, planning and organisational skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

Essential Requirements:—Current Driver's Licence.

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

Enquiries to Nicola Pearson, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Service, phone 6434 6454, email nicola.pearson@ths.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, North West Region, P.O. Box 258, Burnie 7320. 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 SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Primary Health North West

Central Coast Community Health

Home Help Personal Carer (502744) (502744).

Applications Close:—Monday, 4 January 2016.

Salary:—\$46,102 – \$47,297 pro rata, per annum.

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

Permanent part-time day worker roles available, working up to 58 hours.

Location:—Community Health Ulverstone.

Flexible working arrangements allow these vacancies to be filled by more than one person.

This selection process may be used to fill subsequent permanent, Fixed-term, full-time, part-time, casual, shift or day work vacancies arising in this section within the next six months.

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

Who are we?

The Tasmanian Health Service is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community. We are committed to providing the highest levels of healthcare and services.

Who are we looking for?

We are seeking to recruit motivated and enthusiastic Home Help/Personal Carers.

The successful applicant will possess excellent communication skills to effectively work with clients, their family unit and the community health team. Your ability to work with minimal supervision, experience in the competent performance of household duties and awareness of available support agencies will ensure client care requirements are efficiently met.

All applicants must hold a Home Care/Personal Care certificate such as a Certificate III in Aged Care or be working towards the same.

If you are passionate about assisting clients with their personal care needs, assisting them to remain in their home/

community environment, then this may be the career opportunity you have been waiting for.

Do you have?

Home Care/Personal Care certificate or equivalent experience.

Current Driver's Licence.

First Aid Certificate.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

Desirable Requirements:—

First Aid Certificate.

Essential Requirements:—Current Driver's Licence.

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

Enquiries to Pru Enniss, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6429 8425, email pru.enniss@ths.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, North West Region, P.O. Box 258, Burnie 7320. 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 SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Primary Health North West

West Coast District Hospital and Community Health

Personal Care Assistant (502374) (Multiple).

Applications Close:—Monday, 4 January 2016.

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

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

Vacancy No. 502374.

Permanent part-time day workers, working 76 hours per fortnight.

Location:—West Coast District Hospital.

Flexible working arrangements allow these vacancies to be filled by more than one person.

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

Statement of Duties.

This selection process may be used to fill subsequent permanent, Fixed-term, full-time, part-time, shift or day work vacancies arising in this section within the next six months.

Who are we?

The Tasmanian Health Service is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community. We are committed to providing the highest levels of healthcare and services.

Who are we looking for?

We are seeking motivated and experienced Personal Care Assistants to join our team at the West Coast District Hospital.

The successful applicant should possess good communication skills to effectively work with residents, their family unit, and the clinical team in a residential unit within an acute hospital environment. They need the ability to work under indirect supervision, to ensure that the care needs of the residents are efficiently met.

If you are passionate about caring for the elderly, then this may be the career opportunity you have been waiting for.

Do you have?

Possesses, or is working towards an Extended Carers Assistant Certificate Level 3 or equivalent.

Effective written communication and interpersonal skills.

Ability to develop and maintain appropriate and effective working relationships with clients, carers and other health workers.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

Desirable Requirements:—

Possesses, or is working towards an Extended Carers Assistant Certificate Level 3 or equivalent.

Essential Requirements:—Nil.

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

Enquiries to Lindy Earl-Cooper, Acting Director of Nursing, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6472 2300, email lindy.earlcooper@ths.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, North West Region, P.O. Box 258, Burnie 7320. 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 SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Primary Health North West

West Coast District Hospital and Community Health

Psychologist (514919).

Applications Close:—Monday, 4 January 2016.

Salary:—\$84,767 – \$94,358 pro rata, per annum.

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

Fixed-term part-time day worker, working 45.6 hours per fortnight until 30 June 2016.

Location:—West Coast Region.

Who are we?

The Tasmanian Health Service is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community. We are committed to providing the highest levels of healthcare and services.

Who are we looking for?

We are seeking a motivated and experienced Psychologist to provide a specialist psychological assessment and treatment service to clients of the West Coast area.

Reporting to the Community and Regional Health Services Manager, this role encompasses a wide range of responsibilities including, but not limited to, cognitive assessment, individual therapy and group work to clients, to foster their capacity to manage and maintain life skills, better health and well-being.

Do you have?

Current Registration.

Demonstrated advanced clinical skills in a rural/remote setting.

Current Driver's Licence.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

Essential Requirements:—Registered with the Psychology 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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Lindy Earl-Cooper, Acting Director of Nursing, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6472 2300, email lindy.earlcooper@ths.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, North West Region, P.O. Box 258, Burnie 7320. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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JUSTICE

CORPORATE SUPPORT AND STRATEGY

Projects and Information

Senior Business Analyst (356760 and 356761, 2 vacancies).

Applications Close:—Monday, 4 January 2016.

Salary:—\$86,230 – \$97,646 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 73.50 hours per fortnight for a period of 6 months.

Location:—Rosny.

Duties:—Contribute to the successful delivery of the Single Tribunal Project by providing domain specialist skills and knowledge, and developing a critical understanding of the specific business needs of stakeholders affected by the Project.

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.

Enquiries to Megan Killion-Richardson, Director Projects and Information, Corporate Support and Strategy, Department of Justice, mobile 0407 946 164, email applications@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Megan Killion-Richardson on 0407 946 164.

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

OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

Senior Law Clerk (350026).

Applications Close:—Monday, 4 January 2016.

Salary:—\$65,401 – \$75,410 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Attend the Supreme Courts and courts of summary jurisdiction as Law Clerk at all locations in the state and assist in the effective presentation of criminal prosecutions including through the co-ordination of the briefing and attendance of witnesses and the management of exhibits. Manage all criminal sexual assault referrals, and applications for bail or breach of suspended sentence. Relieve the Senior Law Clerk in Launceston and the Supervising Law Clerk in Hobart during absences, in particular managing the Burnie list, and maintaining accounts relevant to the functions of the Office of the Director of Public Prosecutions.

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; 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 Michael Varney, Director Crown Law, Department of Justice, phone (03) 6165 3635, email michael.varney@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6165 4912, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Barb Quinn on (03) 6165 3621.

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

Rostering Officer (355306).

Applications Close:—Monday, 4 January 2016.

Salary:—\$65,401 – \$75,410 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time working 73.5 hours per fortnight.

Location:—Risdon Prison.

Duties:—Utilising an electronic rostering system to compile, post and maintain rosters within the Tasmania Prison Service. Monitor current systems and procedures for the management of staff rosters, staff movements, establishment management and suggest improvements where appropriate. Provide reports and advice in relation to the efficiency and effectiveness of rosters, leave and staff movements.

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.

Desirable Requirements:—Experience in working with electronic rostering systems.

Enquiries to Skipp Wyllie, Manager Performance and Absence Management, Department of Justice, phone (03) 6165 7282, email skipp.wyllie@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart Tas, 7001, phone (03) 6165 4908, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Skipp Wyllie on (03) 6165 7282.

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

CORPORATE SERVICES

Finance and Payroll Services

Systems Administrator (002195).

Applications Close:—Monday, 4 January 2016.

Salary:—\$78,552 – \$82,441 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Provide assistance to the Senior Budget/Systems Analyst in the implementation and co-ordination of appropriate strategies to support efficient budget and financial management including advice to Departmental employees on budgetary policies, financial reporting and practices.

Qualifications and Experience:—Degree in Commerce, Economics, Business or similar.

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 Bruce Ludeke, Manager Finance, Department of Police and Emergency Management, G.P.O. Box 308, HOBART, TAS, 7001, phone (03) 6230 8650, email Bruce.ludeke@fire.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.

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).

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

Human Services

Clerk Human Services (521065T).

Applications Close:—Monday, 4 January 2016.

Salary:—\$61,898 – \$67,020 p.a.

Tasmanian State Service Award, General Stream, Band 3 (including payment in accordance with Appendix 9 of TSSA).

Fixed-term full-time 12 Months.

Location:—Hobart.

Duties:—To provide efficient and effective service in the human resource areas of leave, workers compensation, rehabilitation, recruitment and remuneration that assists the Tasmania Fire Service (TFS) and its members to achieve strategic goals.

Desirable Requirements:—Have a high level of clerical experience. Have the ability to work under pressure in order to meet deadlines. Have experience and training in word processing, spreadsheet preparation and integrated human resources management systems, Tertiary qualifications or progress towards such qualifications in the area of occupational health and safety, human resources or related field would be an advantage, Knowledge of Microsoft Office applications a distinct advantage and Hold a current driver's licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Diane Wilkinson on (03) 6230 8463 or from www.jobs.tas.gov.au.

Enquiries to Diane Wilkinson on (03) 6230 8463.

Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email employment@fire.tas.gov.au.

PREMIER AND CABINET

COMMUNITIES, SPORT AND RECREATION

Programs and Services

Project Officer (001951).

Applications Close:—Monday, 4 January 2016.

Salary:—\$78,552 – \$82,441 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—To undertake research and analysis and provide

advice about projects as they relate to the Division's implementation of programs and services. Develop and manage the government's commemorative program for the Centenary of World War One.

Enquiries to Craig Martin, Deputy Director, Communities, Sport and Recreation, Department of Premier and Cabinet, phone (03) 6232 7683, email craig.martin@dpac.tas.gov.au.

Applications to Ann Woodhall, HR Officer, Recruitment, Department of Premier and Cabinet, G.P.O. Box 123, Hobart Tas 7001, email job.application@dpac.tas.gov.au.

PREMIER AND CABINET

POLICY DIVISION

Administrative Assistant (002244).

Applications Close:—Monday, 4 January 2016.

Salary:—\$51,782 – \$56,011 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time from 27/1/16 until 24/1/17, or until the return of the substantive occupant, whichever is the sooner.

Location:—Hobart.

Duties:—Provide administrative support services to the staff of the Policy Division, to assist with the efficient and effective operation of the Division.

Enquiries to Lisa Caswell, Policy Analyst, Policy Division, Department of Premier and Cabinet, phone (03) 6232 7209.

Applications to Ann Woodhall, HR Officer, Recruitment, Department of Premier and Cabinet, G.P.O. Box 123, Hobart Tas 7001, email job.application@dpac.tas.gov.au.

PUBLIC TRUSTEE

ADMINISTRATION

Executive Assistant (790183).

Applications Close:—Monday, 4 January 2016.

Salary:—\$58,394 – \$63,226 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—Provide executive and administrative support services to the CEO, Board and Executive Management Team including schedule and co-ordinate diaries, meetings, travel itineraries and functions.

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:—Candidates should possess a working knowledge of, and experience in, executive and administrative services in a senior management environment; well developed organisational skills and the ability to set priorities and manage a variable workload; high level communication and interpersonal skills including the ability to deal with a wide range of clients, staff at all levels, Heads of Agency, and Board members in a sensitive and confidential manner; the capacity to exercise initiative, judgement and discretion and work in a senior management environment; and the proven ability to work effectively individually and as part of a team in the efficient and timely delivery of professional client service.

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 website.

Enquiries to Duncan Hall, General Manager Corporate Services, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 62355292, email dhall@publictrustee.tas.gov.au.

Applications to Karyne Johns, Human Resource Officer, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone (03) 6235 5241, email 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.

STATE GROWTH

BUSINESS SERVICES

Finance

Senior Finance Officer (700063).

Applications Close:—Monday, 4 January 2016.

Salary:—\$58,394 – \$63,226 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—Assist with the daily reconciliation of the Department's bank accounts, including the expenditure and collections accounts.

Processing of accounts payable and accounts receivables transactions, including interfaces from external systems and the raising and receipting of debtor invoices.

Daily co-ordination and monitoring of work being undertaken by the accounts payable and receivables financial operations transactional staff, including the provision of advice and guidance on business processes and legislative compliance.

Assist with the management of the departments Corporate Card activities, including the issue and cancellation of cards, the importing and certification of card transactions, and the provision of advice to card holders on associated legislative requirements.

Provide financial support services to internal clients and liaise with external clients on financial matters, including the investigation and resolution of more complex financial operation processes and/or queries.

Ensure the accuracy and integrity of financial information through the application of appropriate internal control procedures.

Ensure accounts payable and receivable financial processes comply with relevant government legislation and departmental policies and procedures.

Contribute to the ongoing review and improvement of existing financial operation business processes and practices.

Act as a Certifying Officer.

Desirable Requirements:—Experience in the use of Financial Information Management Systems.

Enquiries to Tracey Morrison, Manager Financial Operations and Systems, Department of State Growth, phone (03) 6165 5171, email tracey.morrison@stategrowth.tas.gov.au.

Applications to People and Culture, Department of State Growth, G.P.O. Box 536, Hobart 7001, email recruitment@stategrowth.tas.gov.au.

STATE GROWTH

INDUSTRY AND BUSINESS DEVELOPMENT

Client Services

Advanced Manufacturing and Northern Engagement

Senior Project Manager (372844).

Applications Close:—Monday, 4 January 2016.

Salary:—\$102,362 – \$107,780 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Launceston.

Duties:—Represent the agency at a senior level of engagement in the northern region. Work in partnership with other State Growth business units across the State and with other tiers of government, to ensure the effective referral of client needs, and implementation of new programs, processes and management systems. This includes representing the department in the private and public sectors including State, Commonwealth and Local Government committees and panels.

Proactively initiate and provide high level strategic advice to the Assistant General Manager, Advanced Manufacturing and Northern Engagement and the General Manager, Client Services in the development, implementation and review of industry development strategies, policies, programs, plans and projects.

Maintain a strong network with key stakeholders within the region. Undertake high level liaison, negotiation and consultation with relevant key stakeholders including Commonwealth, State and Local Government agencies and on enterprise and project related development issues.

Assess the business needs of target clients in key sectors, assisting them to develop strategies to maximise employment, investment and growth outcomes. Monitor and evaluate outcomes.

Accountable for management of, and providing leadership to the Northern team and managing their performance and development.

Develop detailed submissions and recommendations for financial assistance for consideration by the Department, State and Federal funding bodies. Prepare a diverse range of written documentation including correspondence, board papers submissions, ministerial briefings, reports and plans, and present material as required.

Assist with corporate planning, policy and procedure development, and administration of the Advanced Manufacturing and Northern Engagement Unit, Client Services Division and the Industry and Business Development Group, including input into the preparation and administration of delegated budgets on approved programs and projects.

Assist in implementing the Statewide Advanced Manufacturing Action Plan and delivery of associated initiatives. Maintain a currency of knowledge pertaining to the advanced manufacturing sector to ensure a high level of client engagement and be able to provide accurate and timely advice to government on the sector.

Provide authoritative advice on policy, program and project activities to the Assistant General Manager, Advanced Manufacturing and Northern Engagement and the General Manager, Client Services.

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

Current drivers licence.

Enquiries to Lara Hendricks, Assistant General Manager, Advanced Manufacturing and Northern Engagement, Department of State Growth, phone (03) 6477 7093, email lara.hendricks@stategrowth.tas.gov.au.

Applications to People and Culture, Department of State Growth, G.P.O. Box 536, Hobart 7001, email recruitment@stategrowth.tas.gov.au.

TREASURY AND FINANCE

ECONOMIC AND FINANCIAL POLICY DIVISION

*Intergovernment and Financial Policy Branch***Senior Policy Analyst (724317).**

Applications Close:—Monday, 4 January 2016.

Salary:—\$78,552 – \$82,441 p.a.

Tasmanian State Service Award, General Stream, Band 5.

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

Location:—Hobart.

Duties:—The Senior Policy Analyst will initially be providing commercial and policy analysis on matters relating to the Forestry Tasmania Review and the operations of Forestry Tasmania more generally. While substantively an Intergovernment and Financial Policy position undertaking research, investigations and analysis on economic and financial issues, the role will first be working in the Shareholder, Policy and Markets Branch for a fixed term period to meet the department's current operational demands.

In the context of the selection criteria, to be successful in this position, applicants will have:

Demonstrated ability to research issues, identify problems and possible solutions;

Strong analytical skills, including data analysis capabilities;

An ability to communicate precisely and succinctly to internal and external stakeholders; and.

Demonstrated initiative when undertaking research and investigation in the context of the direction and guidance provided by the supervisor.

A flexible approach towards working on priority projects and topical issues to meet critical business objectives is essential.

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

Enquiries to Derek Inglis, Assistant Director, Shareholder Policy and Markets Branch, Department of Treasury and Finance, phone (03) 6166 4165, email derek.inglis@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

ECONOMIC AND FINANCIAL POLICY DIVISION

*Shareholder Policy and Markets Branch***Specialist Business Analyst (724149).**

Applications Close:—Monday, 4 January 2016.

Salary:—\$102,362 – \$107,780 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time or part-time/job share may be considered. As soon as possible until 09.06.2017.

Location:—Hobart.

Duties:—The Specialist Business Analyst is responsible for supporting the implementation of the Strategic Review of Forestry Tasmania with broad direction from the Assistant Director and Director. The role will involve analysing corporate/business plans, quarterly reports and annual results of the businesses. You will also undertake research and investigation and provide advice to shareholders on financial, economic and legal matters in relation to financial performance, accountability and governance of Government businesses. The role will also monitor compliance with relevant governance frameworks and prepare briefings, correspondence, reports and submissions on complex forestry issues.

To be successful in this project position you will have effective communication and business analysis skills, and the ability to undertake a high level of stakeholder liaison in an environment where there are conflicting stakeholder interests. You will need to adopt a flexible and adaptive approach, be highly self-driven, and have the ability to manage a range of deliverables within relevant timeframes. Due to the advanced nature of the strategic review, a broad understanding of the operations of Forestry Tasmania and the operating environment of the forestry industry in Tasmania more generally is essential.

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

Enquiries to Derek Inglis, Assistant Director, Shareholder Policy and Markets Branch, Department of Treasury and Finance, phone (03) 6166 4165, email derek.inglis@treasury.tas.gov.au.

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

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

Staff Movements

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Service	Child Protection Worker	A. Taylor	03.12.15
Health & Human Services & Tasmanian Health Service	Manager, Physical Resources	A. Groves	09.12.15
Health & Human Services & Tasmanian Health Service	Manager, Physical Resources	A. Groves	09.12.15
Health & Human Services & Tasmanian Health Service	Enrolled Nurse	L. Jansen	06.12.15
Health & Human Services & Tasmanian Health Service	Senior Physiotherapist - Paediatrics	P. McArthur	25.11.15
Justice	Correctional Officer	J. Carroll	11.12.15
Justice	Correctional Officer	S. Griggs	09.12.15
Justice	Coordinator	C. Gibson	07.12.15
Justice	Research Officer	V. Joscelyne	04.12.15
Primary Industries, Parks, Water & Environment	Visitor Services Officer	M. Lowery	02.12.15
State Growth	Manager Road Assets	R. Given	11.12.15

Resignation of Officers

<i>Agency</i>	<i>Officer's Name</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
State Growth	S. Richards	Senior Training Operations Officer	04.11.15
State Growth	H. Lockley	School Crossing Patrol Officer	09.11.15
State Growth	H. Kunimoto	Manager Business & Skilled Migration	27.11.15

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Principal	L. Wright	12 months	01.12.16
Education	Education Facility Attendant	A. Hannay	6 months	03.12.15
Education	Education Facility Attendant	K. Rainbow	6 months	18.12.15
Education	Education Facility Attendant	M. Piesse	6 months	27.01.16
Education	Education Facility Attendant	D. Bean	6 months	21.12.15
Health & Human Services & Tasmanian Health Service	Patient Transport Officer	J. Brownrigg	6 months	07.12.15
Health & Human Services & Tasmanian Health Service	Pharmacist	C. Blackwell	6 months	14.12.15
Health & Human Services & Tasmanian Health Service	Pay/Personnel Officer	J. Cooke	6 months	30.11.15
Health & Human Services & Tasmanian Health Service	Allied Health Assistant - Ophthalmology	A. Paprotny	6 months	16.11.15
Health & Human Services & Tasmanian Health Service	Registered Nurse	L. Atkins	6 months	06.12.15
Health & Human Services & Tasmanian Health Service	Dental Assistant	R. Bajaky	6 months	07.12.15
Health & Human Services & Tasmanian Health Service	Registered Nurse	J. Chapman	6 months	16.11.15
Health & Human Services & Tasmanian Health Service	Pay/Personnel Officer	S. Talbot	6 months	08.12.15
Health & Human Services & Tasmanian Health Service	Registered Nurse	R. Hay	6 months	26.10.15
Health & Human Services & Tasmanian Health Service	Research and Policy Officer	L. Watt	6 months	04.01.16
Health & Human Services & Tasmanian Health Service	Enrolled Nurse	T. Warren	6 months	23.11.15
Health & Human Services & Tasmanian Health Service	Pay/Personnel Officer	C. Anthony	6 months	08.12.15
Health & Human Services & Tasmanian Health Service	Pay/Personnel Officer	J. Letchford	6 months	17.12.15
Health & Human Services & Tasmanian Health Service	Client Services Officer	S. Fleming	6 months	30.11.15
Health & Human Services & Tasmanian Health Service	Pay/Personnel Officer	A. Digney	6 months	08.12.15
Health & Human Services & Tasmanian Health Service	Senior Contract Officer	P. Pike	6 months	04.01.16
Health & Human Services & Tasmanian Health Service	Registered Nurse - Older Person Unit	M. Levitt	6 months	11.11.15
Health & Human Services & Tasmanian Health Service	Pay/Personnel Officer	J. Kelly	6 months	08.12.15
Health & Human Services & Tasmanian Health Service	Cleaner - ORS	T. Lodge	6 months	14.12.15
Health & Human Services & Tasmanian Health Service	Registered Nurse - Older Person Unit	M. Dryburgh	6 months	15.11.15
Health & Human Services & Tasmanian Health Service	Pay/Personnel Officer	N. Venetsanakos	6 months	08.12.15
Health & Human Services & Tasmanian Health Service	Patient Transport Officer	S. Redman	6 months	07.12.15
Health & Human Services & Tasmanian Health Service	Cleaner - ORS	E. Gesler	6 months	14.12.15
Health & Human Services & Tasmanian Health Service	Pay/Personnel Officer	H. Johnstone	6 months	20.12.15
Health & Human Services & Tasmanian Health Service	Diagnostic Audiologist	M. Chacksfield	3 months	02.11.15
Health & Human Services & Tasmanian Health Service	Pay/Personnel Officer	D. France	6 months	08.12.15
Justice	Planning Advisor	C. Wolf	nil	14.12.15
Justice	Planning Advisor	J. Edwards	nil	14.12.15
Police & Emergency Management	Vetting/Systems Compliance Officer	H. Bantick	None	24.11.15
Premier & Cabinet	Policy Analyst	P. Jackson	Not applicable	08.12.15
Premier & Cabinet	Client Service Officer	E. Macleod	6 months	07.12.15
Port Arthur Historic Site Management Authority	Cleaner	D. Papworth	6 months	26.11.15

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Trainee Information Management Officer	S. Lunson	24 months	08.12.15

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	R. Loh	School Business Manager	10.12.15
Health & Human Services & Tasmanian Health Service	D. Smith	Leisure and Lifestyle Coordinator	23.11.15
Health & Human Services & Tasmanian Health Service	R. Sage	Pay/Personnel Officer	27.11.15
Health & Human Services & Tasmanian Health Service	I. Wilson	Clinical Co-ordinator - Emergency	22.11.15
Health & Human Services & Tasmanian Health Service	A. Lees	Trainer	07.12.15
Health & Human Services & Tasmanian Health Service	J. Lawler	Clinical Co-ordinator - Emergency	22.11.15
Health & Human Services & Tasmanian Health Service	S. Grieve	Orthopaedic Cast Technician	26.10.15
Health & Human Services & Tasmanian Health Service	D. Harrison	Clinical Co-ordinator - Emergency	22.11.15
Health & Human Services & Tasmanian Health Service	M. Coad	Manager - Assessment and Case Management Services	01.12.15
Health & Human Services & Tasmanian Health Service	N. Elliott	Clinical Co-ordinator - Emergency	22.11.15
Health & Human Services & Tasmanian Health Service	E. Otten	Emergency Department Nursing	22.11.15
Health & Human Services & Tasmanian Health Service	M. Haysom	Contract Officer	04.01.16
Justice	A. Shand	Crown Counsel	10.12.15
Primary Industries, Parks, Water & Environment	S. Bowman	Program Manager (Agvet Chemicals and Tasmanian Seed Services)	07.12.15
TasTAFE	P. Arthur	Senior Consultant Communication and Marketing	16.12.15
TasTAFE	M. Saward	Education Manager	04.12.15
TasTAFE	M. Stubbs	Senior Team Leader, Client Services	04.12.15

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Service	Registered Nurse (Midwife)	A. Sayer	05.12.15
Justice	Senior Inspector	R. Buchanan	08.12.15

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Service	P. Paterson	State Growth	Executive Assistant	23.11.15

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