



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
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INCLUDING G.S.T.

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

Tasmanian Government Gazettes are available for perusal at the State Service Management Office, 5th Floor, 144 Macquarie Street, Hobart and in the reference section of major branches of the State Library.

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

Further Information

Applicants are strongly advised to seek further information including the statement of duties, from the www.jobs.tas.gov.au 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 7462 or email: **jobs@dpac.tas.gov.au**

Order Information

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

Deadlines

Government Gazette :—

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

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

Deadlines will be strictly adhered to

Subscription or account enquiries phone (03) 6232 2137.

Gazette and State Service Online

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

EDUCATION

CORPORATE SERVICES

Human Resources Management

Vacancy and Staffing Services

HR Vacancy and Staffing Officer (969062).

Applications Close:—Friday, 23 January 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:—HR Vacancy and Staffing Services.

To deliver an efficient and effective quality vacancy control, recruitment, selection, staffing and establishment service to clients.

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 Shari Rieder, Department of Education, phone (03) 6165 6273, email **shari.rieder@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 (North)

St Helens District High School

Teacher, St Helens District High School (203682).

Applications Close:—Friday, 23 January 2015.

Salary:—\$54,732 – \$88,242 pro rata, per annum.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Fixed-term part-time 14.00 hours per fortnight from 04/02/2015 to 18/12/2015, VET Aquaculture Teacher.

Location:—St Helens District High School.

In order to deliver VET Aquaculture and TCE subjects of this role, applicants are to demonstrate appropriate VET and Vocational Competence.

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

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

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

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

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

Enquiries to Anita Haley, Department of Education, phone 0439 382 794, email **anita.haley@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

Children and Youth Services

Child Protection Worker (501529).

Applications Close:—Monday, 26 January 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, SEE NOTE BELOW.

Location:—Children and Youth Services-South.

PLEASE NOTE:—Other permanent fulltime 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.

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 LeeAnn Russell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7666, email leeann.russell@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

Population Health Operations

Public and Environmental Health Services

Senior Advisor Tobacco (513771).

Applications Close:—Friday, 23 January 2015.

Salary:—\$83,601 – \$94,132 pro rata, per annum.

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

Fixed-term part-time day work, 45.6 hours per fortnight, commencing as soon as possible to 27 October 2017.

Location:—Hobart.

Duties:—Contribute to the reduction in the prevalence of tobacco use through the development, management and implementation of tobacco control policy and intersectoral planning initiatives.

Desirable Requirements:—Relevant tertiary qualifications.

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

The following checks are to be conducted:—conviction check 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 Stuart Heggie, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 0698, email stuart.heggie@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

Clinical Nurse Educator, Life Support Co-ordinator (518471).

Applications Close:—Friday, 23 January 2015.

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

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

Permanent part-time day work, working 36 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital.

Duties:—Manage and co-ordinate basic and advanced Life Support education throughout the THO-North to ensure the provision of quality, timely and appropriate multidisciplinary emergency care by collaboration with members of the Health Care Team.

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

Desirable Requirements:—Current Driver's Licence.

Holds a current CPR/Advanced Life Support certificate or similar.

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 Sharon Philpot, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7953, email sharon.philpot@dhhs.tas.gov.au.

Please do not send applications to the Contact Person.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Environmental Cleaner (521050, 519858 2 Vacancies).

Applications Close:—Friday, 23 January 2015.

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

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

Permanent part-time shift work working 48 hours per fortnight and Permanent part-time shift work working 24 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital.

Duties:—Under the general supervision of the Nurse Manager, provide a defined, high standard infection control cleaning service across the Launceston General Hospital.

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

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

Enquiries to Karen Turnbull, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7669, email karen.turnbull@dhhs.tas.gov.au.

Please do not send applications to the Contact Person.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Resident Medical Officer (503253).

Applications Close:—Friday, 23 January 2015.

Salary:—\$64,447 – \$72,652 pro rata, per annum.

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

Fixed-term full-time Day work, working 76 hours per fortnight. Notwithstanding hours per fortnight may be negotiated with successful applicant. To commence As soon as possible until 11 January 2016.

Location:—LGH Charles Street, Launceston.

Please note, applications submitted by agencies on behalf of individuals will not be accepted for this vacancy.

Duties:—Responsible for the day-to-day management of private and public inpatients and outpatients within the Hospital. Provide after hours emergency cover at the hospital as determined by the Medical Staffing Unit.

Essential Requirements:—General or limited registration with the Medical Board of Australia and has had a minimum of one year post-graduate experience.

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 Zac Scollard, Registrar, Medical Administration, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7008, email zac.scollard@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, P.O. Box 1963, Launceston Tasmania, 7250. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Primary Health Services North

Campbell Town Health and Community Service

Multiskilled Domestic (504521).

Applications Close:—Friday, 23 January 2015.

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

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

Fixed-term part-time shift work, working 40 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant. To commence As soon as possible until 27 June 2015.

Location:—Campbell Town Multi Purpose Service.

This vacancy has been re-advertised due to a change to the Type of Vacancy.

Duties:—To clean allocated areas of the hospital, complying with standards of infection control. To assist in preparation and delivery of meals to clients in accordance with 'FoodSafe' guidelines. To provide laundry service in compliance with established hospital guidelines.

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

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

Enquiries to Robyn Brown, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6774 8000, email robyn.brown@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Primary Health Services North

Campbell Town Health and Community Service

Multiskilled Domestic, (504521).

Applications Close:—Friday, 23 January 2015.

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

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

Permanent part-time shift work, working 40 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant.

Location:—Campbell Town Multi Purpose Service.

Duties:—To clean allocated areas of the hospital, complying with standards of infection control. To assist in preparation and delivery of meals to clients in accordance with 'FoodSafe' guidelines. To provide laundry service in compliance with established hospital guidelines.

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 Robyn Brown, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6774 8000, email robyn.brown@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Primary Health Services North

George Town Hospital and Community Centre

Registered Nurse (Relief) (505888).

Applications Close:—Friday, 23 January 2015.

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

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

Fixed-term casual shift work working as and when required. Notwithstanding, hours may be negotiated with the successful applicant. To commence 2 February 2015 until 1 January 2017.

Location:—c/-George Town District Hospital and Community Centre.

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

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

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

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

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

Enquiries to Diane Jessup, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6702 6020, email diane.jessup@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

Primary Health North West

Registered Nurse, Community (514067).

Applications Close:—Friday, 23 January 2015.

Salary:—\$57,286 – \$78,396 p.a.

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

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

Location:—Rosebery 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.

This position is based at the Rosebery Community Health Centre and provides services in the West Coast area.

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

Do you have?

Current Registration.

Current Drivers Licence.

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 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. 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 Linda Neale, Director of Nursing, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6472 2300, email linda.neale@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

HR Advisor (522077).

Applications Close:—Friday, 23 January 2015.

Salary:—\$76,051 – \$78,350 p.a.

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

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

Location:—StaffLink HR, Level 6 25 Argyle Street, Hobart.

The Tasmanian Health Organisation, South is seeking applications for an HR Advisor to work in StaffLink HR.

Duties:—In the role of HR Advisor you are expected to provide a quality Human Resource (HR) generalist service to senior managers and employees.

You will work closely with the HR Consultants and Manager/Director to develop and implement human resource practices, policies and procedures while providing high level specialist advice and support to managers and employees on contemporary employee management issues.

Desirable Requirements:—Relevant tertiary qualifications in HR or Law and post-graduate work experience in Human Resources and/or Industrial Relations.

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 Matthew Double, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 6779, email matthew.double@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

Registrar, Paediatrics (512850).

Applications Close:—Friday, 23 January 2015.

Salary:—\$78,220 – \$110,682 p.a.

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

Fixed-term full-time.

Location:—Paediatrics RHH.

The Royal Hobart Hospital is the major paediatric and neonatal referral service, as well as the major university teaching hospital for the state of Tasmania. There is an active registrar training program including written and clinical exam preparation. Research is actively encouraged and supported through links with the University of Tasmania and Menzies Research Institute. There is financial support for conference leave. The Department of Paediatrics is managed by a team of full-time and VMO specialists in Neonatology, Paediatric Intensive Care, Paediatric Oncology, Rehabilitation Medicine, Developmental Paediatrics, Paediatric Surgery, Child Psychiatry, Emergency Medicine and General Paediatrics.

General Paediatric Registrar.

This position is to assist in the care of children in our in-patient and outpatient services, including Ambulatory care, Neonatal and Paediatric Intensive care, paediatric emergency and paediatric ward. The position is accredited by the RACP for basic training and advanced training in General Paediatrics. The position may involve rotations to either the North West Regional Hospital, Burnie or the Launceston General Hospital, Launceston. Both of these hospitals are accredited for rural training.

Duties:—Responsible for the day to day management of private and public inpatients and outpatients within the Hospital. Provide after hours emergency cover at the hospital as determined by the Medical Staffing Unit.

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

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

Enquiries to Dr Sean Beggs, Staff Specialist Paediatrics/ Director of Paediatric Education, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7546, email sean.beggs@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, SOUTH

Unaccredited Registrar, Obstetrics and Gynaecology (513031).

Applications Close:—Friday, 23 January 2015.

Salary:—\$78,220 – \$110,682 p.a.

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

Vacancy No. 513031.

Fixed-term full-time.

Location:—Obstetrics and Gynaecology RHH.

Duties:—Responsible for the day to day management of private and public inpatients and outpatients within the Hospital. Provide after hours emergency cover at the hospital as determined by the Head of Department.

This is a tertiary teaching hospital of approximately 500 beds including all major specialities.

There are just over 2000 public deliveries per year, and this hospital is the referral centre for neonatal intensive care and for very-high risk obstetrics.

The Division of Women's and Children's Services is located within the Royal Hobart Hospital. The facilities consist of a 30 bed Obstetric Unit, a Pregnancy Assessment Centre and a 10 bed Gynaecology Unit. The Women's Health Clinics are located in the new Wellington Clinics, across the road from the main hospital campus. Housing modern outpatient facilities, the Women's Clinics comprise of general obstetrics clinics, the Obstetrics Endocrine Clinic, Complex Care Clinic, High Risk Pregnancy Clinic, four general Gynaecology Clinics, outpatient hysteroscopy clinics, urogynaecology clinics and the Colposcopy Clinics.

It is the referral centre for the State Gynaecological Oncology service with two sub-specialists.

There is a Gynaecology Service with an average of 4 operating lists per week divided evenly between day surgery and major lists.

One visiting Reproductive Endocrine and Infertility subspecialist. There is a Gynaecology subspecialty service with a weekly operating list. No other sub-specialist clinic exists at the Hospital at this time, though an active Urogynaecology Service is run by two Specialists with special interest in this area.

There is also a visiting Paediatric Gynaecologist from Melbourne who attends and operates every 3 months.

Senior staffing is by six full-time Staff Specialists/Lecturers and VMOs who participate in the senior on-call roster.

Research is required as part of the ITP training programme and is well supported.

There are currently two Senior Registrars and three Integrated Training Program (ITP) Trainees (Level I to II) and one Year 1 service Registrar. There are 6.0 Obstetrics and Gynaecology RMO positions, four of which are recognised for the 6 month DRANZCOG training.

Ultrasound training is provided through our clinics along with formal training in Medical Imaging.

This is a teaching hospital for the University of Tasmania with about 100 students in each year.

The RHH offers excellent experience in both general and high-risk obstetrics, Gynaecologic Oncology and general gynaecology along with a scheduled paid four hour educational and quality review session each week. Rural rotations to LGH and NWRH at Level 3 or 4 ITP trainees are available for increased surgical experience and to fulfil the rural training requirements.

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

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

Enquiries to Assoc. Professor Boon H Lim, Director, Department of Obstetrics and Gynaecology, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8049, email boon.lim@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, SOUTH

Clinical Support Services

Staff Specialist, Microbiology and Infectious Diseases (520924).

Applications Close:—Friday, 23 January 2015.

Salary:—\$132,011 – \$184,815 pro rata, per annum.

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

Fixed-term part-time day worker (with on-call) working 53.2 hours per fortnight.

Location:—Pathology Services, Royal Hobart Hospital.

The Tasmanian Health Organisation – South is seeking applications from suitably qualified medical specialists for a Fixed-term part-time Staff Specialist, Microbiology and Infectious Diseases vacancy located at Royal Hobart Hospital.

Duties:—As the Staff Specialist, Microbiology and Infectious Diseases your role is to assist with the provision of specialist Microbiology, Infectious Diseases, and Infection Prevention and Control services to the THO-South.

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 Sanchia Warren, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8416, email sanchia.warren@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

Complex Chronic and Community Services

Clinical Nurse Consultant, Oncology/Haematology Clinical Trials (522076).

Applications Close:—Friday, 23 January 2015.

Salary:—\$83,323 – \$89,075 p.a.

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

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

Location:—Cancer Services Unit, Royal Hobart Hospital.

Duties:—In partnership with oncologists and haematologists, the Clinical Nurse Consultant (CNC) provide a nurse consultancy and co-ordination service to facilitate and oversee the daily core business of the unit which incorporates the recruitment, randomisation and follow up of patients undergoing clinical trials. They facilitate and enhance the continuity and quality of care for patients and families/carers through supporting and participating in a multidisciplinary approach to cancer care.

The CNC identifies improvements in co-ordination and

service delivery within the Oncology/Haematology Clinical Trials Unit and leads the development and implementation of system changes in consultation with key stakeholders.

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

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

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

Enquiries to Louise Nicholson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8238, email louise.nicholson@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

Medicine Services

Visiting Medical Specialist (Dermatology) (521281).

Applications Close:—Friday, 30 January 2015.

Salary:—\$154.89 – \$186.19 per hour.

Health and Human Services Tasmanian Visiting Medical Practitioners (Public Sector) Agreement 2013, Visiting Medical Specialist (RUR).

Fixed-term part-time day worker, working 3 hours per week. Commencing as soon as possible for a period of 12 months.

Location:—Dermatology Unit, Royal Hobart Hospital.

Duties:—The Tasmanian Health Organisation, South is offering an opportunity for an experienced Dermatologist to join our team. The Visiting Medical Specialist (Dermatology) provides quality specialist and sub specialty medical services to the THO-South of the highest possible standard to patients. They actively pursue improved outcomes for Dermatology patients by participating in teaching and research relevant to Dermatology.

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 John Burgess, Department of Health and Human Services and Tasmanian Health Organisations, phone

(03) 6222 8732 8732, email john.burgess@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

Women and Children Services

Staff Specialist (Obstetrics and Gynaecology) (514849).

Applications Close:—Friday, 6 February 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 oncall) commencing April 2015.

Location:—Royal Hobart Hospital, Liverpool Street, Hobart, Tasmania.

Please note: This permanent vacancy has become available due to retirement of incumbent.

Duties:—The Staff Specialist (Obstetrics and Gynaecology) will provide clinical leadership in the Complex Care Antenatal Clinic.

In addition, the successful applicant will be participating in the general duties in Obstetrics and Gynaecology and provide emergency cover at the Royal Hobart Hospital for both inpatients and outpatients.

Desirable Requirements:—Recognition as an Obstetrician and Gynaecologist by the completion of Fellow of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (FRANZCOG) training or equivalent.

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 Associate Professor Boon Lim, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 62228049, email boon.lim@dhhs.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Stafflink Recruitment Services, 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

Women and Children Services

**Staff Specialist (Obstetrics and Gynaecology) (512543)
(509879)(512807).**

Applications Close:—Friday, 6 February 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).

Vacancy No. 512543, 509879, 512807.

Fixed-term full-time Fixed-term part-time may be considered (2 years).

Location:—Obstetrics and Gynaecology RHH.

Duties:—The Staff Specialist (Obstetrics and Gynaecology) will predominately work in the High Risk Antenatal Clinics, Feto Maternal Unit, Labour Ward and provide limited gynaecology cover at the Royal Hobart Hospital for both inpatients and outpatients.

Desirable Requirements:—Recognition as an Obstetrician and Gynaecologist by certification as a Fellow of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (FRANZCOG) training or equivalent.

Experience in Obstetric 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 Associate Professor Boon Lim, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 62228049, email boon.lim@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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JUSTICE

CORPORATE SUPPORT AND STRATEGY

Records

Records Clerk (350029).

Applications Close:—Friday, 23 January 2015.

Salary:—\$50,767 – \$54,369 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time 73.50 hours per fortnight, part-time hours will be considered.

Location:—Hobart.

Duties:—Undertake TRIM transactions associated with incoming and outgoing documents and records, including classifying correspondence using the Department's business classification scheme, creating new folders and entering relevant metadata on the records management system. File and maintain Human Resources information across both legacy hardcopy and electronic formats. Sort and process incoming and outgoing mail and allocate to the relevant officer or section.

Desirable Requirements:—Experience in document and information management and associated recordkeeping processes. Working knowledge or understanding of TRIM, and related data entry skills. Demonstrated organisation skills, including ability to organise, set priorities and operate effectively within time frames.

Enquiries to Jennifer Lee, Director Communications and Executive Support, Department of Justice, phone (03) 6165 4940, email jennifer.lee@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart TAS 7001, phone (03) 6165 4912, fax (03) 6233 3254, email applications@justice.tas.gov.au.

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 Jennifer Lee on (03) 6165 4940.

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 OMBUDSMAN AND HEALTH COMPLAINTS
COMMISSIONER

Senior Review and Investigation Officer (356218).

Applications Close:—Friday, 23 January 2015.

Salary:—\$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Assist the Ombudsman in the fulfillment of the Ombudsman's responsibilities under the Ombudsman Act 1978 and other statutes, particularly the Right to Information Act 2009. Conduct enquiries and investigations into complaints under the Ombudsman Act and other legislation administered by the Ombudsman, including enquiries and investigations of a more complex and sensitive nature. This will include high level negotiations with senior managers and officials of public authorities.

Enquiries to Lianne Jager, Business Manager, Office of the Ombudsman and Health Complaints Commissioner, phone (03) 6166 4585, email lianne.jager@ombudsman.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 Lianne Jager on (03) 6166 4585.

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 Regime (Activities)

Industry Supervisor (Catering) (355350).

Applications Close:—Friday, 23 January 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.50 hours per fortnight as part of a roster which includes weekends and public holidays.

Location:—Hobart.

Duties:—Assist in the management of the food services area at Risdon Prison. Ensure food products prepared in the prison kitchen meet appropriate standards. Supervise inmates employed in the Risdon prison kitchen and bakery including providing report on inmate performance as required. Hands on catering production under the direction of the Assistant Food Services Manager.

Essential Requirements:—A current Tasmanian drivers licence and recognised trade qualification in cooking, bakery or equivalent field.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: 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:—Demonstrated ability to supervise others in a firm, fair and consistent manner, in accordance with the Department's policies and procedures. Demonstrated experience in the production of meals for a large amount of people. Sound interpersonal, written and verbal communication skills including the ability to liaise with a wide range of people.

Enquiries to Gary Rowbottom, Manager Prison Industries, Tasmania Prison Service, Department of Justice, phone 0400 835 583, email gary.rowbottom@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart TAS 7001, phone (03) 6165 4912, fax (03) 6233 3254, email applications@justice.tas.gov.au.

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 Gary Rowbottom on 0400 835 583.

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

EXECUTIVE SUPPORT

Media and Communication Services

Manager Media and Communications Services (000016).

Applications Close:—Friday, 23 January 2015.

Salary:—\$109,279 – \$115,977 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—The Manager, Media and Communications Services will provide strategic communications advice to the Commissioner of Police, members of the Corporate Management Group (CMG) and senior police. The Manager will manage the activities and resources of Media and Communications Services, ensure an accurate and timely response to media and promote awareness of the activities of Tasmania Police through development and implementation of strategic communications plans.

Qualifications and Experience:—Tertiary qualification in management or marketing/journalism.

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 Commander Peter Edwards, Department of Police and Emergency Management, G.P.O. Box 308, HOBART, TAS 7001, phone (03) 6173 2888, email Peter.Edwards@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).

POLICE AND EMERGENCY MANAGEMENT

SOUTHERN DISTRICT

Administration

Police Public Enquiry Officer (001402).

Applications Close:—Friday, 23 January 2015.

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

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 0.5 FTE, 9:00am, 12:40pm, Monday to Friday.

Location:—Sorell.

Duties:—Attend to enquiries from members of the public on a personal basis or by telephone.

Qualifications and Experience:—Knowledge and expertise consistent with qualifications recognised at Certificate 3 and 4 or equivalent level.

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 Inspector Peter Powell, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, Tas 7001, phone (03) 6173 2835, email Peter.Powell@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).

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

Southern Region

Maintenance Officer (2 Vacancies).

Applications Close:—Tuesday, 27 January 2015.

Salary:—\$60,684 – \$65,055 p.a.

Tasmanian State Service Award, TFS General Stream, Band 3.

Vacancy No. 521436T.

Fixed-term full-time for 12 months.

Location:—Southern Region.

Vacancy No. 521374T.

Fixed-term full-time for 12 months.

Location:—Southern Region.

Duties:—Provide a building construction, repair and maintenance service to the Southern Region of the Tasmania Fire Service (TFS) that ensures members are working in a safe environment and assists the Region with delivering effective services to the community.

Desirable Requirements:—A Trade Certificate, Cert 3 in carpentry or equivalent qualification with at least 5 years experience in the building trade.

Experience in a supervisory position within the building industry.

Hold a drivers' licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and

forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Mark Klop on (03) 6230 8458 or from www.jobs.tas.gov.au.

Enquiries to Mark Klop on (03) 6230 8458.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

CORPORATE SERVICES

Finance

Graduate Finance Analyst (707315).

Applications Close:—Friday, 23 January 2015.

Salary:—\$57,249 – \$67,551 p.a.

Tasmanian State Service Award, Graduate.

Fixed-term full-time For 2 years.

Location:—Hobart.

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

Duties:—Contribute to the development and application of policies and procedures associated with budgeting, accounting, and financial reporting. Provide advice and technical support on contemporary financial management practices and processes. The Graduate position is in the Accounting Services Section.

Essential Requirements:—A Bachelor degree in Business, relevant to the duties to be undertaken, as provided by a university. The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted: Conviction check for Crimes involving Dishonesty.

Desirable Requirements:—A business degree that enables the applicant to complete the Certified Practising Accountant or the Institute of Chartered Accountants in Australia postgraduate program.

Enquiries to Alison Lonergan, phone (03) 6165 3103, email Alison.Lonergan@dpipwe.tas.gov.au.

Applications to Manager, Human Resources, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS 7001, phone (03) 6165 3174, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

Service Tasmania Operations

Client Service Officer (700003).

Applications Close:—Friday, 23 January 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time (44 hours 6 minutes per fortnight).

Location:—Northern Region/Launceston.

Commencing salary within the above range will be

determined in accordance with qualifications and previous relevant experience.

Pro rata salary is based on the above full-time rates.

The occupant is required to work 44 hours 6 minutes per fortnight, Monday to Friday, on a rotational roster. The work pattern may change from time to time to meet business needs.

The role will be located within the Northern Region and initially located at Launceston, however the occupant may be required to work at other Service Tasmania shops within the Northern Region.

Duties:—To provide accurate and efficient client focused services for a broad range of Government business transactions and information services including collection and receipt of monies and providing information.

Essential Requirements:—The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment National Criminal History Police Check before taking up the appointment, promotion or transfer. The following check is to be conducted: Checks for criminal charges, convictions or findings of guilt for: crimes involving dishonesty; crimes of violence; sex related offences; serious drug offences; traffic violations, criminal or traffic charges (but not including parking infringements).

Desirable Requirements:—12 months experience in a customer service environment.

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

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

Enquiries to Sue Quarrell, phone (03) 6777 2329, email sue.quarrell@dpiuwe.tas.gov.au.

Applications to Manager, Human Resources, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6165 3180, fax (03) 6233 3682, email job.applications@dpiuwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INLAND FISHERIES SERVICE

Fisheries Officer (707318).

Applications Close:—Friday, 23 January 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Devonport.

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

A percentage salary loading payable in addition to the annual award salary is applicable to this position under the Inland Fisheries Service Compensatory Allowance.

Duties:—As an individual or as part of a team, enforce Inland Fisheries and other legislation for which authority is delegated. Conduct and assist with the implementation and management of the State's recreational fisheries, commercial fisheries, native fauna and pest fish. Liaise with and communicate with members of community groups, recreational anglers, angling clubs, commercial fishers and government agencies on inland fisheries and compliance matters.

Essential Requirements:—Australian Maritime Safety Authority Certificate of Competency Coxswain Grade 2. A current motor vehicle driver's licence. A workplace Level 2

First Aid Certificate, or equivalent, or the ability to acquire prior to appointment. 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 check is to be conducted: crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty, serious traffic offences.

Desirable Requirements:—Certificate IV in Government (Investigation) and Certificate IV in Government (Statutory Compliance) or equivalent. Tertiary qualifications in a related discipline would be an advantage.

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

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

Enquiries to Stephen Hepworth, phone 0438 338 530, email Stephen.Hepworth@ifs.tas.gov.au.

Applications to Manager, Human Resources Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6165 3180, email job.applications@dpiuwe.tas.gov.au.

STATE GROWTH

INDUSTRY AND BUSINESS GROWTH

Program Officer (424880).

Applications Close:—Friday, 23 January 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Be the first point of contact for potential business migrants and assist with the State migration sponsorship assessment work performed by the Department. Provide assistance and high quality after care support for newly arrived business and skilled migrants to Tasmania.

Liaise and form networks with migration agents, local businesses, employers and industry representatives to enhance investment outcomes for new business migrants.

Undertake research and provide program support in the initiation, development and implementation of business migration program.

Assist with development and implementation strategies relevant to the section's overall marketing activities and co-ordinate promotional material including brochures, magazine ads, mail outs, electronic newsletters and maintenance and update of website information.

As a member of a small team, manage and co-ordinate program related tasks and initiatives that address identified priorities, including contributing to the facilitation and implementation of improvement plans and monitoring and evaluating outcomes.

Undertake other project and program support functions as required by the Manager, Business and Skilled Migration.

Desirable Requirements:—A current driver's licence.

Enquiries to Hiroko Kunimoto, Manager Business and Skilled Migration, Department of State Growth, phone (03) 6165 5042, email hiroko.kunimoto@stategrowth.tas.gov.au.

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

Tasmanian Government Senior Executive Service

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Procurement and Property Branch

Director, Procurement and Property, (724222).

Applications Close:—Friday, 23 January 2015.

Salary:—\$140,282 – \$154,310 p.a.

Senior Executive, Level 2, Payment of Salary in the base salary of the advertised range is subject to annual performance assessment..

Senior Executive full-time or part-time (less than 0.8 FTE), Contract for a period of up to 5 years.

Location:—Hobart.

Duties:—Provide strategic direction and high level policy advice in relation to risk management, whole of Government procurement and contract management, office accommodation matters, sale of surplus Crown property and development of strategic Crown property. Also lead and deliver on major Government property resource related projects.

Formulate and provide high level policy advice on proposals to improve the procurement activities of inner-Budget agencies, the disposal of surplus Crown property and the management of Crown office accommodation.

Coordinate the development of authoritative advice on procurement relating to procurement and property management in the Tasmanian government sector.

Lead and manage the divestment of the Crown owned office accommodation portfolio and the development of selected strategic Crown property.

Lead and manage the human, physical and financial resources of the Procurement and Property Branch, and provide high level input to the development and implementation of the corporate objectives of the Department of Treasury and Finance and the strategic objectives of the Government.

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

demonstrated ability to operate with complete autonomy in managing significant resources and projects.

relevant skills in leading large scale change programs with community impact; and.

high level negotiation and problem solving skills in order to resolve operational, technical and managerial problems in relation to complex projects with a whole-of-service impact.

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

Enquiries to: Joy Crane, Assistant Director, Human Resources Branch, Department of Treasury and Finance, phone (03) 6166 4445, email jou.crane@treasury.tas.gov.au.

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

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

Staff Movements

Permanent Appointments

| <i>Agency</i> | <i>Duties Assigned</i> | <i>Employee</i> | <i>Probation Period</i> | <i>Date of Effect</i> |
|--|--------------------------------------|-----------------|-------------------------|-----------------------|
| Health & Human Services & Tasmanian Health Organisations | Theatre Support Officer - ORS | D. Almond | 6 months | 12.01.15 |
| Health & Human Services & Tasmanian Health Organisations | Paramedic | S. Sheehan | 6 months | 24.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Emergency Department Support Officer | M. Chirichiello | 6 months | 06.01.15 |
| Justice | Sport & Recreation Officer | K. Chomatek | 6 months | 05.01.15 |
| Justice | Senior Law Clerk | K. Malisauskas | 6 months | 12.01.15 |

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 | L. McCullagh | Hospital Assistant | 19.01.15 |
| Health & Human Services & Tasmanian Health Organisations | D. Thurtun-Morcom | Hospital Assistant | 19.01.15 |
| Health & Human Services & Tasmanian Health Organisations | A. Shephard | Duty Manager | 19.01.15 |

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 | Administrative Assistant | L. Pitt | 01.01.15 |
| Health & Human Services & Tasmanian Health Organisations | Senior Technical Officer | S. Madden | 26.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | E. Atkins | 20.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Hospital Assistant | P. Darko | 06.01.15 |
| Premier & Cabinet | Administrative Assistant | H. Healer | 01.01.15 |
| Primary Industries, Parks, Water & Environment | Executive Officer | H. Shearer | 13.01.15 |

Retirement of Officers

| <i>Agency</i> | <i>Officer's Name</i> | <i>Duties Assigned</i> | <i>Date Effective</i> |
|-------------------|-----------------------|----------------------------|-----------------------|
| Premier & Cabinet | M. Stevens | Deputy Secretary Corporate | 10.01.15 |

Transfer of Permanent Employees

| <i>Agency</i> | <i>Employee</i> | <i>New Agency</i> | <i>Duties Assigned</i> | <i>Date of Effect</i> |
|--|-----------------|-------------------|--|-----------------------|
| Health & Human Services & Tasmanian Health Organisations | J. Fitton | Premier & Cabinet | Principal Consultant - Work Health and Safety and Industrial Relations | 05.01.15 |

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 | Clinical Nurse Consultant | J. Shand | 23.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Community Health Social Worker | E. Searl | 31.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | F. Dean | 23.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Quality Officer | S. Dobson | 23.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | S. Iles | 31.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Community Health Social Worker | R. Bishop | 24.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | C. McKenzie | 21.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Admissions Officer | K. Darvell | 24.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Specialist Hospital Aide | L. Lovell | 23.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Physiotherapist | C. Hutchens | 23.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Case Manager | J. Lester | 23.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | M. Shearn | 26.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Domestic Services Officer | W. Chaplin | 23.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Dental Officer | V. Oh | 31.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Child Protection Worker | E. Cosgrove | 24.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Receptionist - Medical Imaging | C. Korn | 19.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Finance Services Officer | G. Bowerman | 24.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Customer Service Officer | P. Sohal | 31.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Home Help | J. Green | 23.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Senior Administration Officer | J. Murphy | 23.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | E. Kwan | 31.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Home Maintenance Officer | K. Richardson | 31.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Environmental Cleaner | Z. Page | 09.01.15 |
| Health & Human Services & Tasmanian Health Organisations | Pharmacist | G. Sivacolunhu | 05.01.15 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | E. Matuschka | 23.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Medical Scientist | A. Thomas | 24.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | H. Kennerson | 23.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | J. Thompson | 24.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | S. Roper | 23.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Manager Psychology Services | T. Croft | 31.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | R. Gorrie | 03.01.15 |
| Health & Human Services & Tasmanian Health Organisations | Clinical Psychologist | J. Martin | 24.12.14 |
| Health & Human Services & Tasmanian Health Organisations | Registered Nurse | S. Jones | 31.12.14 |
| Justice | OHS Advisor | M. Grubb | 18.12.14 |
| Premier & Cabinet | Ministerial Driver | T. Bird | 14.01.15 |
| Premier & Cabinet | Policy Analyst | A. Murphy | 02.01.15 |
| Premier & Cabinet | Project Support Officer | R. Leonard | 14.01.15 |
| Integrity Commission | General Counsel | G. Johnston | 08.01.15 |

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