



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

EARLY YEARS AND SCHOOLS

Professional Learning Institute

Operations Manager, Professional Learning Institute (970144).

Applications Close:—Friday, 27 November 2015.

Salary:—\$137,556 p.a.

Teaching Service (Tasmanian Public Sector) Award, Principal (Out of School) Band 3A, Level 4.

Fixed-term full-time 73.50 hours per fortnight, from 18/01/2016 to 19/01/2018.

Location:—South.

Description of Role:—Provide high level educational leadership involving the co-ordination of Professional Learning Institute (PLI) staff. Collaborate with key stakeholders to ensure the provision of effective and timely professional learning to assist with school improvement and strategic plan outcomes.

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.

Proven senior management and leadership experience in a large private or public sector organisation.

A current driver's licence.

Enquiries to Shane Frost, Department of Education, phone (03) 6165 5497, email **shane.frost@education.tas.gov.au**.

Applications to Human Resources (Vacancy and Staffing Services), Department of Education, Department of Education, phone (03) 6165 6285, email **recruitment@education.tas.gov.au**.

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

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

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

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

EDUCATION

EARLY YEARS AND SCHOOLS

Professional Learning Institute

Professional Learning Leader, Professional Learning Institute (2 Vacancies).

Applications Close:—Friday, 27 November 2015.

Salary:—\$123,512 p.a.

Teaching Service (Tasmanian Public Sector) Award, Principal (Non Teaching) Band 3B, Level 5.

Vacancy No. 965248.

Fixed-term full-time 73.50 hours per fortnight, from 18/01/2016 to 19/01/2018.

Location:—South.

Vacancy No. 965247.

Fixed-term full-time 73.50 hours per fortnight, from 18/01/2016 to 19/01/2018.

Location:—South.

Description of Role:—Develop, manage and deliver high quality professional learning to DoE employees in accordance with Departmental policies and priorities and employee needs. Respond to the requirements of Department employees, manager and feedback from participants, to develop, deliver and refine professional learning.

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 Shane Frost, Department of Education, phone (03) 6165 5497, email shane.frost@education.tas.gov.au.

Applications to Human Resources (Vacancy and Staffing Services), Department of Education, Department of Education, phone (03) 6165 6285, email recruitment@education.tas.gov.au.

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

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

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EDUCATION

EARLY YEARS AND SCHOOLS

Curriculum Services

Principal Education Officer, Years K-8 (950684).

Applications Close:—Friday, 27 November 2015.

Salary:—\$116,351 pro rata, per annum.

Teaching Service (Tasmanian Public Sector) Award, Principal (Non Teaching) Band 3B, Level 4.

Fixed-term full-time 73.50 hours per fortnight, from 01/02/2016 to 31/12/2016.

Location:—South.

Description of Role:—Provide educational leadership in the relevant educational fields, ensuring professional learning for teachers, school leaders and others by working within educational teams providing high quality strategy and curriculum development, implementation and support, particularly in Years K-8.

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

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

Enquiries to Suzanne Pennicott-Jones, Department of Education, phone (03) 6165 5777, email suzanne.pennicott-jo@education.tas.gov.au.

Applications to Human Resources (Vacancy and Staffing Services), Department of Education, Department of Education, phone (03) 6165 6285, email recruitment@education.tas.gov.au.

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

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

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EDUCATION

EARLY YEARS AND SCHOOLS

Educational Performance Services

Senior Systems Officer, Educational Performance Services (970108).

Applications Close:—Friday, 27 November 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:—South.

Description of Role:—To provide quality systems support and advice across a range of student information management systems and databases to all relevant stakeholders with a primary focus on the online career planning system, ME Online and related applications. Assist in the development and monitor the use and maintenance of such systems and databases to continue to provide a high quality support service with resultant high quality, accurate and reliable data and systems. Undertake analysis, investigation and research into issues identified.

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

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

Enquiries to Nigel Cross, Department of Education, phone (03) 6165 5706, email nigel.cross@education.tas.gov.au.

Applications to Human Resources (Vacancy and Staffing Services), Department of Education, Department of Education, phone (03) 6165 6285, email recruitment@education.tas.gov.au.

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

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

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EDUCATION

LEARNING SERVICES

Learning Services (South)

Triabunna District High School

Assistant Principal, Triabunna District High School (970132).

Applications Close:—Friday, 27 November 2015.

Salary:—\$108,298 pro rata, per annum.

Teaching Service (Tasmanian Public Sector) Award, Assistant Principal, Band 3.

Fixed-term full-time 70 hours per fortnight from 01/02/2016 to 22/12/2016.

Location:—Triabunna District School.

Description of the role:—To assist the Principal in the general educational leadership, management and administration 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 Annette Parker, Principal, Department of Education, phone (03) 6257 3199, email annette.parker@education.tas.gov.au

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

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

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

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

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EDUCATION

LEARNING SERVICES

Learning Services (South)

Warrane Primary School

Education Facility Attendant, Warrane Primary School (954360).

Applications Close:—Friday, 27 November 2015.

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

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

Permanent part-time 22 hours per fortnight commencing 27/01/2016.

Location:—Warrane Primary School.

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

Essential Requirements:—The Head of the State Service has

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

Enquiries to Alison Mourant, School Business Manager, Department of Education, phone (03) 6244 1747, email Alison.Mourant@education.tas.gov.au.

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

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

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

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

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EDUCATION

LEARNING SERVICES

Learning Services (South)

Claremont College

Advanced Skills Teacher, Claremont College (953250).

Applications Close:—Friday, 27 November 2015.

Salary:—\$96,766 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Claremont College.

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

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

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

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

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

Enquiries to Dianne Freeman, Principal, Claremont College, Department of Education, phone (03) 6249 6801, email dianne.freeman@education.tas.gov.au.

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

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

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

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

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EDUCATION

LEARNING SERVICES

Learning Services (South)

Cosgrove High School

Advanced Skills Teacher, Cosgrove High School (202714).

Applications Close:—Friday, 27 November 2015.

Salary:—\$96,766 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Cosgrove 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 Michael Park, Principal, Cosgrove High School, Department of Education, phone (03) 6271 1111, email michael.park@education.tas.gov.au.

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

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

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

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

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EDUCATION

LEARNING SERVICES

Learning Services (South)

Goodwood Primary School

Education Facility Attendant (Cleaning), Goodwood Primary School (953947).

Applications Close:—Friday, 27 November 2015.

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

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

Permanent part-time 40 hours per fortnight.

Location:—Goodwood Primary School.

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

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

Enquiries to Ros Ackerley, School Business Manager, Department of Education, phone (03) 6272 9100, email ros.ackerley@education.tas.gov.au.

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

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

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

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

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EDUCATION

LEARNING SERVICES

Learning Services (South)

Goodwood Primary School

Education Facility Attendant (Grounds), Goodwood Primary School (970131).

Applications Close:—Friday, 27 November 2015.

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

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

Permanent part-time 40 hours per fortnight.

Location:—Goodwood Primary School.

Description of the role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning,

grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

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

Enquiries to Ros Ackerley, School Business Manager, Department of Education, phone (03) 6272 9100, email ros.ackerley@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Margate Primary School

School Administration Clerk, Margate Primary School (953041).

Applications Close:—Friday, 27 November 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 62.00 hours per fortnight.

Location:—Margate Primary School.

Description of the Role:—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 Kate Lucas, Department of Education, phone (03) 62672238, email kate.lucas@education.tas.gov.au.

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

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

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

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

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EDUCATION

LEARNING SERVICES

Learning Services (South)

Springfield Gardens Primary School

Home School Liaison Officer, Springfield Gardens Primary School (970104).

Applications Close:—Friday, 27 November 2015.

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

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time 50 hours per fortnight from 1 February 2016 to 22 December 2016, 40 weeks per year.

Location:—Springfield Gardens Primary School.

Description of the role:—Facilitate effective communication between the school and the community and contribute to the development of community involvement strategies. Assist with the improvement of retention rates of students to year 12.

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 Stephen Smith, Principal, Springfield Gardens Primary School, Department of Education, phone (03) 6272 7877, email stephen.t.smith@education.tas.gov.au.

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

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

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

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EDUCATION

LEARNING SERVICES

Learning Services (South)

Student Support (South)

Speech and Language Pathologist, Student Support (Southern Region) (954465).

Applications Close:—Friday, 27 November 2015.

Salary:—\$52,492 – \$84,418 pro rata, per annum.

Allied Health Professionals (Tasmanian State Service) Agreement 2014, DoE, DPEM, DoJ, Allied Health Professional, Level 1-2.

Permanent part-time 15.20 hours per fortnight.

Location:—Student Support (South).

Work in schools as a member of a multi-disciplinary

Learning Service Support Team to provide a speech and language pathologist service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students.

Essential Requirements:—A degree in Speech Pathology from an Australian University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution.

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

Desirable Requirements:—A current driver's licence.

Eligibility for membership of Speech Pathology Australia.

Enquiries to Linda Williams, Department of Education, phone (03) 6165 6348, email linda.williams@education.tas.gov.au.

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

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

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

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

Exeter High School

Education Facility Attendant (Kitchen Assistant/Cleaning), Exeter High School (952626).

Applications Close:—Friday, 27 November 2015.

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

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

Fixed-term part-time 53 hours per fortnight from 1 February 2016 to 22 December 2016.

Location:—Exeter High School.

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

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

Enquiries to David Hollingsworth, School Business Manager,

Department of Education, phone (03) 6394 4366, email david.hollingsworth@education.tas.gov.au.

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

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

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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

Exeter High School

Principal, Exeter High School (205216).

Applications Close:—Friday, 27 November 2015.

Salary:—\$129,967 p.a.

Teaching Service (Tasmanian Public Sector) Award, Principal, Band 3A, Level 3.

Permanent full-time 70.00 hours per fortnight.

Location:—Exeter High School.

Description of the role:—To lead and direct the educational program and administration of a school/college in accordance with appropriate Acts, Regulations and guidelines.

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

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 Trudy Pearce, General Manager, Department of Education, phone (03) 6478 4330, email trudy.pearce@education.tas.gov.au.

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

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

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

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

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

EDUCATION
LEARNING SERVICES

Learning Services Northern Region
Launceston College

Teacher (Automotive Studies) Launceston College (955101).

Applications Close:—Friday, 27 November 2015.

Salary:—\$55,827 – \$90,682 pro rata, per annum.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Fixed-term full-time 70 hours per fortnight from 27 January 2016 to 16 December 2016.

Location:—Launceston College.

Description of the role:—In order to deliver VET Automotive Studies and TCE subjects of this role, applicants are to demonstrate appropriate VET and Vocational Competence.

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 Elizabeth Williams, Assistant Principal, Department of Education, phone (03) 6332 7777, email elizabeth.williams@education.tas.gov.au.

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

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

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EDUCATION
LEARNING SERVICES

Learning Services Northern Region
Prospect High School

Advanced Skills Teacher, Prospect High School (969632).

Applications Close:—Friday, 27 November 2015.

Salary:—\$96,766 p.a.

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

Permanent full-time 70.00 hours per fortnight.

Location:—Prospect High School.

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

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

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

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

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

Enquiries to Cary Stocks, Principal, Department of Education, phone (03) 6344 4744, email cary.stocks@education.tas.gov.au.

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

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

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

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EDUCATION

LEARNING SERVICES

Learning Services Northern Region

Queechy High School

Laboratory Technician, Queechy High School (203897).

Applications Close:—Friday, 27 November 2015.

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

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 36.75 hours per fortnight.

Location:—Queechy High School.

Description of the 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 Elizabeth Wilson, Head of Science, Department of Education, phone (03) 6341 4455, email elizabeth.wilson@education.tas.gov.au.

Applications to Human Resources (Vacancy and Staffing Services), Department of Education, Department of Education,

G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, email recruitment@education.tas.gov.au.

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

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

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

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EDUCATION

LEARNING SERVICES

Learning Services Northern Region

St Helens District High School

Assistant Principal, St Helens District High School (203662).

Applications Close:—Friday, 27 November 2015.

Salary:—\$108,298 p.a.

Teaching Service (Tasmanian Public Sector) Award, Assistant Principal, Band 3.

Permanent full-time 70 hours per fortnight.

Location:—St Helens District High School.

Description of the role:—To assist the Principal in the general educational leadership, management and administration 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 Anita Haley, Principal, Department of Education, phone (03) 6376 7100, email anita.haley@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services Northern Region

Latrobe High School

Education Facility Attendant, Latrobe High School (952598).

Applications Close:—Friday, 27 November 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.

Location:—Latrobe 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 John Febey, School Business Manager, Department of Education, phone (03) 6426 1061, email john.febey@education.tas.gov.au.

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

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

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

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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

Montello Primary School

Advanced Skills Teacher, Montello Primary School (200262).

Applications Close:—Friday, 27 November 2015.

Salary:—\$96,766 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Montello Primary School.

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

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 Denise Wotherspoon, Department of Education, phone (03) 6432 2755, email denise.wotherspoon@education.tas.gov.au.

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

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

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

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

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EDUCATION

LEARNING SERVICES

Learning Services Northern Region

Parklands High School

Teacher (Maths/Science), Parklands High School (200351).

Applications Close:—Friday, 27 November 2015.

Salary:—\$55,827 – \$90,682 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher. Permanent full-time 70 hours per fortnight.

Location:—Parklands High School.

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

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

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

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

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

Enquiries to Suzanne Barnes, Department of Education, phone (03) 6433 0206, email suzanne.barnes@education.tas.gov.au.

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

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

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

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EDUCATION

LEARNING SERVICES

Learning Services Northern Region

Rosebery District High School

Teacher (Primary K-2), Rosebery District High School (200420).

Applications Close:—Friday, 27 November 2015.

Salary:—\$55,827 – \$90,682 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher. Permanent full-time 70 hours per fortnight.

Location:—Rosebery District High School.

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

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

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

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

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

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

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services Northern Region

The Don College

Teacher (Maths/Science), Don College (966457).

Applications Close:—Friday, 27 November 2015.

Salary:—\$55,827 – \$90,682 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher. Permanent full-time 70 hours per fortnight.

Location:—Don College.

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

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

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

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

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

Enquiries to John Thompson, Department of Education, phone (03) 6424 0200, email john.thompson@education.tas.gov.au.

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

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

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

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

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EDUCATION

LEARNING SERVICES

Learning Services Northern Region

Andrews Creek Primary School

School Administration Clerk, Andrews Creek Primary School (952412).

Applications Close:—Friday, 27 November 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 66.15 hours per fortnight.

Location:—Andrews Creek Primary School.

Description of the role:—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 Sarah-Jane Tregenza, Department of Education, phone (03) 6428 4088, email sarah-jane.tregenza@education.tas.gov.au.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services Northern Region

Don College

Social Worker, Don College (969415).

Applications Close:—Friday, 27 November 2015.

Salary:—\$52,492 – \$84,418 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2014, DoE, DPEM, DoJ, Allied Health Professional, Level 1-2.

Fixed-term full-time 76 hours per fortnight from 20 January 2016 to 16 December 2016.

Location:—Don College.

Description of the role:—Work in schools as a member of a multi-disciplinary Learning Service Support Team to provide a social work service which supports students and families.

Contribute to capacity building of school communities to improve access, participation and achievement of students.

Essential Requirements:—A degree in Social Work from a University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution.

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

Desirable Requirements:—A current driver's licence.

Eligibility for membership of the Australian Association of Social Workers.

Enquiries to John Thompson, Department of Education, phone (03) 6424 0200, email john.thompson@education.tas.gov.au.

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

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

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

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EDUCATION

LINC TASMANIA

Digital Strategies and Support

Glenorchy LINC

Customer Service Officer, Glenorchy LINC (700627).

Applications Close:—Friday, 27 November 2015.

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

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 41.89 hours per fortnight.

Location:—Glenorchy LINC.

Description of Role:—Undertake a range of multiple, diverse and complex tasks and provide support to a range of customer-focused services and programs in a LINC Tasmania environment.

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 Tania Coleman, Department of Education, phone (03) 6165 5491, email Tania.Coleman@education.tas.gov.au.

Applications to Human Resources (Vacancy and Staffing Services), Department of Education, Department of Education, phone (03) 6165 6285, email recruitment@education.tas.gov.au.

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

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

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

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EDUCATION

LINC TASMANIA

Digital Strategies and Support

Glenorchy LINC

LINC Services Co-ordinator, Glenorchy LINC (700443).

Applications Close:—Friday, 27 November 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:—Glenorchy LINC.

Manage and co-ordinate the provision of assigned information, community learning or adult and family literacy services and programs in an urban catchment area and contribute directly to the formulation of LINC Tasmania policies.

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

Desirable Requirements:—Appropriate academic/professional qualifications.

Enquiries to Fiona Vagg, Department of Education, phone (03) 6165 5492, email fiona.vagg@education.tas.gov.au.

Applications to Human Resources (Vacancy and Staffing Services), Department of Education, Department of Education, phone (03) 6165 6285, email recruitment@education.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

HEALTH AND HUMAN SERVICES

Corporate, Policy and Regulatory Services

HR Management and Strategy

Workforce Development and HR Policy

Manager Workforce Development and HR Policy (522255).

Applications Close:—Friday, 27 November 2015.

Salary:—\$108,315 – \$114,930 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 8.

Permanent full-time day work.

Location:—Hobart.

Duties:—We are seeking a Manager Workforce Development and HR Policy to join our HR Management and Strategy team. If successful you will be responsible for:

Providing education, training and development solutions in areas of executive leadership, management and compliance with State Service obligations, aligned to the DHHS strategic objectives; Providing strategic advice, development and direction in relation to health and human services workforce initiatives; Developing, maintaining and communicating contemporary human resource policy and procedures to ensure compliance with legislative obligations and support DHHS objectives and Co-ordination of annual planning activities undertaken by the Human Resources Management and Strategy unit.

The Manager is responsible for providing direction and leadership regarding the program of the Workforce Development and Human Resource Policy Team and managing the operations of the Team including provision of high level advice and services to the Secretary, Departmental Executive, and wider DHHS and THS staff.

Desirable Requirements:—Post graduate qualifications in policy, project management, human resources, education and training or a related 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:—Conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Ross Smith, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 3805, email ross.j.smith@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

HEALTH AND HUMAN SERVICES

Public Health Services

Health Improvement

State Manager Environmental Health Services (515689).

Applications Close:—Friday, 27 November 2015.

Salary:—\$132,678 – \$133,341 pro rata, per annum.

Allied Health Professionals (Tasmanian State Service) Agreement 2014, DHHS and THS Allied Health Professional, Level 6.

Permanent full-time day work.

Location:—DHHS, Public Health Services, Health Protection, South.

Duties:—Provide strategic leadership and direction in the management of the Environmental Health Unit of Public Health Services, in order to protect and promote the environmental health and well-being of the Tasmanian population.

Provide high-level professional analysis and advice on the environmental health aspects of public health issues, hazards and control strategies; as well as on matters involving the application and interpretation of the Public Health Act 1997 and its subordinate legislation or guidelines, in relation to environmental health issues.

Selection criteria:—Demonstrated extensive knowledge, abilities and skills in the principles and practice of environmental health, including the ability to interpret and apply Acts, Regulations, Codes of Practice and Guidelines as well as identify and support the need for legislative change where appropriate.

Demonstrated ability to provide strategic leadership and authoritative technical, policy and strategic advice on a broad range of contemporary and emerging environmental health issues.

Demonstrated understanding of, and experience in, contemporary human resource management practices at a high level in a multidisciplinary environment, with the proven ability to be adaptable and flexible and to achieve results under pressure.

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

Desirable Requirements:—Current Drivers Licence.

Essential Requirements:—Tertiary qualifications from a recognised institution in a relevant discipline and in addition, postgraduate qualifications relevant to environmental or public health.

Enquiries to Siobhan Harpur, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 0650, mobile 0409 806 935, email siobhan.harpur@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Launceston General Hospital

Nurse Unit Manager (NUM) Short Stay Surgical Unit (SSSU) (522475).

Applications Close:—Friday, 27 November 2015.

Salary:—\$93,006 – \$95,153 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 7a, Year 1 to Year 2.

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

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

Duties:—The Nurse Unit Manager provides leadership to the Short Stay Surgical Unit (SSSU), Launceston General Hospital (LGH). Ensures the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by

co-ordinating the clinical, management, education and nursing research functions within the SSSU, LGH. Leads and manages the co-ordination of overall patient care and is responsible for managing the allocated human, material and financial resources for service delivery within the SSSU, LGH.

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

Desirable Requirements:—Relevant post graduate qualifications.

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

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

Enquiries to Cassandra Sampson, Nursing Director Surgery, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 8707, email cassandra.sampson@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Launceston General Hospital

Receptionist, Northern Integrated Care Service (515374).

Applications Close:—Friday, 27 November 2015.

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

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

Fixed-term part-time day work, working 60 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant. To commence 24 December 2015 until 30 April 2016.

Location:—Northern Integrated Care Service, LGH Charles Street, Launceston.

Duties:—Provide telephone and personal reception service for clients accessing the Northern Integrated Care Service.

Provide efficient reception and clerical support within the Northern Integrated Care Service in accordance with established procedures and guidelines. The position involves a high standard of client focused reception skills and a wide range of clerical functions.

Maintain confidentiality and work according to all THS Northern Region and Hospital policies, procedures and guidelines.

Co-ordinate the flow of information to and from the Northern Integrated Care Service, preparing routine correspondence, inputting of data and undertaking a basic liaison role in support of day to day operations.

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Shawn Lee, Manager, NICS, Department of Health and Human Services and Tasmanian Health Service, phone 0417 820 090, email shawn.lee@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Launceston General Hospital

Specialist Pharmacist, Rehabilitation and Subacute Services (521500).

Applications Close:—Friday, 27 November 2015.

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

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

Fixed-term part-time day work, working 40 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant. To commence As soon as possible until 30 June 2016.

Location:—Pharmacy, Medicine LGH.

Duties:—Provide a safe and efficient clinical pharmacy service to patients of the LGH. Utilise specialist knowledge of pharmaceuticals and therapeutics in an Aged Care and Rehabilitation (ACR) setting. Act as a resource person in the field of ACR and provide supervision and support to other staff.

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

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

Enquiries to Paula Cooper, Department of Health and

Human Services and Tasmanian Health Service, phone (03) 6777 6733, email paula.cooper@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Launceston General Hospital

Specialist Pharmacist, Department of Emergency Medicine (521110).

Applications Close:—Friday, 27 November 2015.

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

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

Fixed-term full-time day work, working 76 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant. To commence As soon as possible until 22 April 2016.

Location:—Pharmacy, LGH Charles Street, Launceston.

Duties:—Provide a safe and efficient clinical pharmacy service to patients of the Launceston Hospital and the Department of Emergency Medicine. Utilise specialist knowledge of pharmaceuticals and therapeutics in an emergency medicine setting. Act as a resource person in the field of emergency medicine for pharmacy, and provide supervision and support to other staff.

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

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

Enquiries to Paula Cooper, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6733, email paula.cooper@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Northern Region

Mental Health Services Northern Region

Ward Clerk (504882).

Applications Close:—Friday, 27 November 2015.

Salary:—\$50,183 – \$53,673 p.a.

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

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

Location:—Northside, LGH, Charles Street, Launceston.

Duties:—As part of the health care team provide reception and administrative support services for Northside. Provide administrative support to the Nurse Unit Manager (NUM) by co-ordinating the flow of information to and from the Unit, preparing routine correspondence and service related activity reports and undertaking a liaison role in support of the day to day operations of the Unit.

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

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

Enquiries to Jan Dorman, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6773, email jan.dorman@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Southern Region

Clinical Support

Registered Nurse, Two Vacancies (510128).

Applications Close:—Friday, 27 November 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 day worker (with on-call) working 48 hours per fortnight and fixed term full-time day worker (with on-call), working 76 hours per fortnight for up to 12 months.

Location:—Medical Imaging Department.

Please indicate in your application the vacancy you are applying for.

Flexible working arrangements allows for the fixed term vacancy to be filled by more than one person.

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

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

The Tasmanian Health Service is seeking interest from suitably qualified applicants for Registered Nurse vacancies in the Medical Imaging Department.

Applicants with advanced clinical nursing skills in Medical Imaging, Intensive Care, High Dependency Unit, Emergency, Anaesthetics or Theatre Nursing would be preferred.

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.

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

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

Enquiries to Luke Peyton, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 8807, mobile 0427 513 568, email luke.peyton@ths.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Southern Region

Complex Chronic and Community

Clinical Co-ordinator (518265).

Applications Close:—Friday, 4 December 2015.

Salary:—\$81,214 – \$84,989 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 5, Year 1 to Grade 5, Year 4.

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

Location:—Peacock 3, Davey Street, Hobart.

The Tasmanian Health Service – Southern Region is seeking interest from suitably qualified applicants for a Clinical Co-ordinator vacancy.

Duties:—In the role of Clinical Co-ordinator you are expected to provide leadership and co-ordination of patient care

and flow within Peacock 3, Repatriation General Hospital. You will support the efficient and effective provision of patient care based on national clinical standards and best practice using a collaborative and multidisciplinary framework by co-ordinating clinical care and providing oversight of the same.

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

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

Enquiries to Teresa White, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 7829, email teresa.white@ths.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Southern Region

Complex Chronic and Community

Domestic Services Officer (506777).

Applications Close:—Friday, 27 November 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 day work, working 37 hours per fortnight.

Location:—Midlands Multi Purpose Centre.

The Tasmanian Health Service – Southern Region is seeking applications for a Domestic Services Officer at Midlands Multi-Purpose Centre.

Duties:—In the role of Domestic Services Officer you are required to perform a wide range of cleaning services for wards and other areas within the Midlands Multi-Purpose Health Centre (MMPHC) facility.

Your duties also include:—Provision of a laundry service for the MMPHC.

Undertaking infection control cleaning as per Infection Control policies and procedures.

Assistance with basic food preparation tasks and delivery of patient's meals.

Desirable Requirements:—Certificate 111 in Patient Services or the ability to acquire same.

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

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

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Southern Region

Complex Chronic and Community

Enrolled Nurse, Rehabilitation (508700).

Applications Close:—Friday, 27 November 2015.

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

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

Permanent part-time shift worker (fully rotational), working 64 hours per fortnight.

Location:—Rehabilitation, Royal Hobart Hospital.

The Tasmanian Health Service – Southern Region is seeking interest from suitably qualified applicants for an Enrolled Nurse vacancy in the Rehabilitation Unit.

Duties:—In the role of Enrolled Nurse you will be required to be actively involved in maintaining and continually improving the quality of patient/client nursing care within the scope of practice of an Enrolled Nurse under the direction and supervision of a Registered Nurse/Midwife to achieve planned patient outcomes.

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

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

Enquiries to Brendan Bakes, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 7363, email brendan.bakes@ths.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Southern Region

Complex Chronic and Community

Enrolled Nurse, Whittle Ward (505592).

Applications Close:—Friday, 27 November 2015.

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

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

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

Location:—Whittle Ward, 88 Davey Street.

The Tasmanian Health Service – Southern Region is seeking interest from suitably qualified applicants for an Enrolled Nurse vacancy in the Whittle Ward.

Duties:—In the role of Enrolled Nurse you will be required to be actively involved in maintaining and continually improving the quality of patient/client nursing care within the scope of practice of an Enrolled Nurse under the direction and supervision of a Registered Nurse/Midwife to achieve planned patient outcomes.

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

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

Enquiries to Angela Kosmeyer, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6220 2400, email angela.kosmeyer@ths.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Southern Region

Complex Chronic and Community

Health Promotion Worker (513108).

Applications Close:—Friday, 27 November 2015.

Salary:—\$76,051 – \$78,350 pro rata, per annum.

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

Fixed-term full-time day work, working 76 hours per fortnight commencing as soon as possible until 30 June 2016.

Location:—Midlands Multi Purpose Centre.

The Tasmanian Health Service – Southern Region is seeking applications for a Health Promotion Worker vacancy at the Midlands Multi-Purpose Centre.

Duties:—In the role of Health Promotion Worker you are required to assist in maintaining, sustaining and improving the health of residents of the Southern Midlands Municipality, with particular emphasis on an individual, group and community basis of the mental, emotional, social, and physical health of all ages working within a primary health care framework.

You will work with other health services in the management, leadership, planning, implementation and evaluation of health promotion activities in the Southern Midlands Municipality.

Desirable 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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Fred Howard, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 6668, email fred.howard@ths.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Southern Region

Complex Chronic and Community

Hospital Assistant, Various Vacancies (516132).

Applications Close:—Friday, 27 November 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.

Location:—Peacock 3, Repatriation Centre.

The Tasmanian Health Services, Southern Region is seeking applications for casual Hospital Assistants to work at Peacock 3.

Duties:—In the role of Hospital Assistant you will work as a member of a team performing duties consistent with quality improvement guidelines to provide hospital aide services, general housekeeping, portage and catering duties to patients.

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

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

Enquiries to Barry Auksoorius, Department of Health and Human Services and Tasmanian Health Service, phone (30) 6222 7830, email barry.auksorius@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Southern Region

Complex Chronic and Community

Hospital Assistant Supervisor (522403).

Applications Close:—Friday, 27 November 2015.

Salary:—\$56,487 – \$60,553 p.a.

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 two years.

Location:—Repatriation Centre, 90 Davey Street, Hobart.

Duties:—The Tasmanian Health Service is seeking to appoint a Hospital Assistant Supervisor based at the Aged and Rehabilitation Unit (ARU). ARU is temporarily relocating to the Repatriation Centre, 90 Davey Street, Hobart, as part of the re-development of the Royal Hobart Hospital. This role is required during the relocation period.

You will:—supervise operational services provided by Hospital Assistant staff at Peacock 2 and 3 units, support the Hospital Assistant Co-ordinator to ensure effective and efficient use of human and physical resources, perform operational duties as part of the Hospital Assistant team as required by Peacock 2 and 3 units.

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

Enquiries to Barry Auksoorius, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 7830, email barry.auksorius@ths.tas.gov.au.

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

If you are not able apply online please forward your hard

copy application quoting the vacancy number to: Recruitment Services, Tasmanian Health Service – Southern Region, G.P.O. Box 1061, Hobart, Tasmania 7001.

Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Southern Region

Complex Chronic and Community

Office and Health Information Manager (509088).

Applications Close:—Friday, 27 November 2015.

Salary:—\$63,262 – \$72,204 p.a.

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

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

Location:—Cancer Services.

The Tasmanian Health Service – Southern Region is seeking interest from applicants for an Office and Health Information Manager vacancy within Cancer Services located at Royal Hobart Hospital.

Duties:—In the role of Office Manager you are required to undertake a co-ordination and supervisory role by overseeing the day-to-day delivery of all aspects of administrative and clerical functions; including ARIA system support, reception, patient co-ordination, billing and clinical information management.

You will be responsible for the performance of accurate and timely clinical coding for Radiation Oncology in accordance with hospital, state and commonwealth data standards and reporting requirements. Adherence to National Centre for Classification in Health guidelines utilising the current edition of ICD10AM, ACHI and ACS.

Desirable Requirements:—Successful completion of Clinical Coding course and subsequent certification, approved by the Health Information Management Association of Australia (HIMAA).

Working knowledge of the current edition of ICD10AM, ACHI and ACS. Evidence of competency in the current edition of ICD-10-ADS coding in a tertiary level hospital.

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

Enquiries to Kylie Rinaldi, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 7520, email kylie.rinaldi@ths.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Southern Region

Corporate Services

Ward Clerk (509226).

Applications Close:—Friday, 27 November 2015.

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

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

Permanent part-time day worker, working 38 hours per fortnight, commencing As soon as possible.

Location:—Patient Information Management Services, Inpatients Services, Royal Hobart Hospital.

Duties:—Provide frontline assistance to support the effective administrative operations of the Ward/Unit which includes: assisting the general public, patients and clinical staff; answering patient and public enquiries; and directing all incoming telephone calls to relevant departmental or clinical personnel.

Support the Nurse Unit Manager (NUM) by receiving, interviewing and processing all direct admissions and discharges from the Ward/Unit including the verification of discharge-planning protocols; expediting discharges to assist the NUM, Bed Manager and Theatre personnel with the re-allocation of beds on the Ward/Unit; and arranging and scheduling appointments to ensure on-going patient care.

Accurately enter and retrieve patient information onto/from computerised patient information management information systems including the Digital Medical Record (DMR).

Generate reports and update and maintain databases and bed lists utilising relevant software programs including Microsoft Word, Excel and Outlook Express.

Interview and admit patients as necessary for direct admission to the Ward/Unit from other wards and departments which includes: checking the accuracy of patient personal and financial information on registration and admission screens; and generating updated patient identification labels.

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

Enquiries to Lisa Wickham, Manager, Admissions Centre, Department of Health and Human Services and Tasmanian Health Service, phone (03) 62228645, email lisa.wickham@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Southern Region

Medicine Services

Administrative Assistant (508742).

Applications Close:—Friday, 27 November 2015.

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

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

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

Location:—Cardiology, Royal Hobart Hospital.

The Tasmanian Health Service – Southern Region is seeking an experienced Administrative Assistant to join our team in the Cardiology Department.

Duties:—The successful applicant will provide a high level of administrative and clerical support to the Head of Department and staff within the Cardiology Department. Key administrative duties will be integral in the management and support to the Cardiology clinics, angiography, echocardiography, Pulmonary Hypertension and cardiac pacing services within the department. This will involve working as part of a team in providing reception services for the public, patient interviews and updating patient details on the patient information system. Duties will also include managing referrals, waitlists and scheduling outpatient appointments for the vast array of cardiology services.

The department is seeking a highly motivated individual with the ability to work as part of a team in a busy and demanding work environment and have well-developed written, verbal and time management skills.

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

Enquiries to Therese Hudson, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 8706, email therese.hudson@ths.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Southern Region

Womens and Childrens Services

Registered Nurse (Post Graduate Neonatal Intensive Care Course) (510064).

Applications Close:—Friday, 27 November 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 part-time shift worker (fully rotational), 64 hours per fortnight, commencing February 2016 for a period of 12 months.

Location:—Womens, Adolescent and Childrens Service, NPICU, Royal Hobart Hospital.

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

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

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

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

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

Enquiries to Sonia Gallahar, Nurse Unit Manager, Neonatal Paediatric Intensive Care Unit, Royal Hobart Hospital, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 8809, email numnpicu@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 Service, Southern Region, G.P.O. Box 1061, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Southern Region

Womens and Childrens Services

Senior Registrar, Paediatrics (Community/Child Protection) (513036).

Applications Close:—Friday, 27 November 2015.

Salary:—\$84,478 – \$138,222 p.a.

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

Fixed-term full-time 80 hours per fortnight, commencing 1 February 2016 for a period of 12 months.

Location:—Paediatric Unit, Royal Hobart Hospital.

Duties:—The Senior Registrar is responsible for the day to day management of private and public inpatients and outpatients within the Hospital and at certain outreach sites. After hours emergency cover at the hospital as determined by the Department of Paediatrics may be a requirement.

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

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

Enquiries to Associate Professor John Daubenton, Director of Paediatrics, Royal Hobart Hospital, Department of Health and Human Services and Tasmanian Health Service, phone (03) 62227125, email john.daubenton@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Statewide Services

Mental Health Statewide Services

Alcohol and Drug

Registrar, Addiction Medicine (517648).

Applications Close:—Friday, 18 December 2015.

Salary:—\$84,478 – \$138,222 p.a.

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

Fixed-term full-time day work (with on call) commencing 1 February 2016 for a period of two years.

Location:—Ground Floor, Carruthers Building, St John's Park.

Duties:—The Addiction Medicine Registrar is employed through Alcohol and Drug Services, and participates in an Addiction Medicine Training Program approved by the Australasian Chapter of Addiction Medicine with rotations to other services within Alcohol and Drug Services and to other agencies providing drug and alcohol or related services.

The Registrar will be accountable for the delivery of clinical services to patients with drug and/or alcohol problems, through the provision of high quality clinical services, contributing to service evaluation and research and displaying a commitment to ongoing learning and professional development in Addiction Medicine.

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

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

Desirable Requirements:—Completed Basic training towards the attainment of a Fellowship as a physician or psychiatrist (RACP/RANZCP) or who has a FRACGP.

Enquiries to Dr Adrian Reynolds, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 0833, email adrian.reynolds@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Statewide Services

Oral Health Services

Oral Health North

Dental Laboratory Manager (521873).

Applications Close:—Friday, 27 November 2015.

Salary:—\$76,051 – \$78,350 p.a.

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

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

Location:—Oral Health Services Tasmania (North).

Duties:—Provide supervision and direction to Dental Technicians, ensuring that practices comply with OHST policies and protocols.

Management of the dental laboratory including responsibility for consumables, equipment and outsourcing as well as maintaining workflow, turn around times and appropriate quality service standards.

Supports the Senior Dental Prosthetist in developing a strong professional environment by assisting in the development, implementation and evaluation of dental laboratory protocols.

Maintains a high level of knowledge and understanding of current and emerging trends in dental laboratory technology. Plans, contributes and participates in the professional development of dental laboratory staff.

Provide dental technical expertise and construction in the recognised fields of; Removable dental prostheses; Fixed dental prostheses; Maxillofacial prostheses; Repairs, additions, relines and remodels; Simple orthodontic appliances; Protective mouthguards; Bleaching and fluoride trays; Other appliances which OHST may include within its core business for eligible clients of the service.

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Desirable Requirements:—Previous supervisory or dental laboratory management experience.

Enquiries to Jayne Scull, Senior Dental Prosthetist, Oral Health Services Tasmania (North), Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 1094, email jayne.scull@ths.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human

Resources, Tasmanian Health Service, Southern Region, G.P.O. Box 1061, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

Statewide Services

Oral Health Services

Oral Health North West

Dental Assistant (513730).

Applications Close:—Friday, 27 November 2015.

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

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

Fixed-term full-time day worker, working 76 hours per fortnight, commencing December 2015 until July 2016.

Location:—Oral Health Services Tasmania (North West).

Duties:—Provide expert chairside assistance to the Dental Clinician.

Prepare existing and new materials and equipment for clinical procedures.

Assist the Dental Officer with procedures carried out under general anaesthetic in the operating theatre.

Dispose of hazardous materials and waste, according to the current National Health and Medical Research Council (NHMRC) and Work Health and Safety (WHS) guidelines.

Compile daily and monthly work summaries and data for statistical purposes.

Attend client enquiries and schedule appointments.

Undertake meticulous cleaning and sterilisation of dental instruments, dental equipment and the dental surgery requiring working knowledge of current NHMRC Infection Control Guidelines, WHS guidelines, and the Oral Health Service's Infection Control Protocol.

Essential Requirements:—Certificate III in Dental Assisting or equivalent qualification.

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

Desirable Requirements:—Current Driver's Licence.

Current First Aid Certificate Level I.

Enquiries to Brooke Murfet, Senior Dental Assistant, Oral Health Services (North West), Department of Health and Human Services and Tasmanian Health Service, mobile 0418 597 567, email brooke.murfet@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Pharmacy Site Manager (North West) (502078).

Applications Close:—Friday, 4 December 2015.

Salary:—\$119,800 – \$120,399 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2014, DHHS and THS Allied Health Manager, Level 5, Grade 3.

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

Location:—Based from the North West Regional Hospital, working across the region.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced registered pharmacist to join our Hospital Pharmacy Department in the North West Region as Pharmacy Site Manager (North West).

You will be responsible for the efficient, effective, and consistent pharmacy service to the THS-North West (including the North West Regional Hospital and Mersey Community Hospital). As the successful applicant you will work with a high level of autonomy and initiative to manage local pharmacy processes by leading and managing staff to ensure that a high quality pharmacy service is provided, utilising your proven experience in the management of human, physical and financial resources.

As the Pharmacy Site Manager (North West) you will report to the Executive Director, Statewide Hospital Pharmacy Operations, and provide clinical and administrative oversight of pharmacy operations at the site, including teaching, research, dispensing, manufacturing, stores, and clinical pharmacy. In this role you will be expected to demonstrate autonomy in the daily functioning of the service and be expected to exercise initiative and professional judgment across all responsibilities.

Do you have?

Current registration.

Demonstrated experience in management of a Pharmacy Service.

Experience in management of budgets and service performance.

Well-developed communication and interpersonal skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

Relocation assistance will be negotiated with the successful applicant.

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 Pharmacy Board of Australia.

The Head of the State Service has determined that the person

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

Enquiries to Hamish Crisp, Acting Executive Director, Statewide Hospital Pharmacy Operations, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6733, email hamish.crisp@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Senior Dietician (514470).

Applications Close:—Friday, 27 November 2015.

Salary:—\$83,105 – \$91,756 p.a.

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

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

Location:—Mersey Community Hospital.

Who are we?

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

Who are we looking for?

The Nutrition and Dietetics department is seeking to recruit a Senior Dietitian who will complement our existing team. You will have a range of experience and varying scopes of practice that will contribute to the skill set within our team.

Working as an Outpatient Dietitian, you will be a good leader, a self-starter with a can do attitude, have experience in supervision and plenty of initiative. We will provide you with opportunities in this role to pursue a range of clinical areas.

This role is a maternity backfill until December 2016.

Do you have?

Current Registration.

Current Driver's Licence.

Significant experience in the provision of acute care nutrition and dietetics.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

Desirable Requirements:—Current Driver's Licence.

Essential Requirements:—Approved Bachelor of Science degree, or equivalent, from a University or other tertiary institution, majoring in appropriate subjects, and a graduate diploma or post graduate degree course in dietetics of one or two years, or an approved four year undergraduate degree majoring in nutrition and dietetics at a recognised Australian tertiary institution, or a pass in the Dietitians Association of Australia (DAA) examination in dietetics for overseas trained dietitians.

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

Enquiries to Sarah O'Keefe, Manager, Nutrition and Dietetics, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6430 6597, email sarah.okeefe@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Mersey Community Hospital

Clerk (Perioperative Services) (514482).

Applications Close:—Sunday, 29 November 2015.

Salary:—\$50,183 – \$53,673 p.a.

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

Vacancy No. 514482.

Permanent full-time or part-time day worker, working up to 76 hours per fortnight night.

Location:—Mersey Community Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced person with excellent communication and interpersonal skills to take up the role of Clerk (Perioperative Services) at the Mersey Community Hospital.

An important aspect of this role is the ability to be flexible and work autonomously to maintain an effective and timely

service. The principal area of work is frontline management and overall co-ordination of patient appointments, associated documentation preparation and a resource for staff, patients and associated visitors of both the Pre Admission Clinic and Nurses Home reception area at the Mersey Community Hospital. This position will be as a shared role and will fluctuate between part-time and full-time depending of associated demand.

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

Do you have?

Highly developed communication and interpersonal skills.

Ability to be flexible, and work as part of a team.

Ability to acquire a working knowledge and understanding of medical Terminology.

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:—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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Katrina Willis, Director of Nursing, Department of Health and Human Services and Tasmanian Health Service, phone 6440 8021, mobile 0418 638 301, email katrina.willis@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Mersey Community Hospital

Food Service Assistant (514833).

Applications Close:—Friday, 27 November 2015.

Salary:—\$42,777 – \$44,247 pro rata, per annum.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 2.

Fixed-term casual shift worker, working as and when required for a 3 year appointment.

Location:—Mersey Community Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Food Services Assistant to assist with the food preparation, production, plating service, ware washing, and cleaning duties in the provision of catering services to patients, visitors and staff of the hospital at the Mersey Community Hospital.

The ideal candidate will have an understanding of appropriate WHandS legislation and codes of practice have the ability to communicate with patients, visitors and staff, of all levels and hold knowledge and experience in the food preparation, production, and service industry.

You will be a self starter, who is able to prioritise work and complete tasks 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 and staff members.

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:—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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Simone Davern, Department of Health and Human Services and Tasmanian Health Service, phone 0438 236 910, email simone.davern@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Primary Health North West

ACAT and COS, Palliative Care

Specialist Social Worker, Community Palliative Care (522428).

Applications Close:—Friday, 27 November 2015.

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

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

Fixed-term full-time day worker, working 60.8 hours per fortnight until 30 June 2016.

Location:—Parkside.

Who are we?

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

Who are we looking for?

We are seeking a motivated Specialist Social Worker with highly developed skills and knowledge to join the team that is dedicated to enhance the quality of life of people living with a life limiting illness, focusing on comfort rather than cure.

Reporting to the Palliative Care Nurse Unit Manager, and in consultation with the Palliative Care Nursing staff you will provide support to clients registered with the Palliative Care Service, connected with a professional team of Social workers within North West Region you will have clinical guidance and professional development opportunities.

Do you have?

A degree in Social Work.

Relevant experience working with palliative care.

Well-developed 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.

Desirable Requirements:—Current Driver's Licence.

Essential Requirements:—Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers.

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

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Primary Health North West

King Island District Hospital and Community Health

Hotel Service Assistant (521783).

Applications Close:—Saturday, 5 December 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 worker, working 40 hours per

fortnight.

Location:—King Island Hospital and Health Centre.

Who are we?

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

Who are we looking for?

We are seeking to recruit a motivated Hotel Services Assistant to provide cleaning and catering services to the King Island Hospital and Health Centre.

The ideal candidate will have demonstrated knowledge and experience in the provision of kitchen and cleaning services in a health care environment. The role is responsible for efficient cleaning and maintenance of all associated equipment in accordance with Occupational Health and Safety Legislation and the Food Safety Plan.

You will be a self-starter, who is able to prioritise work and complete tasks 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 and staff members.

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:—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 and crimes involving dishonesty. 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 Service, phone 6462 9912, email robyn.bridgewater@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Primary Health North West

West Coast District Hospital and Community Health

Clinical Co-ordinator, Chronic Disease and Health Promotion (515098).

Applications Close:—Friday, 27 November 2015.

Salary:—\$81,214 – \$84,989 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 5, Year 1 to Grade 5, Year 4.

Fixed-term part-time day worker, working 60 hours per fortnight until 30 June 2016.

Location:—based at Zeehan, working across the West Coast.

Who are we?.

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

Who are we looking for?

We are seeking a creative and dynamic person with excellent communication skills for the role of Chronic Disease Health Promotion Officer. You will be an integral member of the HealthWest Rural Primary Health Service team based at Zeehan but required to work across the communities of the West Coast of Tasmania.

Engaging with a range of stakeholders is key to the success of this role as this will assist identifying priorities and addressing community needs. Your planning and evaluation skills will be well utilised to determine appropriate health services and health promotion programs. Collecting data and reporting on findings will also be a requirement.

Do you have?

Current Registration.

Extensive knowledge of primary health care principles.

High-level knowledge of community development principles.

Highly developed written and 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:—Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse.

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

Enquiries to Linda Neale, Director of Nursing, Department of Health and Human Services and Tasmanian Health Service, 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 Service, North West Region, PO Box 258, Burnie 7320. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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JUSTICE

COMMUNITY CORRECTIONS

Directorate

State-wide Operations Manager (356165).

Applications Close:—Friday, 27 November 2015.

Salary:—\$109,279 – \$115,977 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time working 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Manage and co-ordinate regional teams to ensure effective and efficient management of offenders. Provide oversight of, and co-ordinate the planning and implementation of service delivery in Community Corrections. In consultation with Senior Practice Consultant, conduct ongoing monitoring and reporting of service delivery and performance regionally and at a state-wide 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 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 Pamela Honan, Director Community Corrections, Department of Justice, phone (03) 6165 6700, email pamela.honan@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Pamela Honan on (03) 6165 6700.

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

CORPORATE SUPPORT AND STRATEGY

Finance

Senior Procurement and Property Officer (356746).

Applications Close:—Friday, 27 November 2015.

Salary:—\$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time working 73.5 hours per fortnight.

Location:—Hobart.

Duties:—As a member of the Procurement Review

Committee (PRC), provide authoritative specialist advice and training to outputs on procurement and tender related matters, review all procurements submitted to the PRC for compliance with Treasurer's Instructions, Departmental policies and procedures and other applicable requirements. Prepare and provide expert advice on contracts and tenders to ensure the Department successfully engages high quality suppliers and contractors and meets the Government's procurement policy guidelines.

Desirable Requirements:—Knowledge and/or experience in contemporary Government procurement and property management practices.

A current motor vehicles driver's licence.

Enquiries to Stephen Morrison, Director Finance, Department of Justice, phone (03) 6165 4891, email stephen.morrison@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Stephen Morrison on (03) 6165 4891.

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

LEGAL AID COMMISSION OF TASMANIA

Duty Lawyer (356750).

Applications Close:—Friday, 27 November 2015.

Salary:—\$52,994 – \$67,104 p.a.

Legal Practitioners Agreement 2014, Level 1.

Fixed-term full-time for a period of 12 months working 73.5 hours per fortnight.

Location:—Launceston.

Duties:—To generally assist defendants appearing unrepresented in the Court as requested by a Magistrate. To appear in the Magistrates Court on bail applications and pleas of guilty for adults and young people, and to conduct hearings. Engage in community legal education activities fostered by the Legal Aid Commission as directed. To perform such other professional work in civil, family and criminal law areas as directed from time to time.

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

Desirable Requirements:—Some experience in the practice of Criminal Law.

Enquiries to Karen Gillie, Director's Assistant, Legal Aid Commission of Tasmania, Department of Justice, phone (03) 6236 3820, email karen.gillie@legalaid.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Karen Gillie on (03) 6236 3820.

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

LEGAL AID COMMISSION OF TASMANIA

Legal Practitioner (356754).

Applications Close:—Friday, 27 November 2015.

Salary:—\$52,994 – \$67,104 p.a.

Legal Practitioners Agreement 2014, Level 1.

Fixed-term full-time working 73.5 hours per fortnight for a period of 12 months.

Location:—Hobart.

Duties:—To appear in the Youth Justice Division of the Magistrates Court on bail applications and pleas of guilty for young people, and to conduct hearings. To perform such other professional work in criminal law in the Magistrates Court as directed from time to time. Engage in community legal education activities fostered by the Legal Aid Commission as directed.

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

Desirable Requirements:—Some experience in the practice of Criminal Law.

Enquiries to Karen Gillie, Director's Assistant, Department of Justice, phone (03) 6236 3820, email karen.gillie@legalaid.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Karen Gillie on (03) 6236 3820.

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

LEGAL AID COMMISSION OF TASMANIA

Legal Practitioner (356755).

Applications Close:—Friday, 27 November 2015.

Salary:—\$52,994 – \$67,104 p.a.

Legal Practitioners Agreement 2014, Level 1.

Fixed-term full-time working 73.5 hours per fortnight for a period of 12 months.

Location:—Hobart.

Duties:—To appear in the Magistrates Court to assist persons eligible for the Court Mandated Diversion program and Mental Health Diversion program. To perform such other professional work in criminal law in the Magistrates Court as directed from time to time. Engage in community legal education activities fostered by the Legal Aid Commission as directed.

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

Desirable Requirements:—Some experience in the practice of Criminal Law.

Enquiries to Karen Gillie, Directors Assistant, Department of Justice, phone (03) 6236 3820, email karen.gillie@legalaid.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Karen Gillie on (03) 6236 3820.

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

MAGISTRATES COURT

North West

Clerk (350240).

Applications Close:—Friday, 27 November 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time for a period of 12 months working 47 hours and 30 minutes per fortnight. Work days will be Monday to Friday, working 4 hours and 45 minutes each day from 9am until 2.15pm.

Location:—Burnie.

Duties:—Processing and filing all formal court documents relevant to the Magistrates Court and various tribunals, including production of daily court listings. Data entry for all computer based systems, including use of the Microsoft Office suite, Criminal Registry Information Management and Enquiry Systems (CRIMES), Civil Registry Management System (CRMS) and the Financial Management System (Finance One), and any other software applications implemented from time to time.

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

Desirable Requirements:—Keyboard skills.

Enquiries to Natalie Luttrell, Manager Burnie Magistrates

Court, Department of Justice, phone (03) 6477 7139, email natalie.luttrell@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Natalie Luttrell on (03) 6477 7139.

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 SECRETARY

Statutory Appointments, Policy and Projects Officer (356701).

Applications Close:—Friday, 27 November 2015.

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

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time working 73.5 hours per fortnight commencing As soon as possible until 31 August 2016.

Location:—Hobart.

Duties:—Manage the appointment of statutory office holders, senior executive officers, senior legal practitioners, board and tribunal members and Justices of the Peace, including the preparation of Cabinet and Executive Council documentation and associated correspondence. Liaise with internal and external stakeholders, including Departmental and Ministerial staff and members of the general public. Undertake research and prepare advice on complex matters associated with the functions of the Office of the Secretary.

Enquiries to Tim Mills, Project Officer, Office of the Secretary, Department of Justice, phone (03) 6165 4938, email tim.mills@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Tim Mills on (03) 6165 4938.

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.

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Conservation Project Officer (CPO 2015).

Applications Close:—Monday, 30 November 2015.

Salary:—\$58,394 – \$92,924 p.a.

Port Arthur Historic Site Management Authority Award, Professional Stream, Band 1.

Permanent full-time Monday-Friday, 76 hours per fortnight.

Location:—Port Arthur.

Evidence of the following must be produced before taking up this position:—Tertiary qualification in a relevant discipline with qualifications or direct working experience in the field of cultural heritage.

Duties:—Manage and administer the Asset Management System.

Undertake research and assist with the preparation of reports in support of conservation and infrastructure projects.

Assist with planning, implementing, monitoring and documenting Conservation and Infrastructure projects, including Heritage Works Application documentation.

Assist with the procurement of goods and services including tender evaluation reports, requests for quotation, tender evaluations and contract award in accordance with Tasmanian State Government procedures.

Fulfil requirements within a wider policy, strategic, and budgetary context determined by the Department Managers and Director, and in accordance with the Port Arthur Historic Sites Statutory Management Plan.

Liaise with external authorities, heritage organisations and other professionals.

Contribute to the establishment of PAHSMA as a centre of excellence in the conservation and interpretation of a cultural heritage place of international significance.

Undertake other tasks and duties as directed by the Conservation Manager and/or Director Conservation and Infrastructure.

Desirable Requirements:—Current Driver's Licence.

Industry recognised professional affiliations.

Enquiries to Lucy Burke-Smith, Conservation Manager, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, phone (03) 6251 2363, fax (03) 6251 2328, email Lucy.Burke-Smith@portarthur.org.au.

Applications to Kelly Proposch, HR Officer, Recruitment, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, phone (03) 6251 2357, fax (03) 6251 2328, email recruitment@portarthur.org.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

NATURAL AND CULTURAL HERITAGE

Wildlife Management

Animal Keeper (706820).

Applications Close:—Friday, 27 November 2015.

Salary:—\$39,511 – \$48,474 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term full-time from as soon as possible for 2 years (working in accordance with an approved roster).

Location:—Taroona.

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

Duties:—To provide an efficient and effective animal care and husbandry support service to the Department's orange-bellied parrot conservation breeding program and other Hobart-based captive management programs as required.

Desirable Requirements:—Relevant qualifications in Zoo Keeping/Captive Animals. A current motor vehicle driver's licence. Work Place Level 2 First Aid certificate.

Applicants should submit an Application for Employment form, a statement addressing the selection criteria and current resume by 5pm on the closing date indicated on the advertisement.

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

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

Enquiries to Annika Everaardt, phone (03) 6165 4384, email Annika.Everaardt@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 3186, fax (03) 6173 0230, email job.applications@dpiuwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

OFFICE OF RACING INTEGRITY

Operations and Support Officer (371838).

Applications Close:—Friday, 27 November 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Launceston.

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

Duties:—Provide clerical and administrative support to the Division to ensure the delivery of timely and accurate information to racing industry participants and the public.

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

Applicants should submit an Application for Employment form, a statement addressing the selection criteria and current resume by 5pm on the closing date indicated on the advertisement.

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

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

Enquiries to Jayne Cooper, phone (03) 6777 1911, email Jayne.Cooper@racingintegrity.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 3186, f

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations

Visitor Reception Officer, (706072).

Applications Close:—Friday, 27 November 2015.

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

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time working a minimum of 1300 hours per annum on a roster basis.

Location:—Within the Northern Region, initially based at Freycinet Field Centre.

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 time rates.

Duties:—Receive and service visitors and general enquiries. To collect and account for payments from visitors to the Freycinet National Park and provide advice and information on recreational opportunities, reserves and use of local reserves managed by the Parks and Wildlife Service.

Desirable Requirements:—A current motor vehicle driver's licence. A current White Star Level 2 First Aid Certificate.

Applicants should submit an Application for Employment form, a statement addressing the selection criteria and current resume by 5pm on the closing date indicated on the advertisement.

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 David Adams, phone (03) 6256 7005, email David.Adams@parks.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 3178, fax (03) 6173 0230, email job.applications@dpiipwe.tas.gov.au.

PUBLIC TRUSTEE

TRUSTEE SERVICES

Client Account Manager (791214).

Applications Close:—Friday, 27 November 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—The Client Account Manager will manage a caseload of files ensuring that financial administration, power of attorney and trusts are managed effectively in accordance with relevant legislation, procedural guidelines and client instructions while exercising a formal discretion in relation to the management of these estates and trusts.

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

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

Desirable Requirements:—Candidates should have an understanding of, or experience in the trustee industry or an associated industry, or the ability to acquire such knowledge quickly. This person will have the ability to work effectively both individually and as part of a team, well developed communication and interpersonal skills including the ability to deal with a wide range of people in a sensitive and confidential manner and the ability to promote excellent client service through identifying and understanding client needs and building effective relationships.

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

Enquiries to Philip Heaton, Manager, Personal Services Team, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 62355210, email pheaton@publictrustee.tas.gov.au.

Applications to Karyne Johns, Human Resource Officer, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone 62355241, email kjohns@publictrustee.tas.gov.au.

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

STATE GROWTH

OFFICE OF THE CO-ORDINATOR GENERAL

Director Investment Attraction (425334).

Applications Close:—Friday, 27 November 2015.

Salary:—\$132,532 – \$145,879 p.a.

Tasmanian State Service Award, General Stream, Band 9.

Fixed-term full-time 2 years from appointment.

Location:—Hobart.

Duties:—High level contribution to the Tasmanian economy through the identification and facilitation of new significant investment projects. Provide high level project management and strategic policy advice in relation to the functions of the Office of the Co-ordinator-General and high level management of human, physical and financial resources within the Office of the Co-ordinator-General.

Desirable Requirements:—A tertiary qualification in Business, Commerce, Economics or a related field and current Driver's Licence.

Enquiries to John Perry, Co-ordinator General, Department of State Growth, phone (03) 6777 2804, email John.Perry@cg.tas.gov.au.

Applications to People and Culture, Department of State Growth, email recruitment@stategrowth.tas.gov.au.

TASTAFE

EDUCATION SERVICES

Vocational Preparation and English Language Services

Administrative Assistant, North (967789).

Applications Close:—Friday, 27 November 2015.

Salary:—\$50,767 – \$54,369 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time 73.50 hours per fortnight.

Location:—Vocational Preparation and English Language Services.

Description of the role:—To undertake various administrative and clerical duties that support the function of a campus, team or business unit, including providing a customer focussed

reception service. Assist with operational processes including the maintenance of databases and related matters.

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

Enquiries to Jayne Sutcliffe, Quality and Operations Co-ordinator, TasTAFE, phone (03) 6777 2642, email jayne.sutcliffe@TasTAFE.tas.edu.au.

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

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

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

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

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

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Procurement and Property Branch

Systems Analyst (723832).

Applications Close:—Friday, 27 November 2015.

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

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time or part-time to no less than 0.8 FTE. as soon as possible until 2 September 2016.

Location:—Hobart.

Duties:—As a member of the procurement policy team you will undertake tasks to improve procurement and risk management outcomes, consistent with the Government's policies and principles. Your role will focus on improving the efficiency and effectiveness of systems and processes; increasing competence across government and providing resources for agency officers involved in procurement and risk management and for local businesses competing for government contracts.

In the context of the selection criteria, to be successful in the position applicants will have:—demonstrated good project management skills in relation to website development and good communication skills.

Desirable Requirements:—Diploma or Advanced Diploma, completion, or partial completion, of relevant tertiary qualifications.

Enquiries to Annette Kingston, Principal Policy Analyst, Procurement and Property Branch, Department of Treasury and Finance, phone (03) 6166 4226, email annette.kingston@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.

Promotions without Advertising

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

It is my intention to request the Head of the State Service to exercise discretion to not advertise the following duties in accordance with section 40 (2) of the State Service Act 2000 and to promote the following permanent employee —

S. Greenhill.

to perform the duties of Registered Nurse 519246, Registered Nurse Grade 3 Year 1 to Grade 4 Year 4.

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

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

State Service employees aggrieved by this intention may make application to the Tasmanian Industrial Commission for a review under section 50(1)(b) of the State Service Act 2000. Applications for review are to be lodged with the Tasmanian Industrial Commission within 14 days of the publication date of this Gazette.

Dr Anne Brand.

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 Service | Occupational Therapist | O. Verschuur | 6 months | 09.11.15 |
| Health & Human Services & Tasmanian Health Service | Registered Nurse | B. Hadley | 6 months | 07.11.15 |
| Health & Human Services & Tasmanian Health Service | Occupational Therapist | E. Howlett | 6 months | 09.11.15 |
| Health & Human Services & Tasmanian Health Service | Hospital Aide | H. Gurung | 6 months | 09.11.15 |
| Health & Human Services & Tasmanian Health Service | Registered Nurse | L. Milne | 6 months | 22.11.15 |
| Health & Human Services & Tasmanian Health Service | Occupational Therapist | G. Brotheridge | 6 months | 16.11.15 |
| Integrity Commission | Senior Misconduct Prevention (Research & Education) Officer | A. Strafkos | 6 months | 09.11.15 |
| Justice | Transcription Typist | M. Carson | Nil | 12.11.15 |
| Police & Emergency Management | Community Engagement Officer | L. Murray | 6 months | 09.11.15 |
| Police & Emergency Management | Library Technician | G. Parsons | 6 months | 09.11.15 |
| Premier & Cabinet | Communications and Protocol Assistant | L. Grover | 6 months | 05.11.15 |
| Primary Industries, Parks, Water & Environment | Parks and Reserve Manager (Central West) | A. Smith | 6 months | 16.11.15 |
| Treasury & Finance | Revenue Officer | M. Fang | 6 months | 16.11.15 |

Fixed-term Appointments of Greater than 12 Months

| <i>Agency</i> | <i>Duties Assigned</i> | <i>Employee</i> | <i>Term</i> | <i>Date of Effect</i> |
|------------------------|----------------------------|-----------------|-------------|-----------------------|
| Tasmanian Audit Office | Graduate Financial Auditor | C. Stanton | 3 years | 16.11.15 |

Extension or Renewal of Fixed-term Appointments Beyond 12 Months

| <i>Agency</i> | <i>Duties Assigned</i> | <i>Employee</i> | <i>Term</i> | <i>Date of Effect</i> |
|--|--------------------------|-----------------|-------------|-----------------------|
| Primary Industries, Parks, Water & Environment | Computer Systems Officer | M. Jacob | 7.5 months | 12.11.15 |

Promotion of Permanent Employees

| <i>Agency</i> | <i>Employee</i> | <i>Duties Assigned</i> | <i>Date of Effect</i> |
|--|-----------------|--|-----------------------|
| Education | D. Wells | Principal | 11.11.15 |
| Education | S. Bullen | Principal | 11.11.15 |
| Justice | C. Gravell | Correctional Supervisor | 05.11.15 |
| Justice | R. Moore | Correctional Supervisor | 05.11.15 |
| Justice | S. Wyllie | Manager Performance & Absence Management | 12.11.15 |
| Justice | K. Marr | ICT Manager, Supreme Court | 12.10.15 |
| Police & Emergency Management | J. Lidden | Leading Communications Officer | 07.08.15 |
| Police & Emergency Management | C. Hall | Leading Communications Officer | 06.11.15 |
| Police & Emergency Management | M. Jones | Supervisor FireComm | 06.11.15 |
| Primary Industries, Parks, Water & Environment | S. Rodgers | Senior Business Enterprise Coordinator | 19.11.15 |
| Primary Industries, Parks, Water & Environment | G. Davies | Director (Royal Tasmanian Botanical Gardens) | 30.11.15 |
| Primary Industries, Parks, Water & Environment | N. Secombe | Ranger | 12.11.15 |

Resignation of Permanent Employees

| <i>Agency</i> | <i>Duties Assigned</i> | <i>Employee</i> | <i>Date of Effect</i> |
|--|---|-----------------|-----------------------|
| Health & Human Services & Tasmanian Health Service | Registered Nurse | S. Maguire | 07.11.15 |
| Health & Human Services & Tasmanian Health Service | Registered Nurse - Community | A. Montague | 14.11.15 |
| Health & Human Services & Tasmanian Health Service | Registered Nurse | A. de Deuge | 08.11.15 |
| Health & Human Services & Tasmanian Health Service | Psychologist | K. Milner | 03.11.15 |
| Justice | Project Officer | K. Wright | 18.11.15 |
| Police & Emergency Management | Manager Contract and Procurement Services | K. Martin | 06.11.15 |
| Police & Emergency Management | Senior Station Officer | C. Maxwell | 03.06.15 |
| Police & Emergency Management | District Officer | J. Armstrong | 12.12.14 |
| Police & Emergency Management | Systems Coordinator | R. Prestedge | 28.07.15 |
| Police & Emergency Management | Executive Officer Support | E. Lang | 08.10.15 |
| Tourism Tasmania | Corporate Media & Research Manager | L. Ryan | 13.11.15 |

Retirement of Permanent Employees

| <i>Agency</i> | <i>Duties Assigned</i> | <i>Employee</i> | <i>Date of Effect</i> |
|-------------------------------|------------------------|-----------------|-----------------------|
| Education | Teacher | P. Dodge | 09.11.15 |
| Education | Teacher Assistant | C. Burdon | 24.10.15 |
| Education | Teacher | M. MacDonald | 30.10.15 |
| Police & Emergency Management | Station Officer | G. Mackey | 28.10.15 |
| Police & Emergency Management | Librarian | E. Johnson | 18.06.15 |
| Police & Emergency Management | Clerk, Human Services | F. Ferraro | 12.10.15 |
| Police & Emergency Management | Fleet Services Officer | R. Mannix | 19.11.15 |

Termination of Permanent Employees

| <i>Agency</i> | <i>Duties Assigned</i> | <i>Employee</i> | <i>Date of Effect</i> |
|---------------|------------------------|-----------------|-----------------------|
| Education | Teacher | L. Hubbard | 07.10.15 |

Transfer of Permanent Employees

| <i>Agency</i> | <i>Employee</i> | <i>New Agency</i> | <i>Duties Assigned</i> | <i>Date of Effect</i> |
|--|-----------------|-------------------------------|---------------------------------|-----------------------|
| Police & Emergency Management | S. Bacon | Education | Teacher | 20.07.15 |
| State Growth | D. McIntee | Police & Emergency Management | Community Engagement Officer | 19.11.15 |
| Health & Human Services & Tasmanian Health Service | J. Brown | Police & Emergency Management | Safe at Home Legal Practitioner | 09.11.15 |



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