



TASMANIAN STATE SERVICE NOTICES

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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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Jordan River Learning Federation

Senior School

Laboratory Technician, JRLF Senior School (954203).

Applications Close:—Friday, 27 February 2015.

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

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 51.45 hours per fortnight from as soon as possible.

Location:—JRLF, Senior School.

Provide technical support to a school or college's science unit and undertake associated administrative duties.

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

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

Enquiries to Tanya Kerfoot, Department of Education, phone (03) 6262 5500, email **tanya.kerfoot@education.tas.gov.au**.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Oatlands District High School

Teacher Assistant, Oatlands District High School (4 Vacancies).

Applications Close:—Friday, 27 February 2015.

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

Tasmanian State Service Award, General Stream Band 2.

Vacancy No. 958993.

Permanent part-time 20.00 hours per fortnight.

Location:—Oatlands District High School.

Vacancy No. 960637.

Permanent part-time 20.00 hours per fortnight.

Location:—Oatlands District High School.

Vacancy No. 302982.

Permanent part-time 20.00 hours per fortnight.

Location:—Oatlands District High School.

Vacancy No. 954418.

Permanent part-time 10.00 hours per fortnight.

Location:—Oatlands District High School.

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

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

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

Enquiries to Tracey Knowles, Department of Education, phone (03) 6254 1110, email **tracey.knowles@education.tas.gov.au**.

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



RBF **Aspire** Program

MEMBER SCHOLARSHIPS

How would \$5,000 help you to advance your career?

The RBF Aspire Program helps RBF members undertake a conference, course or workshop to advance their professional development and career opportunities.

Nominations are now open for member scholarships!

For conditions of entry and more information
please visit the RBF website at www.rbf.com.au



Member scholarships are only open to RBF members who have been with RBF for 12 months. The RBF Board (ABN 97 724 593 931) is the trustee of the Retirement Benefits Fund (ABN 51 737 334 954). When considering an RBF product, please refer to the product disclosure documents available at www.rbf.com.au.

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Oatlands District High School

Teacher Assistant MDT, Oatlands District High School (960685).

Applications Close:—Friday, 27 February 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 10.00 hours per fortnight.

Location:—Oatlands District High School.

Provide assistance to the teacher(s) by carrying out a wide range of teacher support tasks in the material design and technology learning area. May also provide support and assistance to students with behavioural issues.

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

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

Enquiries to Tracey Knowles, Department of Education, phone (03)6254 1110, email tracey.knowles@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Rose Bay High School

Laboratory Technician, Rose Bay HS (961895).

Applications Close:—Friday, 27 February 2015.

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

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 29.40 hours per fortnight, from as soon as possible.

Location:—Rose Bay High School.

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

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

Enquiries to Karen Gannon, Department of Education, phone (03) 6242 9299, email karen.gannon@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, or email recruitment@education.tas.gov.au.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail.

When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Elizabeth College

Teacher Assistant, Outdoor Education, Elizabeth College (969085).

Applications Close:—Friday, 27 February 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time 58.80 hours per fortnight from as soon as possible till 11 December 2015.

Location:—Elizabeth College.

Provide assistance to the teacher(s) by carrying out a wide range of teacher support tasks in the outdoor education learning area including participating in day, weekend and overnight excursions. Liaise with community sporting and outdoor

organisations and other schools/colleges in the planning for outdoor activities. Assist with the preparation and updating of risk plans for outdoor activities in accordance with DoE guidelines.

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. Female, over 18 years of age (in accordance with order no. 14/10/075 granted 21 November 2014 by Office of the Anti-Discrimination Commissioner).

Desirable Requirements:—Certificate III in outdoor education, First aid certificate, Bus licence.

Enquiries to Oliver Close, Department of Education, phone (03) 6235 6579, email oliver.close@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Kingston Primary School

Advanced Skills Teacher, Kingston Primary School (952923).

Applications Close:—Friday, 27 February 2015.

Salary:—\$94,869 p.a.

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

Permanent full-time 70.00 hours per fortnight.

Location:—Kingston Primary School.

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

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

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

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

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

Enquiries to Lynne Hanlon, Department of Education, phone (03) 6233 7874, email Lynne.Hanlon@education.tas.gov.au.

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

Electronic submission of applications is preferred.

Electronic applications must be in Microsoft Word or PDF format.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

New Town High School

Education Facility Attendant, New Town High School (953376).

Applications Close:—Friday, 27 February 2015.

Salary:—\$40,063 – \$45,264 p.a.

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

Permanent full-time 80.00 hours per fortnight, 52 weeks per year.

Location:—New Town High School.

As part of a team or alone perform the full range of cleaning, grounds keeping and/or kitchen assistant duties to a hygienic, safe and presentable level. In addition to these duties this role contributes at a high level to the maintenance program of the school.

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

Enquiries to Suzi Ransom, Department of Education, phone (03) 6278 0405, email suzi.ransom1@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Rosetta Primary School

Education Facility Attendant, Rosetta Primary School (2 Vacancies).

Applications Close:—Friday, 27 February 2015.

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

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

Vacancy No. 953419.

Permanent part-time 30.00 hours per fortnight, 52 weeks per year.

Location:—Rosetta Primary School.

Vacancy No. 969276.

Permanent part-time 30.00 hours per fortnight, 52 weeks per year.

Location:—Rosetta Primary School.

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

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

Enquiries to Michelle Castle, Department of Education, phone (03) 6208 1202, email michelle.castle@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Taroona Primary School

School Administration Clerk, Taroona Primary School (954397).

Applications Close:—Friday, 27 February 2015.

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

Tasmanian State Service Award, General Stream Band 2.

Permanent part-time 65.00 hours per fortnight, 42 weeks per year.

Location:—Taroona Primary School.

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

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

Enquiries to Bianca Long, Department of Education, phone (03) 6227 8325, email bianca.long@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Woodbridge School

Ship's Master, Woodbridge School (953273).

Applications Close:—Friday, 27 February 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.50 hours per fortnight.

Location:—Woodbridge School, Marine Discovery Centre.

Master of the RV Penghana. Oversight vessel and associated maintenance and supply procedures. Provide technical advice on aspects of marine ecology and associated maritime procedures. Assist in the instruction of students as required.

Essential Requirements:—Valid Master's Certificate of Competency at Class V, endorsed for trading. Engine Drivers Certificate MED3 or better.

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:—Bronze Medallion. Senior First Aid Certificate.

Enquiries to Lee Reid, Department of Education, phone (03) 6267 4603, email lee.reid@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services Northern Region

Flinders Island District High School

Teacher Assistant, Flinders Island District High School (964188).

Applications Close:—Friday, 27 February 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 10 hours per fortnight, 40 weeks per year.

Location:—Flinders Island District High School.

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

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

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

Enquiries to Janice Schibrowski, Department of Education, phone (03) 6359 2021, email janice.schibrowski@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services Northern Region

Prospect High School

Education Facility Attendant (Kitchen Assistant), Prospect High School (952107).

Applications Close:—Friday, 27 February 2015.

Salary:—\$40,063 – \$45,264 p.a.

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

Permanent full-time 80 hours per fortnight, 52 weeks per year.

Location:—Prospect High School.

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

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

Enquiries to Debbie Chancellor, Department of Education, phone (03) 6344 4744, email debbie.chancellor@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services Northern Region

Prospect High School

School Administration Clerk, Prospect High School (952873).

Applications Close:—Friday, 27 February 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 58.80 hours per fortnight, 52 weeks per year.

Location:—Prospect High School.

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

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

Enquiries to Debbie Chancellor, Department of Education, phone (03) 6344 4744, email debbie.chancellor@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services Northern Region

Cooee Primary School

Teacher Assistant, Cooee Primary School (300193).

Applications Close:—Friday, 27 February 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 15 hours per fortnight.

Location:—Cooee Primary School.

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

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

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

Enquiries to Marcelle Norton, Department of Education, phone (03) 6431 1151, email marcelle.norton@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services Northern Region

Stanley Primary School

School Business Manager, Stanley Primary School (300852).

Applications Close:—Friday, 27 February 2015.

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

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time 13 hours per fortnight, as soon as possible to 18 December 2015.

Location:—Stanley Primary School.

Description of the role:—Co-ordinate the operations of a school office and support the Principal in the management of school administrative service and resources. Direct and supervise assigned non teaching staff. Provide advice to the Principal and other school staff on administrative and resource matters.

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

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

Enquiries to Peter Brown, Department of Education, phone (03) 6458 1141, email peter.w.brown@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services Northern Region

Ulverstone Primary School

Aboriginal Education Worker, Ulverstone Primary School (960054).

Applications Close:—Friday, 27 February 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 50 hours per fortnight.

Location:—Ulverstone Primary School.

Description of the role:—Provide assistance to teacher(s) to support implementation of the Closing the Gap in Aboriginal Educational Outcomes 2010-2014 strategy and other relevant initiatives that contribute to improvement in the attendance, participation and educational outcomes of Aboriginal students, Prep, Year 8.

Essential Requirements:—The Head of the State Service has determined that this position is an Aboriginal identified position and that it can only be filled by Aboriginal people or Torres Strait Islanders in accordance with Employment Direction No. 10 Aboriginal and Torres Strait Islander Employment in the Tasmanian State Service.

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

Desirable Requirements:—Post year 10 studies in health and/or education.

Enquiries to Maryanne Hart, Department of Education, phone (03) 6424 1726, email maryanne.hart@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services Northern Region

Wynyard High School

Advanced Skills Teacher, Wynyard High School (200602).

Applications Close:—Friday, 27 February 2015.

Salary:—\$94,869 p.a.

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

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

Location:—Wynyard High School.

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

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

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

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

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

Enquiries to Alex Downes, Department of Education, phone (03) 6442 2385, email alex.downes@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services Northern Region

Penguin District School

Canteen Supervisor, Penguin District School (951035).

Applications Close:—Friday, 27 February 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time 60 hours per fortnight, as soon as possible to 18 December 2015.

Location:—Penguin District School.

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

Co-ordination of catering for functions may be required.

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

Enquiries to Rebecca Hopkins, Department of Education, phone (03) 6434 2222, email rebecca.hopkins@education.tas.gov.au.

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

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

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

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

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

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Disability, Housing and Community Services

Child Protection Worker (2 vacancies) (501555).

Applications Close:—Friday, 27 February 2015.

Salary:—\$51,797 – \$83,520 p.a.

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

Permanent full-time day work (2 vacancies), SEE NOTE BELOW.

Location:—Children and Youth Services, North West.

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

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

*** Applicants are encouraged to read the further information available on child protection careers ***

Working in Child Protection in Tasmania.

Choose a career in Child Protection.

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

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

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

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

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

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

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

Current Driver's Licence.

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

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

Enquiries to Selina McGuire, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6477 7585, email selina.mcguire@dhhs.tas.gov.au.

You are encouraged to apply online, or, forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Disability, Housing and Community Services

Youth Justice Worker (501591).

Applications Close:—Friday, 27 February 2015.

Salary:—\$51,797 – \$83,520 p.a.

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

Permanent full-time day work.

Location:—Children and Youth Services, Youth Justice Services, Hobart.

As part of a restorative justice practice framework and subject to the statutory provisions of the Youth Justice Act 1997 assess the complex risks and rehabilitative needs of young people referred by the police and the courts, participate in youth diversionary programs and case manage a caseload of identified clients on legal orders.

Selection criteria includes:—Demonstrated ability to work within a legislative framework, together with a good knowledge and understanding of the Youth Justice Act 1997 or the ability to acquire the same.

Demonstrated high standard of communication skills, in particular strong interpersonal, conflict resolution, counselling and group work skills together with the ability to present confidently in public with groups and stakeholders.

Demonstrated knowledge of and ability to work within restorative justice and community capacity building principles or the ability to acquire the same.

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

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

Current Driver's Licence.

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

Enquiries to Tracy Quinney, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7870, email tracy.quinney@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Population Health

Office of the Chief Medical Officer

Specialist Radiographers-BreastScreen Tasmania Employment Register (various).

Applications Close:—Friday, 17 February 2017.

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

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

Register.

Location:—Various Site Locations Statewide.

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

The Tasmanian Department of Health and Human Services seeks applications from qualified diagnostic radiographers/mammographers with demonstrated previous clinical experience and ability to work autonomously to join BreastScreen Tasmania.

As a member of a multidisciplinary team you will facilitate client screening mammography, diagnostic and further assessment imaging as required at BreastScreen Tasmania's Screening Unit site locations.

You will have the opportunity to take a leading role in the supervision of less experienced staff. You will be required to perform duties in line with the BreastScreen Australia Program, ensuring that professional standards are maintained.

The positions are offered on a fixed term full-time, part-time or casual basis commencing As soon as possible for a period of up to 12 months. Successful applicants will be offered a 12 month contract and hours subject to clinical needs and availability, in one or more BreastScreen Tasmania locations.

A certificate of Clinical Proficiency in Mammography (CCPM) will be highly regarded but not essential and breast ultrasound skills will be considered favourably.

Desirable Requirements:—Current Drivers Licence.

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

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

Enquiries to Jane Haynes, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 4324, email jane.haynes@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Ward Clerk CASUAL POOL (503229).

Applications Close:—Friday, 27 February 2015.

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

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

Fixed-term casual shift work working as and when required. Notwithstanding, hours may be negotiated with the successful applicant. To commence 12 April 2015 until 5 August 2015.

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

Duties:—To provide an effective and efficient clerical, administrative and reception support in the hospital wards, 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 Mark Perry, A/NUM, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7901, email mark.perry@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Organisation, North, P.O. Box 1963, Launceston 7250. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Mersey Community Hospital

Enrolled Nurse (514651).

Applications Close:—Friday, 27 February 2015.

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

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

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

Location:—Medical Ward, Mersey Community Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Enrolled Nurse who is passionate about delivering best practice, patient centred nursing care, a member of a dynamic multidisciplinary healthcare team.

Ideally you would have a background working in acute care nursing and IV medication endorsement would be an advantage, and as a member of the multidisciplinary team, you will contribute to a strong professional team approach to patient care through open communication and a positive supportive environment.

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

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

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

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

Enquiries to Jill McCarthy, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6426 5431, email jill.mccarthy@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Physiotherapy Receptionist (502327).

Applications Close:—Friday, 27 February 2015.

Salary:—\$50,183 – \$53,673 p.a.

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

Fixed-term full-time day worker, working 76 hours per fortnight until February 2016.

Location:—North West Regional Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced administrative and clerically minded candidate responsible for the provision of a customer focused general reception and telephone service to the THO, North West Physiotherapy Department.

This is a front line position within the Physiotherapy Department where you will be the crucial first point of contact for patients accessing our service, so excellent people skills are essential. Your main priorities will include arriving and departing patients, processing referrals, waiting list management, making appointments and answering telephone and general enquiries from patients. Other duties will include but are not limited to assisting with collecting data for reporting purposes, monitoring stock levels, supporting infection control measures and assisting clinical staff with administrative queries.

Reporting to the Manager, Physiotherapy Services, this role encompasses a wide range of responsibilities including, but not limited to, timely and accurate processing of assigned tasks, ensuring efficient flow of information to and from the office and communicating as required with a wide range of staff and clients.

Do you have?

Sound knowledge and experience of clerical/reception duties within a health service delivery environment.

Demonstrated ability to be able to work effectively and cooperatively as part of a multidisciplinary team.

Proven high level interpersonal, verbal and written communication skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

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 Simon Watt, Deputy Manager, Physiotherapy, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6608, email simon.watt@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Registered Nurse (516083).

Applications Close:—Friday, 27 February 2015.

Salary:—\$58,432 – \$79,964 p.a.

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

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

Location:—North West Regional Hospital, Burnie.

Who are we?

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

Who are we looking for?

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

This position is based at in the Critical Care Department of the North West Regional Hospital.

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

Do you have?

Current AHPRA registration.

At least 2-3 years relevant clinical experience.

Graduate Certificate in Critical Care or alike.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

This is a fantastic opportunity to progress your career, don't miss out!

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

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

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

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

Enquiries to Trudy Segger, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6673, email trudy.segger@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Registered Nurse (515849, 517590, 502172 3 Vacancies).

Applications Close:—Friday, 27 February 2015.

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

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

Permanent part-time shift worker, working 64 hours per fortnight and Fixed-term part-time shift worker, working 52 hours per fortnight until June 2017 and Fixed-term part-time shift worker, working 64 hours per fortnight until February 2016.

Location:—North West Regional Hospital.

Who are we?

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

This role is based at the North West Regional Hospital at Burnie, which is a modern 160 bed facility providing high quality health care and specialist services to North West Tasmania.

Who are we looking for?

We are seeking motivated and experienced Registered Nurses with a background in Emergency Care who are passionate about the greatest quality of care, ensuring collaboration with members of the multidisciplinary healthcare team. Within the

dynamic multidisciplinary team, you will contribute to a strong professional team approach through open communication and a positive supportive environment.

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

Do you have?

Current Registration.

Emergency nursing experience.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Permanent or fixed term employment.

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

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

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

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

Enquiries to Maxine Wooler, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6430 6632, email maxine.wooler@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health North West

Administrative Officer (503129).

Applications Close:—Friday, 27 February 2015.

Salary:—\$56,487 – \$60,553 pro rata, per annum.

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

Fixed-term part-time day worker, working 72 hours per fortnight until December 2015.

Location:—Specialist Palliative Care Service, Parkside, Burnie.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Administrative Support Officer to work with us at the Specialist Palliative Care Service. In this role you will provide a high-level and broad range of administrative and clerical support to the NUM, Palliative Care Service and specialist staff of the North West Palliative Care Service.

Working under minimal supervision you will be responsible for the relevant day to day administration processes including, provision of an effective service ensuring prompt, sensitive and confidential handling of all enquiries.

To be considered for this position you will have strong communication and interpersonal skills combined with a sound understanding of and experience in managing databases, and application of skills in the use of electronic information systems and Microsoft suite.

Do you have?

Sound knowledge and experience of clerical/reception duties within a health service delivery environment.

Demonstrated ability to be able to work effectively and cooperatively as part of a multidisciplinary team.

Proven high level interpersonal, verbal and written communication skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

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.

Desirable Requirements:—Certificate III or IV in an Administrative field or equivalent experience.

Enquiries to Jan Young, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6440 7111, email jan.young@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health North West

Diversional Therapy Assistant (2 Vacancies).

Applications Close:—Friday, 6 March 2015.

Salary:—\$51,115 – \$53,673 pro rata, per annum.

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

Vacancy No. 502522.

Permanent part-time day worker, working 30.4 hours per fortnight.

Location:—Wynyard Adult Day Centre.

Vacancy No. 502522.

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

Location:—Wynyard Adult Day Centre.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Diversional Therapy Assistant to take up this role within the Wynyard Adult Day Centre.

Reporting to the Adult Day Centre Co-ordinator, this role encompasses a wide range of responsibilities including, but not limited to, planning and implementing individual and group client programs.

In addition, casual positions may be available across the North West region.

Do you have?

Effective communication and interpersonal skills.

Ability to work harmoniously as a member of a team.

What can we offer?

Flexible work/life balance.

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:—Certificate IV in Leisure and Lifestyle.

A current First Aid Certificate.

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 Susan Hynes, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6426 2744, email susan.hynes@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health North West

Enrolled Nurse (519332).

Applications Close:—Wednesday, 18 March 2015.

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

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

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

Location:—West Coast District Hospital, Queenstown.

Who are we?

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

Who are we looking for?

We are seeking motivated and experienced Enrolled Nurses who are passionate about delivering best practice patient centred nursing care, as a member of a dynamic multidisciplinary healthcare team to take up a casual role at the West Coast District Hospital.

Ideally you would have a background working in acute care and aged care nursing. IV medication endorsement would be an advantage, and as a member of the multidisciplinary team, you will contribute to a strong professional team approach to patient care through open communication and a positive supportive environment.

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

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

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

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

Enquiries to Lindy Earl-Cooper, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6472 2315, email lindy.earlcooper@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health North West

Enrolled Nurse (502388).

Applications Close:—Friday, 6 March 2015.

Salary:—\$52,762 – \$58,432 p.a.

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

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

Location:—King Island Hospital and Health Centre.

Who are we?

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

Who are we looking for?

We are seeking motivated and experienced Enrolled Nurses who are passionate about delivering best practice patient centred nursing care, to become a member of a dynamic multidisciplinary healthcare team at the King Island Hospital and Health Centre.

Ideally you would have a background working in acute care, aged care or rural and remote care nursing and IV medication endorsement would be an advantage, and as a member of the multidisciplinary team, you will contribute to a strong professional team approach to patient care through open communication and a positive supportive environment.

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

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Three airfares to Melbourne or Burnie annually.

Remote allowance.

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 Nursing and Midwifery Board of Australia as an Enrolled Nurse (holds Board-approved qualification in Administration of Medicine).

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

Enquiries to Robyn Bridgewater, Director of Nursing, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6462 9912, email robyn.bridgewater@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health North West

Maintenance Officer/Attendant (502771).

Applications Close:—Friday, 27 February 2015.

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

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

Permanent part-time day worker, working 28 hours per fortnight.

Location:—Devonport Community Health Centre.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Maintenance Officer/Attendant to provide day to day general and

preventative maintenance services across the Devonport area in a timely manner.

Primarily you will be responsible for the installation, maintenance repairs and alterations to equipment, as prescribed by an Occupational Therapist or Physiotherapist, for community clients.

Your demonstrated competence in general maintenance will assist you with the efficient and effective execution consistent with the high quality standard of THO-North West. A sound knowledge of the principals of Work Health and Safety including manual handling is required to work independently with limited supervision and often with time constraints.

You will be a self starter, who is able to prioritise work in an efficient but effective manner. You will have sound communication and interpersonal skills and the ability to build a good rapport with your colleagues, other staff members and clients and a willingness to increase knowledge and skills on an ongoing basis.

Do you have?

Demonstrated competence and experience in the execution of general maintenance.

Sound knowledge of the principles involved in Work Health and Safety.

Sound verbal communication and interpersonal 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 Jacky Taylor, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6421 7700, email jacky.taylor@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health North West

Nurse Practitioner Candidate, Palliative Care Service (521992).

Applications Close:—Friday, 27 February 2015.

Salary:—\$84,989 – \$90,857 p.a.

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

Fixed-term full-time day worker, working 76 hours per fortnight until 30 June 2016.

Location:—Specialist Palliative Care Service, Parkside, Burnie.

Are you looking for an exciting opportunity practising in the field of Specialist Palliative Care?

Who are we?

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

Who are we looking for?

The Specialist Palliative Care Service Tasmanian Health Organisation, North West is seeking a Nurse Practitioner Candidate to develop this new role and improve clinical services outcomes in local and outreach community settings within North West Tasmania. The Nurse Practitioner Candidate will work within the scope of practice for the development, provision and evaluation of specialist palliative care that ensures optimal patient/client/family/carer and community outcomes.

The Nurse Practitioner Candidate will draw upon their own professional competencies to improve clinical service outcomes through effective research and quality improvement activities and will actively participate state-wide and nationally in research, publication and education in the speciality of Palliative Care.

If you're looking for a challenging role that allows you to fully utilise your skills in a fast pace environment, this is the role for you!

Do you have?

Current Registration.

Demonstrated high level interpersonal communication skills.

Well developed and strong leadership skills.

Demonstrated expert capacity to undertake education and research.

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

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

Enquiries to Jan Young, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 64407111, email jan.young@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health North West

Registered Nurse (519331).

Applications Close:—Wednesday, 18 March 2015.

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

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

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

Location:—West Coast District Hospital, Queenstown.

Who are we?

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

Who are we looking for?

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

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

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

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

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

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

Enquiries to Lindy Earl-Cooper, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6472 2315, email lindy.earlcooper@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health North West

Registered Nurse (502384).

Applications Close:—Friday, 6 March 2015.

Salary:—\$58,432 – \$79,964 p.a.

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

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

Location:—King Island Hospital and Health Centre.

Who are we?

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

A part of the Tasmanian Health Organisation, North West, the King Island Hospital and Health Centre provides emergency, acute, and community care fully supported by the North West Regional Hospital in Burnie. A residential aged care facility is also incorporated into the facility, offering 14 beds in a contemporary and well-resourced working environment.

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. Within the dynamic multidisciplinary team, you will contribute to a strong professional team approach through open communication and a positive supportive environment.

Reporting to the Nurse Unit Manager, you will contribute to the health outcomes of your patients through excellence in

practice, fostering a learning culture, excellent communication skills and working effectively within a multidisciplinary team.

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

3 Flights annual to either Tasmanian or Melbourne.

Remote Allowance.

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

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

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

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

Enquiries to Robyn Bridgewater, Director of Nursing, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6462 9912, email robyn.bridgewater@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Manager, Biomedical Engineering (521839).

Applications Close:—Friday, 27 February 2015.

Salary:—\$83,601 – \$94,132 p.a.

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

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

Location:—Engineering and Maintenance.

The Tasmanian Health Organisation, South is seeking suitability qualified applicants for a vacancy as the Manager, Biomedical Engineering to work in Engineering and Maintenance located at Royal Hobart Hospital.

Duties:—In the role of Manager, Biomedical Engineering you are responsible for ensuring the delivery of timely, quality and efficient biomedical and clinical engineering services across the THO-South by providing overall management and co-ordination of the Biomedical Engineering Section's resources and activities.

Your duties also include:—Developing and implementing strategies to support the Unit's operational objectives.

Managing allocated human, physical and financial resources.

Providing complex technical support and advice in relation to a range of medical equipment and instrumentation.

Desirable Requirements:—Eligible for Membership or Associate Membership of the Institution of Engineers Australia.

Previous experience in the Health Care Industry.

Essential Requirements:—Diploma/Advanced Diploma of Engineering – Biomedical/Electronics from a recognised institution or an equivalent qualification, appropriate to the nature of the work. 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 Geoff Howard, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8897, email geoff.howard@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: StaffLink HR, Tasmanian Health Organisation – South, G.P.O. Box 1061, Hobart, Tasmania 7001.

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

If you are applying online you do not need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Statewide Mental Health Services

Alcohol and Other Drugs Counsellor (500841).

Applications Close:—Friday, 6 March 2015.

Salary:—\$51,797 – \$83,520 p.a.

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

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

Location:—North-West.

Duties:—As a member of a multi-disciplinary team, the Alcohol and Other Drugs Counsellor supports individuals and their families with alcohol and drug related issues by:

Providing comprehensive alcohol and drug assessments and referrals; evidence based treatment and specialist interventions (including individual, group and health promotion).

Actively participating in liaison and collaborative partnerships with government agencies and non-government organisations.

Essential Requirements:—Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or Registered with the Occupational Therapy Board of Australia; or Registered with the Psychology Board of Australia.

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

Enquiries to Tammy Miller, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6429 8555, email tammy.miller@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: StaffLink Recruitment Services, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Statewide Mental Health Services

Alcohol and Other Drugs Counsellor (500832).

Applications Close:—Friday, 6 March 2015.

Salary:—\$51,797 – \$83,520 pro rata, per annum.

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

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

Location:—North.

Duties:—As a member of a multi-disciplinary team, the Alcohol and Other Drugs Counsellor supports individuals and their families with alcohol and drug related issues by:

Providing comprehensive alcohol and drug assessments and referrals; evidence based treatment and specialist interventions (including individual, group and health promotion).

Actively participating in liaison and collaborative partnerships with government agencies and non-government organisations.

Essential Requirements:—Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or Registered with the Occupational Therapy Board of Australia; or Registered with the Psychology Board of Australia.

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

Enquiries to Monika Petschar, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6777 1234, email monika.petschar@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: StaffLink Recruitment Services, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Statewide Mental Health Services

Pharmacy Technician, Correctional Health (516720).

Applications Close:—Friday, 27 February 2015.

Salary:—\$56,487 – \$60,553 pro rata, per annum.

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

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

Location:—Risdon Prison Hospital.

Please note part-time hours will also be considered.

Please also note that this position attracts a 6.5% Correctional Health Allowance.

Duties:—In accordance with established guidelines, processes and procedures and under the supervision of the Senior Pharmacist, the Pharmacy Technician provides a comprehensive pharmaceutical service within a Correctional Health Service environment.

Essential Requirements:-

Possess or be actively enrolled in Certificate III or IV in Health Services Assistance (Hospital and Community Health Pharmacy Assistance) from a recognised education institution; or.

Possess or be actively enrolled in Certificate III or IV in Hospital/Health Services Pharmacy Support from a recognised educational institution; or.

An Associate Diploma from a recognised educational institution, or an equivalent qualification, that is relevant to the work of a pharmacy technician.

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 Danielle Hingston, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 8253, email danielle.hingston@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: StaffLink Recruitment Services, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Allied Health Assistant (513456).

Applications Close:—Friday, 27 February 2015.

Salary:—\$51,115 – \$53,673 p.a.

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

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

Location:—Community Rehabilitation Unit Hobart.

Duties:—Support the delivery of health professional services and therapeutic programs delivered by the Community Rehabilitation Unit (CRU) the Allied Health Assistant. Provide effective and efficient client care to CRU patients as directed by the Allied Health Professional across occupational therapy, physiotherapy, speech pathology, dietetics and other services. Assist the CRU multidisciplinary rehabilitation team in the delivery of client treatment programs and group programs, as directed by the treating Allied Health Professionals.

Desirable Requirements:—Current Driver's Licence.

First aid certificate or willingness to obtain same.

Certificate IV in Allied Health Assistance.

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 Clare Short, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7626, email clare.short@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: StaffLink Recruitment Services, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Cook, Non Trade (506670).

Applications Close:—Friday, 27 February 2015.

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

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

Fixed-term casual working on an as and when required basis for one year.

Location:—Midlands Multi Purpose Centre.

The Tasmanian Health Organisation, South is seeking applications for casual vacancies as a Cook (Non Trade) at the Midlands Multi-Purpose Centre.

Duties:—In the role of Cook (Non Trade) you are expected to ensure a high standard of food preparation for patients, residents, Meals on Wheels and staff of the Midlands Multi-Purpose Health Centre (MMPHC).

You will be responsible for preparing and delivering meals in accordance with the established procedures, processes and the Food Safety Plan. This includes:

Meeting the individualised dietary needs of patients, residents, community clients and staff.

Monitoring the use and storage of food, perishable goods and other consumables in accordance with the standards set out in the Food Safety Plan.

Conducting relevant audits within the kitchen/catering environment as per Food Safety Plan, the Continuous Quality Improvement Program and legislative requirements.

Desirable Requirements:—Certificate II in Hospitality.

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 Sandy Carmichael, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6254 5030, email sandy.carmichael@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: StaffLink HR, Tasmanian Health Organisation – South, G.P.O. Box 1061, Hobart, Tasmania 7001.

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

If you are applying online you do not need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Medicine Services

Staff Specialist (Respiratory/General Medicine) (515771).

Applications Close:—Friday, 13 March 2015.

Salary:—\$132,011 – \$184,815 p.a.

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

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

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

Duties:—The Royal Hobart Hospital as part of Tasmanian Health Organisation, South is seeking a Staff Specialist to join the Departments of Respiratory and General Medicine. The Royal Hobart Hospital (RHH) is the sole tertiary hospital in the southern Australian state of Tasmania and is associated with the University of Tasmania-School of Medicine.

The position is attractive for a specialist physician early in their career with consultant practice in a well-supported, collegial and well regarded university teaching hospital setting.

The successful applicant will provide inpatient and outpatient care to public and private patients of the RHH in Respiratory Medicine and General Medicine. The inpatient role will include periods of ward service in respiratory medicine and contribution to the acute general medicine service. Other responsibilities will include lung function reporting, bronchoscopy and outpatient clinics including post-discharge review of a limited number of general medicine patients.

Involvement in undergraduate and postgraduate teaching and research is an expectation of the role. There are opportunities for further skill development including endobronchial ultrasound.

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

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

Enquiries to Dr Nick Harkness, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8438, email nick.harkness@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: StaffLink Recruitment Services, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Oral Health Services (Statewide)

Oral Health North

Dental Technician (501280).

Applications Close:—Friday, 27 February 2015.

Salary:—\$63,262 – \$72,204 pro rata, per annum.

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

Permanent part-time day worker, working 45.6 hours per fortnight.

Location:—Northern Dental Centre, Launceston.

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

Duties:—Oral Health Services Tasmania (OHST) is seeking an experienced Dental Technician to join our Northern Dental Centre. The successful applicant will work within a dental team to provide an efficient and effective, high quality dental prosthetic service within the framework of OHST.

Essential Requirements:—Diploma of Dental Technology or recognised equivalent.

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 Jayne Scull, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6777 1094, email jayne.scull@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: StaffLink Recruitment Services, Tasmanian Health Organisation, South, G.P.O. Box 125, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Surgical Services

Consultant, Quality and Risk (522022).

Applications Close:—Friday, 27 February 2015.

Salary:—\$83,601 – \$94,132 p.a.

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

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

Location:—Surgical Services Group, Royal Hobart Hospital.

Duties:—As a senior member of the Surgical Services Leadership Team, the Consultant, Quality and Risk ensures the delivery of safe, effective clinical care within Surgical Services' Clinical Governance and National Safety and Quality Health Service (NSQHS) frameworks, Agency policy, legal requirements, relevant standards and professional competencies. This includes:.

Leading the co-ordination, implementation, evaluation and promotion of Surgical Services' Quality, Safety and Risk Management Agenda and integrated programs at a local level and aligned with regional and statewide directions.

Overseeing Surgical Service's quality and safety review and accreditation processes.

Providing authoritative advice to Surgical Services' staff supporting the implementation and evaluation of quality improvement activities which includes the co-ordination of:—

- a) Risk management systems.
- b) Complaint processes.
- c) Quality improvement initiatives.

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 Geoffrey Wiczorski, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 7345, email geoffrey.wiczorski@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: StaffLink Recruitment Services, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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JUSTICE

COMMUNITY CORRECTIONS

*Southern Region***Report Writer/Assessor (356427).**

Applications Close:—Friday, 27 February 2015.

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

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time 73.50 hours per fortnight for the period 9 March 2015 until 24 December 2015.

Location:—Southern Region.

Applicants may be required to undergo psychological and aptitude testing as part of the selection process.

Duties:—Conduct assessments of offenders in order to determine their level of risk and/or their suitability for participation in a community based sentence. Liaise with representatives from other government agencies for the purpose of obtaining information relevant to the assessment. Provide written reports to the Magistrates Court outlining the findings of assessments including recommendations.

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

Enquiries to Tristan Bell, Team Leader, Community Corrections, Department of Justice, phone (03) 6165 4981, email tristan.bell@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 Tristan Bell on (03) 6165 4981.

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

Law Clerk (350041).

Applications Close:—Friday, 27 February 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.5 hour per fortnight.

Location:—Hobart.

The position requires extensive intrastate travel.

Duties:—Undertake a wide range of clerical duties and administrative duties to support the efficient and effective delivery of services by the Director of Public Prosecutions including attending at courts at all locations in the State, co-ordinating the attendance of witnesses, compiling documents, undertaking the file management and processing data in a database.

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 Kerry Worsley, Acting Director Crown Law, Department of Justice, phone (03) 6165 3635, email kerry.worsley@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 Kerry Worsley on (03) 6165 3635.

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

Prison Administration Clerk Visitors Reception Centre (2 Vacancies).

Applications Close:—Friday, 27 February 2015.

Salary:—\$50,767 – \$54,369 p.a.

Tasmanian State Service Award, General Stream Band 2.

Vacancy No. 355869.

Permanent full-time 73.50 hour per fortnight.

Location:—Risdon Prison.

The successful applicant will be required to work weekends and public holidays as part of a 7 day a week roster.

Vacancy No. 355619.

Fixed-term full-time 73.50 hour per fortnight for the period 2 March 2015 until 28 August 2015.

Location:—Risdon Prison.

The successful applicant will be required to work weekends and public holidays as part of a 7 day a week roster.

Duties:—Undertake reception duties at the Visitors Reception Centre including telephone reception, booking visits, receipting of prisoner property, registration of biometric data and responding to general enquiries. Undertake financial tasks including receipting of monies, processing of prisoner requests and financial transactions, together with the reconciliation and

banking of monies. Perform various administrative functions including drafting of correspondence, screening of visitor applications, management of electronic diaries and filing of documentation.

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

Enquiries to Jenita Deverell, Executive Assistant, Tasmania Prison Service, Department of Justice, phone (03) 6216 8184, email jenita.deverell@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 Jenita Deverell on (03) 6216 8043.

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

Team Leader Case Co-ordination Assessment and Planning (355457).

Applications Close:—Friday, 27 February 2015.

Salary:—\$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 73.50 hour per fortnight for the period 13 April 2015 until 8 April 2016.

Location:—Risdon Prison.

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

Duties:—Lead and supervise a team responsible for inmate assessment sentence planning and reintegration. Manage inmate sentence assessment, planning and reintegration processes, including the provision of advice about the ongoing case management and reintegration of inmates with a Risk Needs Responsivity and strengths based framework and/or other models/frameworks as adopted by the Department.

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:—Relevant tertiary or post-graduate qualifications in a discipline such as social work, psychology or counselling.

Enquiries to Jonathon Field, Manager Sentence Management and Activities, Tasmania Prison Service, Department of Justice, G.P.O. Box 825, Hobart 7001, phone (03) 6216 8158, email jonathon.field@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 Diana Ivanova on (03) 6216 8158.

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

Asset Management Services

Assistant Manager Property and Facilities (002692).

Applications Close:—Friday, 27 February 2015.

Salary:—\$100,355 – \$104,931 p.a.

Tasmanian State Service Award, General Stream Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high-level strategic advice and support to the Manager, Asset Management Services on the Department's property portfolio and ensure the delivery of the objectives of the Department's Strategic Asset Management Plan in the areas of project management, asset management programs, procurement and infrastructure management. The position is responsible for providing a key consulting service to all level of management on all Agency procurement and contract management.

Qualifications and Experience:—Relevant tertiary qualifications or substantial progress towards tertiary qualifications are highly desirable.

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 Todd Crawford, Director, Finance and Physical Resources, Corporate Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart Tas 7001, email Todd.Crawford@police.tas.gov.au.

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

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).

PREMIER AND CABINET

COMMUNITIES, SPORT AND RECREATION TASMANIA

Sport and Recreation Tasmania

Business Manager, Silverdome (002281).

Applications Close:—Friday, 27 February 2015.

Salary:—\$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time (12 months).

Location:—Launceston, Silverdome.

The Business Manager is a key member of the Tasmanian Institute of Sport (TIS) and is responsible for the overall operation of the Silverdome venue which includes the financial management, operational management as well as the promotion of the facility to ensure that business outcomes are achieved and opportunities are maximised to their full benefit.

Essential Requirements:—The Head of the State Service has determined that a person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following pre-employment checks are to be conducted: 1. Conviction checks in the following conviction areas: • Crimes of Violence; • Sex Related Offences; • Serious Drug Offences; • Crimes Involving Dishonesty (eg theft, burglary, breaking and entering and fraud) Accordingly, a person nominated for appointment to this position will be required to provide a Record of Convictions in relation to the above from Tasmania Police prior to appointment. 2. Identification check.

Desirable Requirements:—Degree or diploma in Business or Accounting or relevant industry experience.

A current motor vehicle driver's licence.

Enquiries to Geoff Masters, Business and Relationship Manager, Communities Sport and Recreation Tasmania, Department of Premier and Cabinet, phone (03) 6777 2833, email geoff.masters@dpac.tas.gov.au.

Applications to Sarah Warner, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart, Tas 7000, phone (03) 6270 5599, email job.application@dpac.tas.gov.au.

STATE GROWTH

CULTURAL AND CREATIVE INDUSTRY DEVELOPMENT

Administration Assistant (706106).

Applications Close:—Friday, 27 February 2015.

Salary:—\$39,511 – \$48,474 p.a.

Tasmanian State Service Award, General Stream Band 1.

Fixed-term full-time for 6 months from appointment.

Location:—Hobart.

Duties:—Provide a courteous and efficient reception service, ensuring visitors are greeted and assisted in a friendly, timely and helpful manner whilst maintaining a high level of discretion and confidentiality.

Provide a courteous and efficient switchboard service, ensuring that enquiries are handled in a friendly and helpful manner, referring them to the appropriate personnel or taking and communicating messages.

Enquiries to Steve Kyne, Deputy Director Arts Tasmania, phone (03) 6165 6661.

Applications to Human Resources, Department of State Growth, G.P.O. BOX 536, phone (03) 6165 5188, email recruitment@stategrowth.tas.gov.au.

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

STATE GROWTH

TRANSPORT, REGULATORY AND CUSTOMER SERVICES

School Crossing Patrol Officer (904010).

Applications Close:—Friday, 27 February 2015.

Salary:—\$39,511 – \$48,474 pro rata, per annum.

Tasmanian State Service Award, General Stream Band 1.

Fixed-term part-time 15 hours per fortnight until 31/12/15.

Location:—Launceston.

Duties:—Responsible for the safe conduct of school children and others at pre-selected crossing points.

Responsible for requiring drivers of vehicles to stop on a road where the School Crossing Patrol Officer is engaged in the duties of protecting children and others crossing to and from a school.

Provide advice to the School Principal when children are crossing the road other than at the selected location, or are not observing instructions, so that corrective measures may be taken.

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: a Medical Examination covering general health, medical history, vision and hearing; and conviction checks for: Crimes of violence, Sex related offences, Serious drug offences, Serious Traffic Offences.

Desirable Requirements:—Current drivers licence.

Possession of a current First Aid Certificate.

Enquiries to Aly Sargent, School Crossing Patrol Officer Co-Ordinator, Department of State Growth, 287 Wellington Street, Launceston, phone 0409131001, email Aly.Sargent@stategrowth.tas.gov.au.

Applications to Human Resources, HR Operations, Department of State Growth, 22 Elizabeth Street, Hobart, phone 6166 3306, email hroperations@stategrowth.tas.gov.au.

Tasmanian Government Senior Executive Service

PREMIER AND CABINET

COMMUNITIES, SPORT AND RECREATION TASMANIA

Director Communities, Sport and Recreation Tasmania (000465).

Applications Close:—Friday, 27 February 2015.

Salary:—\$169,326 – \$186,259 p.a.

Senior Executive, Level 3, Payment of Salary above the base salary of the advertised range is subject to an annual performance assessment..

Fixed-term full-time (5 Years).

Location:—Hobart.

Role Objective:—The purpose of this role is to provide whole of government advice to the Premier, relevant portfolio Ministers, and the Cabinet on a broad range of matters relating to:—increasing participation in community life, physical activity, and sport and recreation by building individual and organisational capacity, and removing barriers to access; developing Tasmania's high performing athletes.

Desirable Requirements:—Tertiary qualifications in a relevant discipline.

Enquiries to Tim Bullard, Deputy Secretary (Policy), Department of Premier and Cabinet, phone (03) 6232 7172, email tim.bullard@dpac.tas.gov.au.

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Education Facility Attendant	J. Collighan	6 months	02.02.15
Education	Education Facility Attendant	P. Harradine	6 months	02.02.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Jankiewicz	6 months	26.01.15
Health & Human Services & Tasmanian Health Organisations	Health Care Assistant	B. Dare	6 months	21.12.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	H. McFarlane	6 months	26.01.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Matthews	6 months	26.01.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Gunton	6 months	26.01.15
Health & Human Services & Tasmanian Health Organisations	Paramedic	K. McInnes	6 months	21.01.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	S. Auld	6 months	26.01.15
Health & Human Services & Tasmanian Health Organisations	Health Care Assistant	V. Robins	6 months	21.12.14
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	L. Crosse	6 months	26.01.15
Health & Human Services & Tasmanian Health Organisations	Ward Clerk	L. Mundy	6 months	19.01.15
Justice	Senior Planning Consultant	S. Hogue	6 months	16.01.15
Primary Industries, Parks, Water & Environment	Senior Technical Officer - Biosecure Fish Facility	E. Wright	6 months	25.02.15

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	B. Robertson-Milne	Intensive Care Paramedic	03.02.15
Health & Human Services & Tasmanian Health Organisations	J. Mostogl	Intensive Care Paramedic	03.02.15
Health & Human Services & Tasmanian Health Organisations	A. Crawford	Clinical Nurse Educator	22.02.15
Health & Human Services & Tasmanian Health Organisations	J. Hoare	Intensive Care Paramedic	03.02.15
Health & Human Services & Tasmanian Health Organisations	J. Jakupc	Intensive Care Paramedic	03.02.15
Health & Human Services & Tasmanian Health Organisations	A. Johnson	Intensive Care Paramedic	03.02.15
Health & Human Services & Tasmanian Health Organisations	T. Pottage	Intensive Care Paramedic	03.02.15
Health & Human Services & Tasmanian Health Organisations	C. Wendell-Smith	Intensive Care Paramedic	03.02.15

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Food Services Assistant	J. Penfold	09.02.15
Health & Human Services & Tasmanian Health Organisations	Dental Assistant	E. Curran	30.01.15
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Jubb	14.02.15
Health & Human Services & Tasmanian Health Organisations	Child and Family Health Nurse	P. Lyne	08.02.15
Primary Industries, Parks, Water & Environment	Visitor Services Officer	K. Myler	20.02.15

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Clinical Nurse Consultant	P. Wieringa	14.02.15
Justice	Regional Team Leader	R. Smith	13.02.15
Primary Industries, Parks, Water & Environment	Technical Officer	M. Iowski	11.02.15



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