



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
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INCLUDING G.S.T.

## CONTENTS.

VACANCIES—	
Education .....	1764
Health and Human Services and the Tasmanian Health Service .....	1768
Justice .....	1786
Police and Emergency Management .....	1788
Premier and Cabinet .....	1788
Primary Industries, Parks, Water and Environment .....	1789
State Growth .....	1790
TASTAFE .....	1792
Treasury and Finance .....	1793
Whole of Government Programs .....	1794
SENIOR EXECUTIVE SERVICE .....	
Police and Emergency Management .....	1795
PROMOTION WITHOUT ADVERTISING—	
Health and Human Services and the Tasmanian Health Service .....	1796
STAFF MOVEMENTS—	
Appointments .....	1797
Promotions .....	1797
Resignations .....	1797
Retirements .....	1798
Transfers .....	1798

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

### Vacancies—General Information

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

**[www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)**

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

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

Tasmanian Government Gazettes are available for perusal in the reference section of major branches of the State Library.

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

#### *Further Information*

Applicants are strongly advised to seek further information including the statement of duties, from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) site or the enquiries person specified in the vacancy concerned. In addition there is information available on the selection process, interviews, post-selection counselling and conditions of employment from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) site or the enquiries person. Application forms are available from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) site and from the Agency that has advertised the vacancy.

#### *Submission of Applications*

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

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

#### *Fixed-Term Appointment*

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

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

#### *Fixed-Term Employment Registers*

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

## Tasmanian Government Gazette

### Email text copy to

**govt.gazette@mercurywalch.com.au**

or fax to (03) 6232 2138. All copy must be typed in upper and lower case not ALL CAPS, if unsure please telephone (03) 6232 2128

### State Service Notices

#### Vacancy, Direct Selection and Staff Movement Notices

The only way to place a State Service vacancy, direct selection and staff movement notices is through the **www.jobs.tas.gov.au** system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a **www.jobs.tas.gov.au** system log on, please contact your Human Resource Manager or the State Service Management Office on telephone (03) 6232 7387 or email: **jobs@dpac.tas.gov.au**

#### Order Information

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

#### Deadlines

*Government Gazette* :—

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

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

**Deadlines will be strictly adhered to**

**Subscription or account enquiries phone  
(03) 6232 2137.**

#### Gazette and State Service Online

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

## Tasmanian Government Gazette & Tasmanian State Service Notices

### Publication and Copy Closure Dates

#### CHRISTMAS PERIOD 2015

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

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

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

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

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

#### NEW YEAR 2016

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

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

**Please Note:—State Service Notices copy deadline will be 11 a.m. on Thursday 24 December 2015.**

## EDUCATION

### *Social Worker Safe Homes, Safe Families, Learning Services South (970166).*

Applications Close:—Friday, 4 December 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 01 February 2016 to 01 February 2018.

Location:—Learning Services South.

Description of Role:—Work in State Government schools, Child and Family Centres (CFCs) and community locations to provide support to children and families affected by family violence. Contribute to capacity building of CFCs, school staff and communities to improve understanding of the impact of family violence and trauma on learning and well-being.

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 Lynne McDougall, Department of Education, phone (03) 6165 5792, email **lynne.mcdougall@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

#### *Curriculum Services*

### *Curriculum Teacher Leader (Languages), Curriculum Services (965243).*

Applications Close:—Friday, 4 December 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 73.5 hours per fortnight, from 27/01/2016 to 26/01/2017.

Location:—South.

**Description of Role:**—To provide high level educational leadership in one of the relevant curriculum learning areas, English, Mathematics, Science, Humanities and Social Sciences (including History and Geography), Arts, Health and Physical Education, Languages, Technologies (Design and Technology and Digital Technologies). Work within educational teams to provide high quality curriculum implementation and strategic support for teachers, school leaders and others. Responsible for consistent implementation and communication of statewide curriculum policy, processes and reform to all relevant stakeholders.

**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 Tony Woodward**, Department of Education, phone (03) 6165 5773, email [tony.woodward@education.tas.gov.au](mailto:tony.woodward@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](mailto: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

#### *Curriculum Services*

#### ***Curriculum Teacher Leader (Mathematics), Curriculum Services (965244).***

**Applications Close:**—Friday, 4 December 2015.

**Salary:**—\$116,351 p.a.

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

**Fixed-term full-time** 73.5 hours per fortnight, from 27/01/2016 to 26/01/2017.

**Location:**—South.

**Description of Role:**—To provide high level educational leadership in one of the relevant curriculum learning areas, English, Mathematics, Science, Humanities and Social Sciences (including History and Geography), Arts, Health and Physical Education, Languages, Technologies (Design and Technology and Digital Technologies). Work within educational teams to provide high quality curriculum implementation and strategic support for teachers, school leaders and others. Responsible

for consistent implementation and communication of statewide curriculum policy, processes and reform to all relevant stakeholders.

**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 Tony Woodward**, Department of Education, phone (03) 6165 5773, email [tony.woodward@education.tas.gov.au](mailto:tony.woodward@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](mailto: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

### EARLY YEARS AND SCHOOLS

#### *Curriculum Services*

#### ***Curriculum Teacher Leader (Technologies), Curriculum Services (965246).***

**Applications Close:**—Friday, 4 December 2015.

**Salary:**—\$116,351 p.a.

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

**Fixed-term full-time** 73.5 hours per fortnight, from 27/01/2016 to 26/01/2017.

**Location:**—South.

**Description of Role:**—To provide high level educational leadership in one of the relevant curriculum learning areas, English, Mathematics, Science, Humanities and Social Sciences (including History and Geography), Arts, Health and Physical Education, Languages, Technologies (Design and Technology and Digital Technologies). Work within educational teams to provide high quality curriculum implementation and strategic support for teachers, school leaders and others. Responsible for consistent implementation and communication of statewide curriculum policy, processes and reform to all relevant stakeholders.

**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 Tony Woodward, Department of Education, phone (03) 6165 5773, email [tony.woodward@education.tas.gov.au](mailto:tony.woodward@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](mailto: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)*

#### ***Psychologist Safe Homes, Safe Families, Learning Services South (970169).***

Applications Close:—Friday, 4 December 2015.

Salary:—\$58,394 – \$94,996 p.a.

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

Fixed-term full-time 73.5 hours per fortnight, from 01 February 2016 to 01 February 2018.

Location:—Learning Services South.

**Description of Role:**—Work in State Government schools, Child and Family Centres (CFCs) and community locations to provide a psychological service which supports children and families impacted by situations of family violence. Contribute to capacity building of CFCs, school staff and communities to improve understanding of the impact of family violence and trauma on learning and well-being.

**Essential Requirements:**—Registration as a Psychologist within Tasmania in accordance with the provisions of the Psychologists Registration Act 2000 or possesses a degree with a fourth year qualification in Psychology. 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.

**Desirable Requirements:**—A current driver's licence.

Eligible for membership of the Australian Psychological Society.

Enquiries to Lynne McDougall, Department of Education, phone (03) 6165 5792, email [lynne.mcdougall@education.tas.gov.au](mailto:lynne.mcdougall@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](mailto: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*

#### ***Psychologist Safe Homes, Safe Families, Learning Services Northern Region (970167).***

Applications Close:—Friday, 4 December 2015.

Salary:—\$58,394 – \$94,996 p.a.

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

Fixed-term full-time 73.5 hours per fortnight, from 01 February 2016 to 01 February 2018.

Location:—North-West.

**Description of Role:**—Work in State Government schools, Child and Family Centres (CFCs) and community locations to provide a psychological service which supports children and families impacted by situations of family violence. Contribute to capacity building of CFCs, school staff and communities to improve understanding of the impact of family violence and trauma on learning and well-being.

**Essential Requirements:**—Registration as a Psychologist within Tasmania in accordance with the provisions of the Psychologists Registration Act 2000 or possesses a degree with a fourth year qualification in Psychology. 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.

**Desirable Requirements:**—A current driver's licence.

Eligible for membership of the Australian Psychological Society.

Enquiries to Lynne McDougall, Department of Education, phone (03) 6165 5792, email [lynne.mcdougall@education.tas.gov.au](mailto:lynne.mcdougall@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](mailto: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****Psychologist Safe Homes, Safe Families, Learning Services Northern Region (970168).***

Applications Close:—Friday, 4 December 2015.

Salary:—\$58,394 – \$94,996 p.a.

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

Fixed-term full-time 73.5 hours per fortnight, from 01 February 2016 to 01 February 2018.

Location:—North.

Description of Role:—Work in State Government schools, Child and Family Centres (CFCs) and community locations to provide a psychological service which supports children and families impacted by situations of family violence. Contribute to capacity building of CFCs, school staff and communities to improve understanding of the impact of family violence and trauma on learning and well-being.

Essential Requirements:—Registration as a Psychologist within Tasmania in accordance with the provisions of the Psychologists Registration Act 2000 or possesses a degree with a fourth year qualification in Psychology. 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.

Desirable Requirements:—A current driver's licence.

Eligible for membership of the Australian Psychological Society.

Enquiries to Lynne McDougall, Department of Education, phone (03) 6165 5792, email [lynne.mcdougall@education.tas.gov.au](mailto:lynne.mcdougall@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](mailto: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****Social Worker Safe Homes, Safe Families, Learning Services Northern Region (970164).***

Applications Close:—Friday, 4 December 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 01 February 2016 to 01 February 2018.

Location:—North-West.

Description of Role:—Work in State Government schools, Child and Family Centres (CFCs) and community locations to provide support to children and families affected by family violence. Contribute to capacity building of CFCs, school staff and communities to improve understanding of the impact of family violence and trauma on learning and well-being.

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 Lynne McDougall, Department of Education, phone (03) 6165 5792, email [lynne.mcdougall@education.tas.gov.au](mailto:lynne.mcdougall@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](mailto: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****Social Worker Safe Homes, Safe Families, Learning Services Northern Region (970165).***

Applications Close:—Friday, 4 December 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 01 February 2016 to 01 February 2018.

Location:—North.

Description of Role:—Work in State Government schools, Child and Family Centres (CFCs) and community locations to provide support to children and families affected by family violence. Contribute to capacity building of CFCs, school staff and communities to improve understanding of the impact of family violence and trauma on learning and well-being.

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 Lynne McDougall, Department of Education, phone (03) 6165 5792, email [lynne.mcdougall@education.tas.gov.au](mailto:lynne.mcdougall@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](mailto: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

#### *Tasmanian eSchool*

##### Southern Campus

#### ***Education Facility Attendant, Tasmanian eSchool (970174).***

Applications Close:—Friday, 4 December 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 55.20 hours per fortnight.

Location:—Tasmanian eSchool.

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 Louise Anders, Principal, Tasmanian eSchool, Department of Education, phone (03) 6282 8181, email [louise.anders@education.tas.gov.au](mailto:louise.anders@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](mailto:recruitment@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF

format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

### HEALTH AND HUMAN SERVICES

#### *Ambulance Tasmania*

#### ***Paramedic (Various, Statewide).***

Applications Close:—Friday, 4 December 2015.

Salary:—\$57,692 – \$66,346 p.a.

Ambulance Tasmania Agreement 2015, Paramedic Year 1 to Year 6.

Permanent full-time shift work, See NOTE Below.

Location:—DHHS, Ambulance Tasmania, All regions, South, North, North West.

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

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

An initial Induction period of 6 weeks will be held in Hobart and paid at base rate during this time.

Ambulance Tasmania is seeking Paramedics to join our team.

The focus of this role is the provision of pre-hospital care and the transport of patients by Ambulance or other means. You will operate as the senior clinical practitioner on an ambulance crew working under minimal supervision with responsibility for the effective application of patient care skills in a time critical environment.

If this sounds like you please apply.

Essential Requirements:—Holds a Bachelor of Paramedic Science and relevant work experience or other qualification approved by the Service. Current Driver's Licence.

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

Enquiries to Paul Templar, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6434 6970, email [paul.templar@ambulance.tas.gov.au](mailto:paul.templar@ambulance.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](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

### HEALTH AND HUMAN SERVICES

#### *Ambulance Tasmania*

#### ***Paramedic Intern (Various).***

Applications Close:—Friday, 4 December 2015.

Salary:—\$54,807 p.a.

Ambulance Tasmania Agreement 2015, Paramedic Intern.

Fixed-term full-time shift work for a period of 2 years.

Location:—DHHS, Ambulance Tasmania, All regions, South, North, North West.

Please NOTE:—All applicants may be considered for future vacancies for a period of 12 months from the date of this advertisement.

An initial Induction period of 6 weeks will be held in Hobart and paid at base rate during this time..

Ambulance Tasmania are seeking Paramedic Interns to join our team under the direct supervision of a suitably qualified Paramedic to provide pre-hospital care in a competent and expedient manner and transport patients by ambulance or other appropriate means. The Paramedic Intern will successfully progress through the Ambulance Tasmania (AT) Transition to Practice Program completing practical and theoretical assessments as required.

Applicants are encouraged to download and familiarise themselves with the Transition to Practice Program Information Package for Graduate Paramedics (located under 'Apply for this job', \* Graduate Information Package \* ).

Essential Requirements:—Holds a Bachelor of Paramedic Science or other qualification as approved by the Service. Physical fitness, medical suitability and psychological characteristics appropriate to the duties of a Paramedic. Current Driver's Licence.

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

Enquiries to Paul Templar, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6434 6970, email paul.templar@ambulance.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

#### *Children and Youth Services*

#### ***Family Violence Worker, Children and Young Person's Program (515202).***

Applications Close:—Friday, 4 December 2015.

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

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

Fixed-term part-time day work, SEE NOTE BELOW.

Location:—CYS, Family Violence Service, North West.

Please NOTE:—This vacancy is currently fixed term part-time day work for 45.6 hours per fortnight commencing as soon as possible for a period of 6 months.

\*\* This vacancy is also advertised in conjunction with: Psychologist (517844), There is only one vacancy and only one vacancy will be filled based on the relevant merits and experiences of the applicants to each position.

\*\*\* Any prospective applicants interested in this role are encouraged to contact the person listed below to discuss the hours and period of the fixed term appointment \*\*\*.

Duties:—To work as an effective member of the Family Violence Counselling and Support Service (FVCSS) in the Children and Young Person's Program (CYPP) which was established as part of the Tasmanian Government Safe at Home initiative.

Provide specialist services to children and young people affected by family violence in accordance with best practice principles and within a collaborative and multidisciplinary framework.

Provide programs that incorporate multi-level assessments and interventions and address the needs of children and young people affected by family violence.

Selection criteria includes:—Demonstrated knowledge and understanding of family violence and its impact on the developmental needs of children and young people.

Demonstrated ability to work therapeutically with children and young people who have complex needs, including the ability to liaise effectively with family members and other service providers.

Demonstrated ability to exercise professional judgment and initiative, work with general supervision and seek guidance as appropriate.

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

Desirable Requirements:—Current Driver's Licence.

Essential Requirements:—University acquired degree or diploma in a humanities field. Current Working with Children Registration.

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

Enquiries to Nicole Mainwaring, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6477 7599, email [nicole.mainwaring@dhhs.tas.gov.au](mailto:nicole.mainwaring@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

#### *Children and Youth Services*

#### **Psychologist (517844).**

Applications Close:—Friday, 4 December 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, SEE NOTE BELOW.

Location:—CYS, Family Violence Service, North West.

Please NOTE:—This vacancy is currently fixed term part-time day work for 45.6 hours per fortnight commencing as soon as possible for a period of 6 months.

\*\* This vacancy is also advertised in conjunction with: Family Violence Worker, Children and Young Person's Program (515202, There is only one vacancy and only one vacancy will be filled based on the relevant merits and experiences of the applicants to each position.

\*\*\* Any prospective applicants interested in this role are encouraged to contact the person listed below to discuss the hours and period of the fixed term appointment \*\*\*.

Duties:—To work as an effective member of the Family Violence Counselling and Support Service (FVCSS) in the Children and Young Person's Program (CYPP) established as part of the Tasmanian Government Safe at Home initiative.

Provide specialist therapeutic services to children, young people and their caregivers affected by family violence, in accordance with best practice principles and within a collaborative and multidisciplinary framework.

Provide therapeutic interventions that incorporate multilevel assessments to address the needs of children and young people affected by family violence.

Oversee all psychometric testing and interpretation undertaken by CYPP, North West.

Selection criteria includes:—Demonstrated knowledge and understanding of family violence and its impact on the developmental needs of children and young people.

Demonstrated knowledge and experience in the provision of assessments, support and therapeutic services to children and young people with complex needs, including the ability to liaise effectively with caregivers and other service providers.

Demonstrated ability to incorporate a trauma recovery framework into interventions with children and young people and their caregivers and develop and deliver community education activities on matters relating to family violence.

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

Desirable Requirements:—Registered Psychologist, giving eligibility for membership of the Australian Psychological Society, with relevant tertiary qualifications and clinical experience in the human services sector.

Essential Requirements:—Registered with the Psychology Board of Australia. Current Driver's Licence. Current Working with Children Registration.

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

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

Enquiries to Nicole Mainwaring, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6477 7599, email [nicole.mainwaring@dhhs.tas.gov.au](mailto:nicole.mainwaring@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

#### *Children and Youth Services*

#### **Support Worker (501650).**

Applications Close:—Friday, 4 December 2015.

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

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

Permanent part-time day work (30.0 hours per fortnight), See Note below.

Location:—DHHS, Children and Youth Services, North West.

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

Duties:—Under the supervision of the Manager/Co-ordinator, provide support to children, young persons and families who are subject to intervention under the Children, Young Persons and Their Families Act, with the aim to enable children to grow up in a safe and supportive environment, including providing transport and supervision of client access visits.

Selection criteria includes:—A good knowledge of the tasks performed by Children and Youth Services or the ability to quickly acquire that knowledge.

Demonstrated personal qualities including sensitivity and perseverance and the ability to work in an environment subject to work pressure and change and maintain a high level of confidentiality.

Good written, verbal and interpersonal skills including conflict resolution and negotiation skills.

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

Desirable Requirements:-

A relevant Vocational Education and Training qualification from the Community and Health Sector training area.

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

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



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

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

### HEALTH AND HUMAN SERVICES

#### *Commissioner for Children*

#### **Administrative Support Officer (512280).**

Applications Close:—Friday, 4 December 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.

Location:—Hobart.

The Commissioner for Children is seeking an Administrative Support Officer to join their team. This role involves providing efficient reception services and ad hoc administrative assistance to the office of the Commissioner for Children, utilising a range of software and office equipment, in accordance with established Agency policy, guidelines and procedures.

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

Enquiries to Mark Morrissey, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6233 4535, email [mark.morrissey@childcomm.tas.gov.au](mailto:mark.morrissey@childcomm.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

### HEALTH AND HUMAN SERVICES

#### *Corporate, Policy and Regulatory Services*

#### **Business Analyst, Safety, Health and Wellbeing (519365).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$83,601 – \$94,132 p.a.

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

Permanent full-time day work.

Location:—Hobart.

The Tasmanian Department of Health and Human Services seeks a Business Analyst, Safety Health and Wellbeing to join their team. In this role you will be responsible for providing high level advice and working in partnership with DHHS business units and the THS to ensure effective management of workers' compensation matters, injury management and return to work activities; lead safety initiatives tailored to the improvement of safety, health and wellbeing indicators for our workforce; and ensure policy, procedure and systems are in place to meet compliance with current work health and safety (WHS) legislation. The Business Analyst is responsible for development and preparation of reports that identify performance improvement opportunities for both the whole of agency and specific operational units within DHHS including identifying and advising operational units on the linkages between the incidences of worker related injury and the effects of those injuries on budget.

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

Enquiries to Grant Ransley, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 1323, email [grant.ransley@dhhs.tas.gov.au](mailto:grant.ransley@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

#### *Housing, Disability and Community Services*

#### *Housing Tasmania*

#### **Operations Officer (522447).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$76,051 – \$78,350 p.a.

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

Permanent full-time day work.

Location:—HDSC, Housing Tasmania, South.

Duties:—In accordance with Housing Tasmania's service delivery policies, principles and standards the Operations Officer will:—Support the Area Manager in the delivery of a range of programs and services.

Assist with business planning, data analysis and reporting across the Area.

Support the Area Manager in the management of human, financial and physical resources.

Selection criteria includes:—High level ability to work effectively both individually and as a member of a team, with the proven ability to be adaptable and flexible to achieve the best results in an environment of change, ambiguity and pressure.

Sound knowledge and expertise in operational management, including business administration, coupled with sound knowledge of Housing Tasmania Area programs and services or the ability to acquire such knowledge, and an understanding of the political, social and organisational environment in which the Agency operates.

High level interpersonal skills including written and oral communication, negotiation, conflict resolution and group facilitation skills and the ability to prepare high level correspondence and reports.

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

Desirable Requirements:—Relevant tertiary qualifications.

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

Enquiries to Liz Murray, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 0876, email [liz.murray@dhhs.tas.gov.au](mailto:liz.murray@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

##### *Housing, Disability and Community Services*

##### Housing Tasmania

#### ***Tenancy Intervention Officer (Greater North) (522444).***

Applications Close:—Friday, 4 December 2015.

Salary:—\$76,051 – \$78,350 p.a.

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

Permanent full-time day work.

Location:—HDCS, Housing Tasmania, North/North West, See NOTE below.

Note:—This position can be based in either Burnie or Launceston, by negotiation and mutual agreement with the successful applicant.

Duties:—In accordance with Housing Tasmania's service delivery policies, principles and standards the Tenancy Intervention Officer will:—Ensure appropriate intervention strategies are identified for at-risk clients.

Discuss options for at-risk clients and ensure that at-risk clients understand the options available and subsequent consequences regarding their tenancy.

Provide timely support through negotiation with support services.

Selection criteria includes:—Demonstrated considerable tenancy management experience and the ability to exercise independent judgement to respond to complex and multiple client issues.

Demonstrated competence in determining support needs, case work and intensive co-ordination and ability to make well informed decisions and recommendations to match services to client needs.

Demonstrated sound knowledge and understanding of the social, organisational and political environment, in particular the issues impacting on the sector, with an understanding of the Disability, Housing and Community Service's group, services provided by Housing Services and other relevant service providers and referral options, or the ability to acquire such knowledge and understanding.

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

Desirable Requirements:—Current Driver's Licence.

Satisfactory completion of an appropriate course of study from a recognised tertiary institution.

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

Enquiries to Rick Fulton, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 1297, email [rick.fulton@dhhs.tas.gov.au](mailto:rick.fulton@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.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

##### HEALTH AND HUMAN SERVICES

##### *Housing, Disability and Community Services*

##### Housing Tasmania

#### ***Tenancy Intervention Officer (Greater South) (522445).***

Applications Close:—Friday, 4 December 2015.

Salary:—\$76,051 – \$78,350 p.a.

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

Permanent full-time day work.

Location:—HDCS, Housing Tasmania, South.

Duties:—In accordance with Housing Tasmania's service delivery policies, principles and standards the Tenancy Intervention Officer will:—Ensure appropriate intervention strategies are identified for at-risk clients.

Discuss options for at-risk clients and ensure that at-risk clients understand the options available and subsequent consequences regarding their tenancy.

Provide timely support through negotiation with support services.

Selection criteria includes:—Demonstrated considerable tenancy management experience and the ability to exercise independent judgement to respond to complex and multiple client issues.

Demonstrated competence in determining support needs, case work and intensive co-ordination and ability to make well informed decisions and recommendations to match services to client needs.

Demonstrated sound knowledge and understanding of the social, organisational and political environment, in particular the issues impacting on the sector, with an understanding of the Disability, Housing and Community Service's group, services provided by Housing Services and other relevant service providers and referral options, or the ability to acquire such knowledge and understanding.

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

Desirable Requirements:—Current Driver's Licence.

Satisfactory completion of an appropriate course of study from a recognised tertiary institution.

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

Enquiries to Liz Murray, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 0876, email [liz.murray@dhhs.tas.gov.au](mailto:liz.murray@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

##### *Housing, Disability and Community Services*

##### Housing Tasmania

#### **Zone Co-ordinator (Greater North), 4 Vacancies (522448) (522451).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$76,051 – \$78,350 p.a.

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

Permanent full-time day work, \*\* SEE NOTE BELOW \*\*.

Location:—HDSC, Housing Tasmania, North.

\*\* Please NOTE \*\*:—There are 4 vacancies available:—(522448), Permanent full-time day work, 2 vacancies based in Burnie.

(522451), Permanent full-time day work, 2 vacancies based in Launceston.

Work locations will be via negotiation and mutual agreement.

Duties:—In accordance with Housing Tasmania's service delivery policies, principles and standards the Zone Co-ordinator will:—Support the Area Manager in the delivery of services.

Be accountable for all property and tenancy co-ordination

activities for a zone of properties and the relevant tenancies.

Effectively co-ordinate a team to ensure the achievement of quality, financial and performance targets.

Selection criteria includes:—Demonstrated ability to co-ordinate human, financial and physical resources, to monitor effectiveness and efficiency, and to lead and co-ordinate a team in an environment subject to work pressure and competing priorities.

Well developed knowledge and understanding of property and tenancy services and the political, social and organisational environment coupled with a capacity to identify relevant issues and make sound judgments.

High level communication, negotiation and conflict resolution skills with a demonstrated ability to liaise and negotiate effectively with a wide range of stakeholders.

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

Desirable Requirements:—Relevant tertiary qualifications.

Current driver's licence.

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

Enquiries to Rick Fulton, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 1297, email [rick.fulton@dhhs.tas.gov.au](mailto:rick.fulton@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

##### *Housing, Disability and Community Services*

##### Housing Tasmania

#### **Zone Co-ordinator (Greater South), 4 Vacancies (522453).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$76,051 – \$78,350 p.a.

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

Permanent full-time day work, all 4 vacancies.

Location:—HDSC, Housing Tasmania, South.

Duties:—In accordance with Housing Tasmania's service delivery policies, principles and standards the Zone Co-ordinator will:—Support the Area Manager in the delivery of services.

Be accountable for all property and tenancy co-ordination activities for a zone of properties and the relevant tenancies.

Effectively co-ordinate a team to ensure the achievement of quality, financial and performance targets.



Selection criteria includes:—Demonstrated ability to co-ordinate human, financial and physical resources, to monitor effectiveness and efficiency, and to lead and co-ordinate a team in an environment subject to work pressure and competing priorities.

Well developed knowledge and understanding of property and tenancy services and the political, social and organisational environment coupled with a capacity to identify relevant issues and make sound judgments.

High level communication, negotiation and conflict resolution skills with a demonstrated ability to liaise and negotiate effectively with a wide range of stakeholders.

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

Desirable Requirements:—Relevant tertiary qualifications.

Current driver's licence.

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

Enquiries to Liz Murray, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 0876, email [liz.murray@dhhs.tas.gov.au](mailto:liz.murray@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.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

### TASMANIAN HEALTH SERVICE

#### *Northern Region*

#### **Recruitment Support Officer (521117).**

Applications Close:—Friday, 4 December 2015.

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

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

Fixed-term part-time Day Work. 36 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant. To commence As soon as possible until 1 December 2016.

Location:—Anne O'Byrne Building.

Duties:—Perform a range of tasks in support of the Recruitment Services Team of the Tasmanian Health Service, Northern Region. Preparation of a wide range of recruitment correspondence and the processing of recruitment requests.

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

Enquiries to Hayley Moore, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 4487, email [hayley.moore@ths.tas.gov.au](mailto:hayley.moore@ths.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

### TASMANIAN HEALTH SERVICE

#### *Northern Region*

#### Launceston General Hospital

#### **Clinical Nurse Consultant, Quality Improvement (Quality and Safety) (503285).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$86,869 – \$90,857 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 6, Year 1 to Grade 6, Year 3.

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

Location:—Quality Improvement, Anne O'Byrne Building, Howick Street, Launceston.

Duties:—In accordance with the policies, legal requirements and the statutory requirements, provide leadership and co-ordinate the development, implementation and evaluation of quality improvement and safety activities, including national initiatives within THS Northern Region. This role provides advice to the Nursing Director Quality and Safety on a range of issues relating to quality and clinical practice improvement, including the development of procedures and protocols, planning, service development and performance reporting. Provides developmental support to THS Northern Region staff and assist in the implementation and evaluation of quality improvement strategies; and develops and promotes a patient safety culture within THS.

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 qualification.

Current Driver's Licence.

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

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

Enquiries to Jo Lawton, Nursing Director, Quality and Safety, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 4863, email [jo.lawton@ths.tas.gov.au](mailto:jo.lawton@ths.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*Northern Region*

Launceston General Hospital

***Orthopaedic Equipment Supplies and Loan Set Co-ordinator  
(517810).***

Applications Close:—Friday, 4 December 2015.

Salary:—\$51,115 – \$53,673 p.a.

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

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

Location:—Sterilising Department, LGH, Charles Street, Launceston.

Duties:—Provide a support service that includes the co-ordination and preparation of specialised medical equipment for surgical procedures. Co-ordinate the ordering, purchasing, receipting and storage of surgical equipment and supplies.

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

Essential Requirements:—Nil.

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

Enquiries to Lynne Cleary, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6453, email [lynne.cleary@ths.tas.gov.au](mailto:lynne.cleary@ths.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*Northern Region*

Launceston General Hospital

***Registered Nurse (504021).***

Applications Close:—Friday, 4 December 2015.

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

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

Permanent part-time shift work, working 64 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant. To commence 24 January 2016.

Location:—Ward 3R, Rehabilitation, LGH Charles Street, Launceston.

Please note that access to the Grade 4 salary range \$75,612, \$79,964 is subject to successful application for progression to Grade 4.

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

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

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

Enquiries to Kym Leonard, A/NUM Ward 3R, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6094, email [kym.leonard@ths.tas.gov.au](mailto:kym.leonard@ths.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*Northern Region*

Launceston General Hospital

***Registered Nurse, Student Midwife (504642).***

Applications Close:—Friday, 4 December 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 work, working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence 24 January 2016 until 21 January 2017.

Location:—Queen Victoria Maternity Unit, LGH Charles Street, Launceston.

This position is for student midwives who are enrolled in the Diploma of Midwifery Course and have completed their 1st year.

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

Duties:—The Registered Nurse, Student Midwife strengthens health outcomes through the provision of quality, clinically appropriate midwifery care in partnership with women and their families/significant others and other health professionals whilst undertaking the Graduate Diploma of Midwifery.

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

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

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

Enquiries to Janette Tonks, Nursing Director, WACS, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 8976, email janette.tonks@ths.tas.gov.au.

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

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*Northern Region*

Launceston General Hospital

#### **Registered Nurse, Student Midwife (504620).**

Applications Close:—Friday, 4 December 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 work, working 40 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant. To commence 24 January 2016 until 21 January 2017.

Location:—Queen Victoria Maternity Unit, LGH, Charles Street, Launceston.

This position is for student midwives who are enrolled in the Diploma of Midwifery Course and have completed their 1st year.

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

Duties:—The Registered Nurse, Student Midwife strengthens health outcomes through the provision of quality, clinically appropriate midwifery care in partnership with women and their families/significant others and other health professionals whilst undertaking the Graduate Diploma of Midwifery.

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

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

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

Enquiries to Janette Tonks, Nursing Director, WACS, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 8976, email janette.tonks@dhhs.tas.gov.au.

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

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*Northern Region*

Launceston General Hospital

#### **Registered Nurse, Student Midwife (504598).**

Applications Close:—Friday, 4 December 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 work, working 40 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant. To commence 24 January 2016 until 21 January 2017.

Location:—Queen Victoria Maternity Unit, LGH, Charles Street, Launceston.

This position is for student midwives who are enrolled in the Diploma of Midwifery Course and have completed their 1st year.

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

Duties:—The Registered Nurse, Student Midwife strengthens health outcomes through the provision of quality, clinically appropriate midwifery care in partnership with women and their families/significant others and other health professionals whilst undertaking the Graduate Diploma of Midwifery.

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

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

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

Enquiries to Janette Tonks, Nursing Director, WACS, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 8976, email janette.tonks@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*Northern Region*

Launceston General Hospital

**Ward Clerk, Casual Pool (503229).**

Applications Close:—Friday, 4 December 2015.

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

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

Fixed-term casual day work, working as and when required. Notwithstanding, hours may be negotiated with the successful applicant. To commence As soon as possible until 5 August 2016.

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

Duties:—To provide an effective and efficient clerical, administrative and reception support in the hospital wards, with functions undertaken under general direction, based on established procedures and practice. To provide an effective front line service to the public.

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

Essential Requirements:—Nil.

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

Enquiries to Deb Stewart, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6901, email deb.stewart@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*Northern Region*

Mental Health Services Northern Region

**Senior Clinical Psychologist (515892).**

Applications Close:—Friday, 18 December 2015.

Salary:—\$95,983 – \$101,483 p.a.

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

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

Location:—Mental Health Service North, 52 Frankland St, Launceston.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services and in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Senior Clinical Psychologist will provide specialist psychological assessments, treatments and secondary consultation services for clients of Mental Health North utilising evidence-based best practice principles. Provide assertive case management for consumers of Adult Community Mental Health Services within a collaborative and multi-disciplinary framework. Act as a consultant to other Agencies with regard to the support and management of clients with mental health needs and promote community awareness in relation to mental health. Assist the Director Allied Health Services to ensure the quality of clinical psychology services provided by Mental Health North through the implementation of the model of professional supervision and participation in the ongoing development of the region's clinical program. Take a lead role in ongoing service development, inter-sectoral liaison and contributing expertise to the development of clinical skills and capabilities of staff of Mental Health North.

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:—Post graduate qualification relevant to mental health services.

Current Driver's Licence.

Essential Requirements:—Registered with the Psychology Board of Australia and endorsed to practice in the approved area of practice of clinical psychology.

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

Enquiries to Helen van der Molen, Team Leader, Adult and Older Persons Community, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 4985, email helen.vandermolen@ths.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*Northern Region*

Primary Health North

Campbell Town Health and Community Service

**Nurse Unit Manager, Campbell Town Multi-Purpose Services (504495).**

Applications Close:—Friday, 4 December 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:—Campbell Town Multi Purpose Service.

Duties:—The Nurse Unit Manager provides leadership to the relevant rural health facility. 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 relevant rural health facility. 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 relevant rural health facility.

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

Desirable Requirements:—Relevant post graduate qualifications.

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

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

Enquiries to Yvonne Webber, Director of Nursing, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6774 8000, email yvonne.webber@ths.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

### TASMANIAN HEALTH SERVICE

#### *Southern Region*

#### Complex Chronic and Community

### ***Clinical Nurse Educator, Program of Experience in the Palliative Approach (515539).***

Applications Close:—Friday, 4 December 2015.

Salary:—\$86,869 – \$90,857 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 6, Year 1 to Grade 6, Year 3.

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

Location:—Community Palliative Care South.

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

The Tasmanian Health Service – Southern Region is seeking applicants for a Clinical Nurse Educator vacancy in the Commonwealth funded Program of Experience in the Palliative Approach.

Duties:—In the role of Clinical Nurse Educator, Program of Experience in the Palliative Approach (PEPA) you will provide education, leadership and direction to the PEPA program.

You are responsible for:—Management and co-ordination the statewide continuation and development of the Tasmanian PEPA program, consistent with the National framework, the agreed Tasmanian project plan within project timelines, act as primary contact for all issues related to the program and ensure maintenance of accreditation as a Vocational Educational Training program.

Ensuring the successful implementation, co-ordination and evaluation of the PEPA program within Tasmania and support palliative care clinicians with professional development requirements, in conjunction with other CNE's where relevant.

Working in partnership with the relevant local and national stakeholders to maintain own knowledge base and deliver clinically relevant and appropriate workforce development initiatives for others.

Desirable Requirements:—Certificate IV in Workplace Training and Assessment (or equivalent).

Holds or working towards relevant post graduate qualifications in palliative care.

Current Driver's Licence.

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

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

Enquiries to Ann Allanby, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 6753, email ann.allanby@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

### ***Cook (Non-Trade), Re-advertised (506670).***

Applications Close:—Friday, 4 December 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 shift worker (fully rotational), working as and when required.

Location:—Midlands Multi Purpose Centre.

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



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

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

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

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

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

**Desirable Requirements:**—Certificate II in Hospitality.

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

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

### **Registered Nurse, Renal Research (518067).**

**Applications Close:**—Friday, 4 December 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 day work, working 24 hours per fortnight, commencing 11 January 2016 until 7 January 2017.

**Location:**—South.

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

Develop systems that enable the Renal Unit's participation in clinical trials according to the protocols provided within the trial.

Co-ordinate THS Renal Research projects and clinical trials.

**Desirable Requirements:**—Holds or is working towards, appropriate tertiary qualifications.

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

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

Enquiries to Colin Banks, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 5404, email [colin.banks@ths.tas.gov.au](mailto:colin.banks@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

#### Hotel Services and Logistics

### **Cleaner (510533).**

**Applications Close:**—Friday, 4 December 2015.

**Salary:**—\$42,777 – \$44,247 p.a.

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

Fixed-term casual shift work, working as and when required, commencing As soon as possible for a period of two years.

**Location:**—South.

**Please Note:** This is a casual pool vacancy and multiple people will be offered contracts.

**Duties:**—Maintain a high standard of cleaning in allocated areas, removal of garbage and collection/distribution of linen.

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

Enquiries to Rob de Salis, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 8211, email [rob.desalis@ths.tas.gov.au](mailto:rob.desalis@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*

#### Hotel Services and Logistics

#### **Food Services Officer (507982).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$42,777 – \$44,247 p.a.

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

Permanent full-time day work or shift work (fully rotational).

Location:—South.

Please Note: Part-time hours will also be considered.

Duties:—Assist with the food preparation, production, plating service, warewashing, and cleaning duties in the provision of catering services to patients, visitors and staff of the 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, crimes involving dishonesty and Serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Ian Norris, Department of Health and Human Services and Tasmanian Health Service, mobile 0409 141 081, email [ian.norris@ths.tas.gov.au](mailto:ian.norris@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*

#### Medicine Services

#### **Enrolled Nurse, Medical Specialties (518257).**

Applications Close:—Friday, 4 December 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 work (fully rotational), working 32 hours per fortnight.

Location:—South.

Duties:—Provide direct patient/client centred nursing care to assigned patients/clients, within the scope of practice of an enrolled nurse and under the direction and supervision of a registered nurse/midwife to achieve planned patient outcomes.

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

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

Enquiries to Tony Martin, Department of Health and Human Services and Tasmanian Health Service, mobile 0427 421 340, email [anthony.martin1@ths.tas.gov.au](mailto:anthony.martin1@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*

#### Medicine Services

#### **Registered Nurse, Medical Specialties (2 Vacancies).**

Applications Close:—Friday, 4 December 2015.

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

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

Vacancy No. 518248.

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

Location:—South.

Vacancy No. 518248.

Fixed-term full-time shift work (fully rotational), working 76 hours per fortnight, commencing 11 January 2016 until 8 August 2016.

Location:—South.

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.

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

Enquiries to Tony Martin, Department of Health and Human Services and Tasmanian Health Service, mobile 0427 421 340, email [anthony.martin1@ths.tas.gov.au](mailto:anthony.martin1@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*

#### Medicine Services

#### **Staff Specialist, Cardiology (522436).**

Applications Close:—Friday, 1 January 2016.

Salary:—To be negotiated.

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

Permanent full-time day work (with oncall), working 76 hours per fortnight.

Location:—Royal Hobart Hospital.

Please Note: Access to the Senior Specialist Medical Practitioner Level 1 to Level 3 is subject to successful application for progression.

**Duties:**—The Tasmanian Health Service seeks to appoint a Consultant Cardiologist (Staff Specialist) with expertise in Echocardiography to join the dynamic team at the Royal Hobart Hospital (RHH). The RHH Cardiology Department is a progressive tertiary referral centre and now requires the skills of a cardiologist to drive service development and provide clinical leadership in echocardiography. The RHH is Tasmania's only tertiary referral hospital, and a teaching hospital associated with the University of Tasmania's Medical School. We require a highly motivated individual with the clinical leadership skills and vision to further develop our echocardiography service. A fellowship qualification in echocardiography or equivalent experience is desirable. You will have the opportunity to contribute to a positive teaching environment in collaboration with staff from the University of Tasmania and Menzies Research Centre and engage in clinical research.

**Desirable Requirements:**—Experience in cardiac computed tomography and magnetic resonance imaging.

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

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

Enquiries to Paul MacIntyre, Department of Health and Human Services and Tasmanian Health Service, mobile

0407 153 827 (International +6, email [paul.macintyre@ths.tas.gov.au](mailto:paul.macintyre@ths.tas.gov.au)).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au). 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 Australia, 7001.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

### TASMANIAN HEALTH SERVICE

#### *Southern Region*

#### Surgical Services

#### **Registered Nurse, Day Procedure/Endoscopy Unit (509560).**

Applications Close:—Wednesday, 9 December 2015.

Salary:—\$58,432 – \$79,964 p.a.

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

Permanent full-time shift worker not working weekends or public holidays, working 76 hours per fortnight.

Location:—Day Procedure/Endoscopy Unit.

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 – Southern Region is seeking a motivated Registered Nurse experienced in day procedure nursing, who is passionate about providing quality nursing care and able to work collaboratively with a multidisciplinary healthcare team. Applicants with recovery room experience would be desirable.

**Duties:**—In the role of Registered Nurse you will strengthen health outcomes through the provision of safe and clinically appropriate nursing care in partnership with patients/clients, their families and other health professionals. Collaborate with ward/nurse unit managers, medical staff and other healthcare workers in the implementation of established infection control guidelines and promote awareness of infection control principles to all staff within the hospital.

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

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

Enquiries to Veronica Woodward, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 7880, email [veronica.woodward@ths.tas.gov.au](mailto:veronica.woodward@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*

#### Surgical Services

#### **Registered Nurse, General Surgery, Five Vacancies (509242).**

Applications Close:—Friday, 4 December 2015.

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

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

Permanent part-time shift workers (fully rotational), two working 60 hours per fortnight and three working 64 hours per fortnight.

Location:—General Surgery, Royal Hobart Hospital.

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 – Southern Region is seeking interest from suitably qualified applicants for Registered Nurse vacancies in General Surgery at Royal Hobart Hospital. Applicants with surgical experience would be preferred.

Duties:—In the role of Registered Nurse you will strengthen health outcomes through the provision of safe and clinically appropriate nursing care in partnership with patients/clients, their families and other health professionals. Collaborate with ward/nurse unit managers, medical staff and other healthcare workers in the implementation of established infection control guidelines and promote awareness of infection control principles to all staff within the hospital.

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

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

Enquiries to Annette Goulding, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 8525, email [annette.goulding@ths.tas.gov.au](mailto:annette.goulding@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 Paediatrics Course).**

Applications Close:—Friday, 4 December 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), 63 hours per fortnight, commencing February 2016 for a period of 12 months.

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

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

Enquiries to Trudi Steedman, Acting NUM Paediatric Services, Department of Health and Human Services and Tasmanian Health Service, phone (03) 62228332, mobile 0428490658, email [rhnumpaed@dhhs.tas.gov.au](mailto:rhnumpaed@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

#### **Registrar, Obstetrics and Gynaecology (513031).**

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, commencing as soon as possible for a period of up to two years.

Location:—Obstetrics and Gynaecology RHH.

Duties:—The Registrar will be responsible for the day to day



management of private and public inpatients and outpatients within the Hospital and provide after hours emergency cover at the hospital as determined by the Obstetrics and Gynaecology Unit.

The successful applicant will work in the Department of Obstetrics and Gynaecology as part of the team providing elective and emergency care for all aspects of obstetrics and gynaecology. There are 3 RANZCOG core trainees, 2 advanced trainees, 1 unaccredited registrar and 6 full-time Staff Specialists in the department. The department has around 2000 deliveries per annum and a full gynaecological service, including Gynaecological Oncology. The new Women's Health Clinics are held in the Wellington Centre, housing modern facilities.

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

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

Enquiries to Dr Naomi Saunderson, Staff Specialist, Department of Health and Human Services and Tasmanian Health Service, phone (03) 62228049, email [naomi.saunderson@ths.tas.gov.au](mailto:naomi.saunderson@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, 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

### **Executive Assistant (516080).**

Applications Close:—Friday, 4 December 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 until 19 February 2016.

Location:—New Town.

Provide executive support and assistance to the Clinical Director and other senior staff in Alcohol and Drug Service performing a range of high level administrative and executive support functions.

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, crimes involving dishonesty and Serious

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

Enquiries to Salli Glass, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 0818, email [salli.glass@ths.tas.gov.au](mailto:salli.glass@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

#### *North West Region*

#### North West Regional Hospital

### **Administrative Support Officer (521178).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$56,487 – \$60,553 p.a.

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

Permanent full-time day worker, working up to 76 hours per fortnight (two part-time appointments will be considered).

Location:—North West Regional Hospital, Burnie.

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?

Do you have fantastic organisation skills? Are you ready for a challenge that will keep you on your toes? We are seeking to appoint a highly motivated Administrative Support Officer to join our Medical Administration Team.

As a member of the operational team, the Administrative Assistant is responsible for the provision of administrative and clerical support to Clinical Directors and Clinical Leaders.

Working under minimal supervision but overall direction and guidance is established through a close working relationship via a dual reporting line. The successful candidate will be responsible for providing extensive administration support to Clinical Directors and Clinical Leaders. Their ability to handle on a day to day basis, the provision of an effective service ensuring prompt, sensitive and confidential handling of all enquiries will be essential for a successful application.

To be considered for this position you will have well developed communication and interpersonal skills combined with a sound ability to exercise initiative, judgment, confidentiality and discretion in liaising with internal and external clients, achieving a high level of stakeholder satisfaction.

The position will be predominately based at the North West Regional Hospital subject to change. Travel between sites may be required.

We will offer you excellent remuneration plus superannuation, along with a modern work environment and a welcoming and supportive team.

Find out for yourself what a great opportunity this is by calling Donna Harris, on 6426 5669 or email: donna.harris@ths.tas.gov.au. In order to be considered for this position it is a requirement that you address the selection criteria.

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

Enquiries to Donna Harris, Manager, Medical Services, Department of Health and Human Services and Tasmanian Health Service, phone 6426 5669, email donna.harris@ths.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*North West Region*

North West Regional Hospital

### ***Clinical Nurse Specialist, Diabetes (502138) (502138).***

Applications Close:—Friday, 11 December 2015.

Salary:—\$81,214 – \$84,989 p.a.

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

Permanent part-time day worker, working 36 hours per fortnight.

Location:—Burnie and Devonport as required.

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.

This role is based at the North West Regional Hospital at Burnie and services are either provided from the Devonport or Burnie Diabetes Centre sites. The Diabetes Centre has a number of services to meet the needs of its rural regional community including; type 1, complex type 2, insulin pump therapy, paediatrics, diabetes in pregnancy, endocrinology and High Risk Foot clinics.

Who are we looking for?

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

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

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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:-.

Credentialing with the Australian Diabetes Educators Association (CDETM).

Membership with the ADEA or other relevant professional organisation(s).

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

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

Enquiries to Susie Lennox, Manager, Diabetes, Department of Health and Human Services and Tasmanian Health Service, phone 6493 6100, email Susie.lennox@ths.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*North West Region*

Primary Health North West

King Island District Hospital and Community Health

### ***Home Help Personal Carer (502698).***

Applications Close:—Friday, 11 December 2015.

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

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

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

Location:—King Island District Hospital and Community 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 motivated and enthusiastic Home Help/Personal Carers to work on a casual basis.

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

Ideally you will hold a Home Care/Personal Care certificate such as a Certificate III in Aged Care or be working towards the same.

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

Do you have?

Home Care/Personal Care certificate or equivalent experience.

Current Driver's Licence.

First Aid Certificate.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

Desirable Requirements:-

First Aid Certificate.

Essential Requirements:—Current Driver's Licence.

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

Enquiries to Jacky Richards, Clinical Co-ordinator, Community Health, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6462 9900, email [jacky.richards@ths.tas.gov.au](mailto:jacky.richards@ths.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

North West Region

Primary Health North West

King Island District Hospital and Community Health

### **Registered Nurse RELIEF (502412) (502412).**

Applications Close:—Friday, 4 December 2015.

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

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

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

Location:—King Island District Hospital and Community 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 a motivated and experienced Registered Nurse who is passionate about the greatest quality of care, ensuring that you collaborate with members of the multidisciplinary healthcare team. Within the dynamic multidisciplinary team, you will contribute to a strong professional team approach through open communication and a positive supportive environment.

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

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

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

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

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

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

Enquiries to Robyn Bridgewater, Director of Nursing, Department of Health and Human Services and Tasmanian Health Service, phone 6462 9912, email [robyn.bridgewater@ths.tas.gov.au](mailto: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, P.O. Box 258, Burnie 7320. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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## JUSTICE

### BIRTHS DEATHS AND MARRIAGES

#### **Senior Registry Officer (Data Management) (355412).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time working 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Develop, implement and monitor task lists associated with nominated projects with the Registry of Births, Deaths and Marriages. Conduct research either individually or in conjunction with more senior staff on project issues and contribute to solutions, proposals and recommendations. Provide advice and assistance to stakeholders on legislation, policies and procedures and co-ordinate requests for data and statistical reports.

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 Ann Owen, Manager, Births, Deaths and Marriages, Department of Justice, phone (03) 6165 3451, email [ann.owen@justice.tas.gov.au](mailto:ann.owen@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Ann Owen on (03) 6165 3451.

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

#### *Executive Support and Communication*

#### **Director Communications and Executive Support (356635).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$109,279 – \$115,977 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 8.

Fixed-term full-time working 73.5 hour per fortnight commencing on 18 January 2016 for a period of 12 months.

Location:—Hobart.

Duties:—Provide high level, strategic advice to the Agency Executive and to the Minister's Office on all aspects of the department's internal and external communication needs. Manage communication between the Agency and Minister's Offices, particularly in relation to Ministerial correspondence and requests for advice and information. Develop and maintain communications strategy for the department.

Enquiries to Nick Evans, Deputy Secretary Corrections, Department of Justice, phone (03) 6165 4943, email [nick.evans@justice.tas.gov.au](mailto:nick.evans@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Natalie Boxall on (03) 6165 4943.

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

### LIBRARY SERVICES

#### **Library Officer (355342).**

Applications Close:—Friday, 4 December 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time working a minimum 14 hours per fortnight, commencing As soon as possible until 30 June 2016.

Location:—Launceston.

Duties:—Maintain the library collection in the Launceston Law Library. Update loose leaf services appropriately. Maintain loans systems. Liaise with staff of the Andrew Inglis Clark Library and the NW Law Library on library issues.

Desirable Requirements:—Diploma of Library and Information Studies or equivalent and/or experience in library work.

Enquiries to Alison Jekimovics, Manager Library Services, Department of Justice, phone (03) 6165 7413, email [alison.jekimovics@justice.tas.gov.au](mailto:alison.jekimovics@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](mailto:applications@justice.tas.gov.au).



For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Alison Jekimovics on (03) 6165 7413.

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

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

## JUSTICE

### TASMANIA PRISON SERVICE

#### **Administrative Assistant (355436).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$50,767 – \$54,369 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time working 73.5 hours per fortnight.

Location:—Risdon Prison.

Applicants are required to undergo a psychological and aptitude testing as part of the selection process.

Duties:—Perform a wide range of clerical and administrative functions (including reception, filing, preparation of documentation, maintenance of data bases, mail registers etc). Undertake minor financial related functions such as initiating requisitions, reconciling received goods, handling petty cash. Monitor and provide advice on administrative processes and practices as part of continuous quality improvement.

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

Enquiries to Mike McLaughlin, Team Leader, Sentence Management and Reintegration, Department of Justice, phone (03) 6165 7301, email [mike.mclaughlin@justice.tas.gov.au](mailto:mike.mclaughlin@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Mike McLaughlin on (03) 6165 7301.

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

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

## JUSTICE

### TASMANIA PRISON SERVICE

#### **Senior Executive Officer (355127).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$77,012 – \$79,354 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time working 73.5 hours per fortnight.

Location:—Risdon Prison.

Duties:—Assist in the development of strategic plans, business plans and other high level documents and reports. Contribute to the safety, security and good order of the prison system by researching, developing, evaluating and reviewing TPS policies, procedures and associated corporate documents. Develop and maintain a framework of performance indicators and targets for all Business Units within the TPS.

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

Enquiries to Jackie Campbell, Manager Directorate Office, Tasmania Prison Service, Department of Justice, phone (03) 6165 7356, email [jackie.campbell@justice.tas.gov.au](mailto:jackie.campbell@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Jackie Campbell on (03) 6165 7356.

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

### WORKSAFE TASMANIA

#### **Senior Business Analyst (355801).**

Applications Close:—Friday, 4 December 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:—Rosny.

Duties:—As an expert resource, provide advice and information to the WorkCover Tasmania Board and WorkSafe Tasmania on the use of information in policy formulation, promotional and educational activities and other programs/

projects. Manage the day-to-day operational activities of the Analysis Unit providing direction to its staff and oversee and manage the project work of consultants.

**Desirable Requirements:**—Appropriate tertiary qualifications.

Quantitative analytical skills or qualifications.

Enquiries to Damian Davidson, Assistant Director Compensation, WorkSafe Tasmania, Department of Justice, phone (03) 6166 4619, email damian.davidson@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](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Damian Davidson on (03) 6166 4619.

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

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

## POLICE AND EMERGENCY MANAGEMENT

### FORENSIC SCIENCE SERVICE TASMANIA

#### *Forensic Biology*

#### **Forensic Technical Officer (T03341).**

Applications Close:—Friday, 4 December 2015.

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

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 12 months.

Location:—New Town.

**Duties:**—To conduct biological examination of forensic evidence items and undertake analytical and technical work requiring the application of standard methods and practices as part of the operation of the Tasmanian Crime Investigation DNA database.

**Qualifications and Experience:**—Knowledge and expertise consistent with qualifications recognised at Diploma and Advanced Diploma or equivalent level.

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

Enquiries to Ms Ana Flonta, Acting Manager Forensic Biology, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, Tas, 7001, phone (03) 6278 5617, email Ana.flonta@fsst.tas.gov.au.

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

Applicants should address the knowledge and skills (selection criteria) as outlined in the Statement of Duties. Applications forwarded by email receive an automatic response upon successful transmission. If no automated message is received

within 24 hours, there may be a network, provider or system error which could prevent the application being received within DPEM. If no acknowledgement or system generated response is received please contact Employee Services on (03) 6173 2071. Please ensure that your application is in either Microsoft Word format, PDF or RTF (rich text format).

## POLICE AND EMERGENCY MANAGEMENT

### HUMAN RESOURCES

#### *Employee Services*

#### **Human Resources Advisor (002428).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Rokeby.

**Duties:**—Assist the Co-ordinator Employee Services in the overall direction of the Department's employment, IR and administrative processes. Provide advice to senior managers, and support to all staff with regard to legislation, employment policy, practices and procedures.

**Qualifications and Experience:**—Knowledge and expertise consistent with qualifications recognised at Diploma and Advanced Diploma level or 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 for: Crimes of violence, Sex related offences, Serious drug offences, Crimes involving dishonesty, Serious traffic offences.

Enquiries to Ms Sarah Halley, Acting Co-ordinator Employee Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, Tas, 7001, phone (03) 6173 2074, email Sarah.halley@police.tas.gov.au.

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

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

## PREMIER AND CABINET

#### **Graduate Policy Officer (Disability) (001855).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$57,249 – \$67,551 p.a.

Tasmanian State Service Award, Graduate.

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

Location:—Hobart.

DPAC supports the whole-of-government Graduate Program for People with Disabilities as part of our commitment to supporting a diverse workforce that draws on the knowledge and experience of the Tasmanian community.

DPAC invites applications from recent graduates with disability who are enthusiastic, motivated and have a strong interest in public policy.

We welcome graduates from a variety of academic backgrounds, particularly those who have:

well-developed communication skills; sound analytical skills; problem solving skills; creative thinking skills; a commitment to teamwork; good people skills and an interest in working with a values-based organisation.

If this sounds like you, please apply.

When completing your application and addressing the selection criteria (contained in the Statement of Duties), think about your academic, work, volunteer and/or personal experiences and provide us with examples of how you meet the requirements of the position.

Am I eligible to apply?

Please note that applicants must demonstrate in their application that they have a degree from a recognised tertiary institution, and an experience of disability that is consistent with the definition of 'disability' given in Section 3 of the Disability Services Act 1992.

For more information about the Graduate Program for People with Disability, please go to the following link on the State Service Management Office's website [http://www.dpac.tas.gov.au/divisions/ssmo/employment\\_policy/managing\\_diversity/graduate\\_program\\_for\\_people\\_with\\_disabilities](http://www.dpac.tas.gov.au/divisions/ssmo/employment_policy/managing_diversity/graduate_program_for_people_with_disabilities).

What support can I access?

If you have any questions about the application process or wish to discuss your particular needs and experience, please contact Bridget Dwyer by phone on (03) 6232 7484 or email your questions to [Bridget.Dwyer@dpac.tas.gov.au](mailto:Bridget.Dwyer@dpac.tas.gov.au).

Be sure to let Bridget know if you would like any support to help you participate in the recruitment process, or if you have questions about the supports and flexible working arrangements available to DPAC employees.

Please note that the successful applicant will join DPAC's Policy Graduate Program and undertake rotations through several of DPAC's divisions alongside our other graduates. They will also have the support of working with a peer mentor and having regular meetings with peers and DPAC's Graduate Co-ordinators, as well as generous training opportunities. The successful applicant will also be provided with individual development and training opportunities, including training provided by the Equal Opportunity Tasmania.

**Duties:**—Participate in the Graduate Policy Program for People with Disabilities, which will include undertaking rotations across a number of Divisions in the Department of Premier and Cabinet.

**Essential Requirements:**—A degree qualification in a relevant discipline.

**Eligibility requirements** in accordance with the approved Graduate Program for People with Disabilities. These requirements state that a person will be eligible to participate in the Program if they meet the definition of 'disability' as set out in the Disability Services Act 1992, which covers people with intellectual, psychiatric, sensory or physical impairments, as well as individuals with cognitive impairments who fall within the equivalent Commonwealth legislation. Persons who have a disability and have been assessed by Centrelink as requiring specialist employment assistance, and have been referred to any approved Disability Employment Services provider will also be eligible to participate in the program.

Enquiries to Bridget Dwyer, Policy Analyst, Department of Premier and Cabinet, phone (03) 6232 7484, email [bridget.dwyer@dpac.tas.gov.au](mailto:bridget.dwyer@dpac.tas.gov.au).

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

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### BIOSECURITY TASMANIA

#### *Product Integrity*

#### ***Program Manager (Tasmanian Shellfish Quality Assurance Program) (707402).***

Applications Close:—Friday, 4 December 2015.

Salary:—\$100,355 – \$104,931 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—New Town.

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

**Duties:**—Lead and manage the Tasmanian Shellfish Quality Assurance Program (TSQAP) and co-ordinate the implementation of Marine Biotoxin Management Plans across multiple fisheries sectors (i.e. crayfish, abalone, scallops) to ensure Tasmania's capability meets national and internal obligations and future challenges in respect to the assessment and management of food safety risk in shellfish and other fisheries sectors.

Negotiate with National and State stakeholder bodies for the development and modification of guidance material to facilitate compliance with the Australia New Zealand Food Standards Code and importing country requirements.

**Desirable Requirements:**—Evidence of knowledge to a high level of the contemporary science as it relates to monitoring of water resources (i.e. fresh and marine) for shellfish quality, food safety and product integrity systems. An appropriate tertiary qualification relevant to the management of shellfish. 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 DPIPWE, we value the diverse backgrounds, skills and contributions of all employees and treat each other with respect.

Enquiries to Chris Lyall, phone (03) 6777 2197, email [Chris.Lyall@dpipwe.tas.gov.au](mailto:Chris.Lyall@dpipwe.tas.gov.au).

Applications to Manager, Human Resources, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS 7001, phone (03) 6165 3174, fax (03) 6173 0230, email [job.applications@dpipwe.tas.gov.au](mailto:job.applications@dpipwe.tas.gov.au).

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### CORPORATE SERVICES

#### *Finance*

#### ***Senior Finance Analyst (707431).***

Applications Close:—Friday, 4 December 2015.

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

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time (from as soon as possible for 12 months).

Location:—Hobart.



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

**Duties:**—As a member of the Accounting Services Section: maintain and develop policies, procedures and systems to support internal controls, taxation compliance and external financial reporting for the Department; provide specialist advice, analysis and support to senior managers and staff on aspects relating to internal controls, taxation compliance and external financial reporting; and maintain effective relationships with Divisions and external stakeholders.

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

**Desirable Requirements:**—Appropriate tertiary qualifications in a relevant discipline. Eligible for membership of CPA Australia, Institute of Chartered Accountants in Australia or other professional body.

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 Adrian Pearce, Department of Primary Industries, Parks, Water and Environment, phone (03) 6165 3115, email [Adrian.Pearce@dpiuwe.tas.gov.au](mailto:Adrian.Pearce@dpiuwe.tas.gov.au).

Applications to Manager, Human Resources, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6165 3180, fax (03) 6173 0230, email [job.applications@dpiuwe.tas.gov.au](mailto:job.applications@dpiuwe.tas.gov.au).

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### CORPORATE SERVICES

#### *Information Services*

#### **Senior Systems Administrator (707478).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$84,539 – \$94,996 p.a.

Tasmanian State Service Award, ICT Level 3.

Permanent full-time.

Location:—Hobart.

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

**Duties:**—To undertake high level information technology support duties in the area of Microsoft Windows server and associated technologies, with a particular focus on Microsoft SharePoint and SQL Server.

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

Applicants should submit an Application for Employment form, a statement addressing the selection criteria and current resume 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 Carl Lewis, phone (03) 6165 4477, email [Carl.Lewis@dpiuwe.tas.gov.au](mailto:Carl.Lewis@dpiuwe.tas.gov.au).

Applications to Manager, Human Resources, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6165 3180, fax (03) 6173 0230, email [job.applications@dpiuwe.tas.gov.au](mailto:job.applications@dpiuwe.tas.gov.au).

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### ENVIRONMENT

#### *Environmental Operations*

#### **Environmental Officer (Contaminated Sites) (707455).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$58,394 – \$94,996 p.a.

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

Fixed-term full-time From As soon as possible until 30 June 2017.

Location:—Hobart.

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

**Duties:**—As a professional practitioner, assist in the regulation and management of contaminated sites according to the objectives, principles and requirements of the Environmental Management and Pollution Control Act 1994 and other relevant legislation and policies.

**Essential Requirements:**—A degree in Science, Engineering or Environmental Studies, relevant to the duties to be undertaken as provided by a university.

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

Enquiries to Jaimie Clarke, phone (03) 6165 4630, email [Jaimie.Clarke@environment.tas.gov.au](mailto:Jaimie.Clarke@environment.tas.gov.au).

Applications to Manager, Human Resources, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS 7001, phone (03) 6165 3174, fax (03) 6173 0230, email [job.applications@dpiuwe.tas.gov.au](mailto:job.applications@dpiuwe.tas.gov.au).

## STATE GROWTH

### BUSINESS SERVICES

#### *People and Culture*

#### **Manager Workplace Culture and Business Partnering (371609).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$100,355 – \$104,931 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.



**Duties:**—Lead and manage a team responsible for the design and delivery of workplace culture initiatives and the business partnering functions for the Branch focusing on promoting a strong client service and business support approach.

Provide high level support, advice and expertise in relation to workforce planning, succession planning, change management, capability development, performance management, job design and initiate and monitor effective business outcomes.

In conjunction with the Director People and Culture identify, develop and deliver leadership, organisational development and change management initiatives that contribute to and support the achievement of business objectives within the department's approach to culture development and its values and maintain employee engagement.

Review, analyse and interpret results of internal and external employee surveys and consequently identify improvement strategies to incorporate into the department's organisational development and overall human resources management planning.

Prepare and present reports, correspondence, proposals, discussion papers and recommendations relating to workplace culture, development and human resource management issues.

Responsible for the management of significant projects and the delivery of identified outcomes.

In conjunction with the Director People and Culture manage the department's succession process by identifying talent risks in the context of business objectives and develop mitigating strategies.

Represent the Branch and/or the department in various high level forums; and manage effective relationships with relevant stakeholders, both internally and externally.

**Desirable Requirements:**—Tertiary qualifications in an appropriate discipline (eg. Human Resources Management, Psychology, Business).

Enquiries to Yvette Steele, Director, People and Culture, Department of State Growth, phone (03)6166 3304, email [yvette.steele@stategrowth.tas.gov.au](mailto:yvette.steele@stategrowth.tas.gov.au).

Applications to Sean O'Connor, Manager Operations Services, Department of State Growth, G.P.O. Box 536, Hobart 7001, email [sean.oconnor@stategrowth.tas.gov.au](mailto:sean.oconnor@stategrowth.tas.gov.au).

## STATE GROWTH

### CULTURAL AND TOURISM DEVELOPMENT

#### *Tasmanian Museum and Art Gallery*

#### **Manager Visitor Operations (705797).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$77,012 – \$79,354 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

**Duties:**—Provide management support and specialist advice on all aspects relating to the provision of visitor facilities and services, ensuring the highest level of visitor safety, enjoyment and experience of the museum and art gallery.

Provide management and oversight to ensure the security of the Collection in public exhibition spaces on the city site is upheld to best practice industry standard.

Manage the operational logistics for all internal and external functions/events including liaison with appropriate staff member or membership group and co-ordinate external hospitality providers undertaking necessary site inductions. This will include set up, staffing, staging, pack up and clean

up. It may include liaison and supervision of caterers or other external providers.

Manage and co-ordinate the work and performance of the section's service delivery teams to deliver exceptional visitor services, efficient and effective event staging, specialist gallery cleaning and public program support.

Provide leadership with a clear sense of direction, inspiring a positive team attitude and setting achievable standards for service delivery and providing motivation, feedback coaching and training opportunities to staff.

Supervise the human, physical and financial resources of the section. Set priorities, work standards and processes, and the allocation of resources to achieve strategic outcomes. Evaluate and monitor service and operational delivery to ensure high quality outputs and develop operational guidelines for improved service delivery outcomes.

Maintain a strong visitor oriented ethos and contribute to the development of skills of the Unit's staff to enable them to provide exceptional customer service and identify and develop opportunities to enhance the visitor experience.

Develop and implement policies, procedures, programs and initiatives in response to identified business needs, and undertake research and analysis into complex business issues and prepare reports providing solutions and recommendations.

Member of the TMAG Management team and participate on departmental and external committees and forums and contribute to decision making workshops designed to progress the future direction of the institution.

#### **Desirable Requirements:-**

Relevant post-secondary qualification or membership of a relevant professional organisation.

Current drivers licence.

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

Conviction check.

Crimes involving dishonesty.

Enquiries to Andy Baird, A/G Deputy Director, Audience and Learning, Department of State Growth, phone (03) 6165 7018, email [Andy.Baird@tmag.tas.gov.au](mailto:Andy.Baird@tmag.tas.gov.au).

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

## STATE GROWTH

### INDUSTRY AND BUSINESS DEVELOPMENT

#### *Trade and International Relations*

#### **Director, Trade and Migration (372649).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$109,279 – \$115,977 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

**Duties:**—Lead the ongoing development and implementation of programs, projects and events to further the growth of international economic engagement, exports, and business and skilled migration to Tasmania. This includes overseas trade missions promoting Tasmania's capability and inward delegation planning, execution and follow-up. International

economic engagement also may include investment facilitation, international education and tourism development support.

Identify opportunities to promote the advantages of Tasmania as a location for skilled and business migration, and as a trade partner, and apply strategic thought to identify and report issues or barriers and propose innovative solutions which will enhance outcomes.

Work with the Executive Director and Minister's office to provide expert policy advice, strategy development and analysis of international engagement, trade and State sponsored business and skilled migration issues. This includes representing the department and the government in public fora, high level committees, national bodies, conferences and business events.

Manage the continual improvement of the activities and processes of the units, develop action plans and allocate human and financial resources according to the needs and priorities of the Government and Executive management of the agency.

Provide leadership, utilising and building the talents of staff and building teamwork to deliver exceptional service levels to Government, Tasmanian industry and international stakeholders.

Proactively manage the Trade and Business and Skilled Migration unit including the management of human, financial and other resources to ensure efficient delivery of services and develop and motivate functionally diverse solution focused teams.

Forge and sustain business and industry networks and maintain a high degree of professional knowledge and awareness in relation to global and future business and political trends.

Promote Tasmania's competitive advantage, government policy and business support programs.

**Desirable Requirements:**—Bachelor's degree in a discipline related to public policy, business or international relations would be desirable.

Enquiries to Mark Bowles, Executive Director, Trade and International Relations, Department of State Growth, phone (03) 6165 5177, email mark.bowles@stategrowth.tas.gov.au.

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

#### TASTAFE

##### EDUCATION SERVICES

###### *Vocational Preparation and English Language Services*

###### **Quality and Operations Co-ordinator, Statewide (609).**

Applications Close:—Friday, 4 December 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:—Vocational Preparation and English Language Services.

Provide support to the Division Manager to enable the achievement of business outcomes for the Division. Manage the Administration of the Division on a day to day basis, including their coordination across the division according to operational priorities and demands. Ensure that all Division targets are monitored and reported on and will provide advice, practical support and monitoring in relation to adherence to the VET Quality Framework (VQF) and National VET Regulator (NVQ) standards by teams within the Division.

**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.

**Desirable Requirements:**—A relevant tertiary qualification.

Experience in a post-year 10 educational environment.

Enquiries to Christy-lee Hunt, Division Manager, TasTAFE, phone (03) 6165 5807, email christy-lee.hunt@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 post.

Receipt of electronic applications will be acknowledged by 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.

#### TASTAFE

##### EDUCATION SERVICES

###### *Primary Industries North West*

###### **Teacher (Agriculture/Dairy), Primary Industries North West (967724).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$57,618 – \$89,336 p.a.

TasTAFE Teaching Staff Award, Teacher.

Permanent full-time 70 hours per fortnight.

Location:—Primary Industries North West.

**Description of the role:**—Undertake teaching and assessment duties in a variety of contexts and in line with relevant standards and compliance requirements. The occupant is required to regularly monitor and evaluate practice in order to maintain a focus on continuous improvement.

**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.

Eligible for Specialist Vocational Education and Training registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. A person with a limited authority to teach can only be employed on a Fixed-term basis.

**Desirable Requirements:**—Experience in a vocational education training environment.

Enquiries to Denise Colledge, Education Manager, TasTAFE, phone (03) 6477 7441, email denise.colledge@TasTAFE.tas.edu.au.

Applications to Human Resources (Vacancy and Staffing Services), TasTAFE, 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

#### **Graduate Financial Analyst (724341).**

Applications Close:—Friday, 11 December 2015.

Salary:—\$57,249 – \$67,551 p.a.

Tasmanian State Service Award, Graduate.

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

Location:—Hobart.

Duties:—To acquire whole of Government and agency specific financial management and accounting skills by undertaking a range of financial management tasks relating to budgeting, financial and statistical reporting and accounting.

In the context of the selection criteria, to be successful in the position applicants will have:—sound financial analysis and accounting skills; an ability to understand complex issues and identify possible solutions; sound verbal and written communication skills and an undergraduate degree that enables completion of postgraduate accounting studies (CPA Australia or the Institute of Chartered Accountants Australia).

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

Enquiries to Craig Jeffery, Director, Government Finance and Accounting Branch, Department of Treasury and Finance, phone (03) 6166 4438, email [craig.jeffery@treasury.tas.gov.au](mailto:craig.jeffery@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](mailto:recruitment@treasury.tas.gov.au).

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

## TREASURY AND FINANCE

### BUDGET AND FINANCE DIVISION

#### *Procurement and Property Branch*

#### **Contracts and Policy Officer (724304).**

Applications Close:—Friday, 4 December 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/job share may be considered. As soon as possible until 31 May 2016.

Location:—Hobart.

Duties:—The Contracts and Policy Officer will maintain the currency of Branch guidelines, websites and information and undertake research, investigations and analysis to support the formulation of policy proposals and advice associated with the development of procurement policy and the provision of cover under the Tasmanian Risk Management Fund. The Contracts and Policy Officer will also assist in the management of tendering processes, whole of Government contracts and insurance requirements.

In the context of the selection criteria, to be successful in the position applicants will have:—demonstrated ability to research issues, identify problems and possible solutions and to communicate these precisely and succinctly to internal and external stakeholders; demonstrated initiative when undertaking research and investigation, in the context of direction and guidance provided by the supervisor; developed analytical skills, supported by an ability to interpret basic financial reports; a strong stakeholder focus and the ability to contribute to a positive team environment; sound organisational skills and the ability to balance competing priorities and good general communication and IT skills.

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

Enquiries to Vicki Siggins, Principal Policy Analyst, Procurement and Property Branch, Department of Treasury and Finance, phone (03) 6166 4224, email [vicki.siggins@treasury.tas.gov.au](mailto:vicki.siggins@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](mailto:recruitment@treasury.tas.gov.au).

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

## TREASURY AND FINANCE

### BUDGET AND FINANCE DIVISION

#### *Procurement and Property Branch*

#### **Senior Property Project Officer (724342).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$77,012 – \$79,354 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time or part-time/job share may be considered (3 years).

Location:—Hobart.

Duties:—The Senior Property Project Officer will contribute towards the provision of property project investigations, management of office accommodation and the sale of surplus Crown properties as well as assisting in major property projects (in particular the parliament square Project), as required.

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

project and contract management skills in the delivery of property, building management and divestment projects; and

a proven capacity to liaise with professionals and stakeholders in relation to works associated with the divestment and development of the parliament square site and other major property projects as required.

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

Enquiries to Allan Wood, Project Director, Procurement and Property Branch, Department of Treasury and Finance, phone (03) 6166 4214, email [allan.wood@treasury.tas.gov.au](mailto:allan.wood@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](mailto:recruitment@treasury.tas.gov.au).

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

## TREASURY AND FINANCE

### REVENUE, GAMING AND LICENSING DIVISION

#### *Revenue Branch*

#### ***Client Services Officer (723509).***

Applications Close:—Monday, 7 December 2015.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time /job share may be considered.

Location:—Hobart.

Duties:—This position contributes to the efficient and effective collection of State taxation revenue and the payment of a range of grants.

In the context of the selection criteria, to be successful in the position applicants will have:—a customer service focus with a strong emphasis on good communication skills; a basic knowledge of reconciliation and other financial processes and good computer skills, including accurate data entry skills.

Desirable Requirements:—Certificate III in a relevant area or equivalent level.

Enquiries to Keri Pennicott, Manager Revenue Operations, Revenue Branch, Department of Treasury and Finance, phone (03) 6166 4417, email [keri.pennicott@treasury.tas.gov.au](mailto:keri.pennicott@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](mailto: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.

## WHOLE OF GOVERNMENT PROGRAMS

### TASMANIAN STATE SERVICE

#### ***Senior Assignments Employment Register.***

Applications Close:—Thursday, 17 November 2016.

Salary:—See Below.

Various classifications.

Vacancy No. Various.

Register.

Location:—Statewide.

#### **About the Register.**

The Employment Register for Senior Assignments (the Register), is a whole-of-Government Fixed-term employment register aimed at providing the Tasmanian State Service (TSS) with a pool of applicants who can demonstrate capabilities at a senior level that are relevant to the TSS, particularly suited to former TSS senior managers and officers.

Appointment from the Register will be on a Fixed-term basis limited to short-term projects of between a couple of days and up to six months. The duties offered may be on a flexible work arrangement varying from a few hours per week to full-time.

#### **Salary and Conditions.**

Applicants appointed from the Register will be appointed on a Fixed-term basis at a classification to be determined by the employing agency. All appointments will be consistent with the salary and conditions contained within the relevant award.

#### **Eligibility.**

To be eligible for the Register applicants must:

Not currently be employed as a senior executive officer or permanent employee in the TSS. Applicants who are currently employed in the TSS may submit an application to join the Register within three months of their last intended date of employment. However, such applicants will not be eligible for selection from the Register until they have ceased employment.

Be able to demonstrate capabilities at a senior level, relevant to the Tasmanian State Service, to undertake the assignment which may include but is not limited to:—Policy advice, Project management; Governance and risk; Government relations; Reviews, investigations and evaluations of organisational matters; Stakeholder management; or Mentoring and leadership.

Have excellent communication skills including report writing and interpersonal skills.

Understand public sector administration management, processes and systems.

Enquiries to State Service Management Office, Department of Premier and Cabinet, email [jobs@dpac.tas.gov.au](mailto:jobs@dpac.tas.gov.au).

Applications to State Service Management Office, Department of Premier and Cabinet, email [jobs@dpac.tas.gov.au](mailto:jobs@dpac.tas.gov.au).

#### **How to Register.**

Please see the Application Guide for details on what you need to submit with your application.

Applications should be submitted electronically to the Department of Premier and Cabinet's State Service Management Office (SSMO) by email to [jobs@dpac.tas.gov.au](mailto:jobs@dpac.tas.gov.au).

The Register is managed by SSMO and information on the Register, including applicants' personal contact details, will be made available to agencies on request.



## Tasmanian Government Senior Executive Service

### POLICE AND EMERGENCY MANAGEMENT

#### TASMANIA FIRE SERVICE

#### *Chief Executives Office*

#### **Chief Officer (521029).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$207,973 – \$239,168 p.a.

Senior Executive, Level 4, Payment of Salary above the base salary of the advertised range is subject to an annual performance assessment..

Senior Executive, 5 year tenure.

Location:—Hobart.

Duties:—As a member of the Department of Police and Emergency Management (DPEM) Executive, Chief Officer of the Tasmania Fire Service (TFS) and member of the State Fire Commission (SFC), this position provides forward looking, values-based leadership that ensures:—the minimisation of the social, economic and environmental impacts of fire and other emergencies on the Tasmanian community, the provision of effective strategic advice to Government and the effective administration of the Fire Service Act 1979.

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

Qualifications and Experience:—Section 10 (1A) of the Fire Service Act 1979 requires that the person appointed as Chief Officer is to be a person who appears to the Governor to have expertise and experience in fire service administration and in the management of fire-fighting operations.

- Extensive experience and tertiary qualifications in management, emergency management or fire management/technology.

- Proven experience with volunteer based services.

Enquiries to Mr Darren Hine, Secretary and Commissioner of Police, Department of Police and Emergency Management, phone (03) 6173 2535, email [darren.hine@police.tas.gov.au](mailto:darren.hine@police.tas.gov.au).

Applications to Co-ordinator, Employee Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7000, phone (03) 6173 2071, email [applications@police.tas.gov.au](mailto:applications@police.tas.gov.au).

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

### POLICE AND EMERGENCY MANAGEMENT

#### OFFICE OF THE COMMISSIONER OF POLICE

#### *Business and Executive Services*

#### **Deputy Secretary (003345).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$172,713 – \$189,984 p.a.

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

Senior Executive, 3 year tenure.

Location:—Hobart.

Focus:—As a member of the Executive of the Department of Police and Emergency Management the purpose of the office of Deputy Secretary is to deal with complex and sensitive matters by providing:—authoritative advice and strategic options to the Secretary, Ministers and Government on broader policy issues; leadership for a wide range of stakeholders to achieve sustainable fiscal and business outcomes for the Agency; leadership and high level management of the human, physical and financial resources and change management across the broader agency and within the Division to build organisational culture and capability and high-level input into the development and implementation of corporate objectives and champion a collaborative approach both internally and externally.

As the Division Head of the Business and Executive Services Division, provide a whole of government context for both policy development and service delivery for the Division in setting high level objectives and implementing high level plans in accordance with the Agency's strategic objectives.

Initially this office will drive the integration and consolidation of business and executive services functions.

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

Qualifications and Experience:—Extensive experience and/or tertiary qualifications in financial or business and emergency management are expected. Recognised performance achievements at an executive level in government or business are required.

Enquiries to Mr Darren Hine, Secretary and Commissioner of Police, Department of Police and Emergency Management, phone (03) 6173 2535, email [darren.hine@police.tas.gov.au](mailto:darren.hine@police.tas.gov.au).

Applications to Co-ordinator, Employee Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7000, phone (03) 6173 2071, email [applications@police.tas.gov.au](mailto:applications@police.tas.gov.au).

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

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

AGRI GROWTH TASMANIA

**Director (AgriGrowth Tasmania) (703013).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$121,318 – \$133,450 p.a.

Senior Executive, Level 1, Payment of Salary above the base salary of the advertised range is subject to an annual performance assessment.

Senior Executive Fixed term office for 5 years.

Location:—Hobart.

Duties:—Provide high level strategic policy advice to the designated Deputy Secretary, the Secretary and the Ministers on a range of issues across the portfolio. Lead the development of a broad range of strategic policy issues, projects and programs that require a whole-of-agency perspective and/or are critical to the Government's agenda. Direct and provide strategic leadership to the AgriGrowth Division.

Desirable Requirements:—Relevant tertiary qualifications or demonstration of an equivalent level of skills.

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 Mark Sayer, phone (03) 6165 3055, email Mark.Sayer@dpiipwe.tas.gov.au.

Applications to Manager, Human Resources, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6165 3180, fax (03) 6173 0230, email job.applications@dpiipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

NATURAL AND CULTURAL HERITAGE

**General Manager (Natural and Cultural Heritage) (330547).**

Applications Close:—Friday, 4 December 2015.

Salary:—\$143,088 – \$157,396 p.a.

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

Senior Executive fixed term office for 5 years.

Location:—Hobart.

Duties:—Lead the identification, development and implementation of strategies to ensure the sustainable use of Tasmania's land resources and conservation of the State's natural heritage. Manage the human, physical, financial and information resources of the Natural and Cultural Heritage Division. Provide authoritative scientific and strategic policy advice to the assigned Deputy Secretary, the Secretary and the Minister on a range of issue relating to the sustainable use of Tasmania's land resources and conservation of the State's natural heritage.

Desirable Requirements:—Relevant tertiary qualifications or demonstration of an equivalent level of skills together with experience at a senior management level.

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 Tim Baker, phone (03) 6165 3054, email tim.baker@dpiipwe.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@dpiipwe.tas.gov.au.

## 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 —

Wendy Cornish.

to perform the duties of Registered Nurse 520683, Registered Nurse Grade 3 Year 1 to Grade 4 Year 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. In collaboration with members of the healthcare team they plan, implement and evaluate patient/client care.

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.

Anne Brand, Interim Chief Executive Officer, Tasmanian Health Service.

### 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 —

Roxana Tello.

to perform the duties of Registered Nurse 510315, Registered Nurse Grade 3 Year 1 to Grade 4 Year 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. In collaboration with members of the healthcare team they plan, implement and evaluate patient/client care.

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.

Anne Brand, Interim Chief Executive Officer, Tasmanian Health Service.

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Customer Services Officer	M. Parsons	6 months	06.11.15
Education	Librarian	T. Cuthbert	6 months	23.11.15
Health & Human Services & Tasmanian Health Service	Child Protection Worker	A. Hastings	6 months	23.11.15
Health & Human Services & Tasmanian Health Service	Child Protection Worker	B. Payne	6 months	23.11.15
Health & Human Services & Tasmanian Health Service	Child Protection Worker	N. Miller	6 months	23.11.15
Health & Human Services & Tasmanian Health Service	Theatre Support Officer	S. Leece	6 months	23.11.15
Justice	Investigation & Conciliation Officer	J. Wright	Nil	25.11.15
Police & Emergency Management	Vetting/Systems Compliance Officer	L. Eickhoff	None	09.11.15
Police & Emergency Management	Vetting/Systems Compliance Officer	N. Palencia	None	09.11.15
Police & Emergency Management	Vetting/Systems Compliance Officer	K. Magrath	None	09.11.15
Police & Emergency Management	Vetting/Systems Compliance Officer	L. Oxley	None	09.11.15
Police & Emergency Management	Safe at Home Legal Practitioner	O. Hinss	None	23.11.15
Premier & Cabinet	Multimedia Officer	C. Newton	6 months	23.11.15
Premier & Cabinet	Administrative Assistant	T. Ashlin	NA	18.11.15
Primary Industries, Parks, Water & Environment	Administrative Assistant	J. Crellin	n/a	23.11.15
Treasury & Finance	Graduate Financial Analyst	A. Abbott	6 months	25.11.15

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Service	K. Griffin	Senior Policy Analyst	12.11.15
Health & Human Services & Tasmanian Health Service	D. Hofman	Senior Policy Analyst	25.11.15
Health & Human Services & Tasmanian Health Service	E. Taylor	Senior Policy Analyst	12.11.15
Justice	E. Schmid	Coordinator - Vocational Education & Training	16.11.15

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Youth Worker	S. Dewis	30.10.15
Health & Human Services & Tasmanian Health Service	Senior Physiotherapist	R. Swinson	19.11.15
Health & Human Services & Tasmanian Health Service	Enrolled Nurse	B. Evers	15.11.15
Primary Industries, Parks, Water & Environment	Operations and Support Officer	A. Barrett	20.11.15
Treasury & Finance	Client Services Officer	J. MacKenzie	26.11.15

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Service	Support Worker	K. Holt	16.11.15
Health & Human Services & Tasmanian Health Service	Registered nurse	L. Kirk	14.11.15
Health & Human Services & Tasmanian Health Service	Hospital Aide	N. Schultz	20.11.15
Primary Industries, Parks, Water & Environment	Co-ordinator Business Services	A. Suter	18.11.15

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	N. Dahl	Primary Industries, Parks, Water & Environment	Ranger	24.11.15

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