



# TASMANIAN STATE SERVICE NOTICES

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

## Vacancies—General Information

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

**[www.jobs.tas.gov.au](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**

## EDUCATION

### **Braille Interpreter, Services to Visually Impaired Students (000102).**

Applications Close:—Friday, 6 November 2015.

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

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time 12 hours per fortnight, from as soon as possible for a period of up to 2 years.

Location:—Services to Vision Impaired Students.

Give visually impaired students access to the language of the school community and vice versa, via the translation and use of alternate resources. Liaise with Vision Impaired (VI) resource teachers to assist with planning for students across all curriculum areas and provide communication links between the support team, the school community, families and students.

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

**Desirable Requirements:**—Experience with Braille.

Enquiries to Colleen Crawford, Department of Education, phone (03) 6165 5464, email **colleen.crawford@education.tas.gov.au**.

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

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

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

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

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

## EDUCATION

### EARLY YEARS AND SCHOOLS

#### *Child and Family Centre*

### **Community Inclusion Worker, Wayraparattee Child and Family Centre (965080).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.50 hours per fortnight.

Location:—Child and Family Centres.

In partnership with local communities, Community Inclusion Workers (CIWs) will assist with maintaining and developing the Child and Family Centres (CFCs) and engage with the community to breakdown identified barriers to social participation.

At the direction of the Centre Leader, work collaboratively with the community, parents/caregivers, local and state government agencies and service providers to support the participation of local families in the planning and delivery of community activities/programs and referral to other services that are responsive to the needs of families and young children. In particular, CIWs will connect with socially marginalised or at-risk children and families to assist them to access the CFC for improved outcomes in child development, education and health from 0 to 5 years.

Work with CFC staff and partner services to achieve effective approaches to engaging disadvantaged parents and families in their communities.

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

**Desirable Requirements:**—An appropriate qualification, such as a qualification in Child Care, Early Childhood Education, Health Care and/or Community Development, or a related discipline.

Enquiries to Bill Linton, Department of Education, phone (03) 6165 6477, email **william.linton@education.tas.gov.au**.

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be

sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

##### Waimea Heights Primary School

#### ***Advanced Skills Teacher, Waimea Heights Primary School (968537).***

Applications Close:—Friday, 6 November 2015.

Salary:—\$96,766 p.a.

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

Permanent full-time 70.00 hours per fortnight.

Location:—Waimea Heights Primary School.

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

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

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

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

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

Enquiries to Sally Gill, Department of Education, phone (03) 6237 5200, email [sally.gill@education.tas.gov.au](mailto:sally.gill@education.tas.gov.au).

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

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

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

##### Woodbridge School

#### ***Advanced Skills Teacher, Woodbridge School (958912).***

Applications Close:—Friday, 6 November 2015.

Salary:—\$96,766 p.a.

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

Permanent full-time 70.00 hours per fortnight.

Location:—Woodbridge School.

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

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

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

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

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

Enquiries to Hamish Cunningham, Department of Education, phone (03) 6267 4667, email [hamish.cunningham@education.tas.gov.au](mailto:hamish.cunningham@education.tas.gov.au).

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

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

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services Northern Region*

#### ***Operations Manager, Learning Services Northern Region (969048).***

Applications Close:—Friday, 6 November 2015.

Salary:—\$145,144 p.a.

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

Fixed-term full-time 73.50 hours per fortnight from 01/01/2016 to 31/12/2018.

Location:—Northern Region (Launceston).

**Description of Role:**—Manage support to schools and senior secondary schools, including resources, HR services, and co-ordination of professional support staff. Collaborate with principals and Learning Services staff to ensure the provision of effective and timely information, staffing, support and professional services to lead school based educational improvement. Provide high-level educational leadership to school and senior secondary school communities, in optimising the management and use of available resources.

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

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

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

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

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

A current driver's licence.

Enquiries to Trudy Pearce, Department of Education, phone (03) 6478 4330, email [trudy.pearce@education.tas.gov.au](mailto:trudy.pearce@education.tas.gov.au).

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

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

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services Northern Region*

#### Mountain Heights School

#### **Teacher (Primary), Mountain Heights School (200376).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$55,827 – \$90,682 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Permanent full-time 70.00 hours per fortnight from 1 February 2016.

Location:—Mountain Heights School.

To implement and manage appropriate learning programs for students and to assess individual student progress.

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

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

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

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

Enquiries to Tessa Creeley, Department of Education, phone (03) 6471 0200, email [tessa.creeley@education.tas.gov.au](mailto:tessa.creeley@education.tas.gov.au).

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

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

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services Northern Region*

#### Smithton High School

#### **Education Facility Attendant (Cleaning), Smithton High School (969187).**

Applications Close:—Friday, 6 November 2015.

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

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

Permanent part-time 57.60 hours per fortnight from 1 February 2016.

Location:—Smithton High School.

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

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

Enquiries to Ali Oates, Department of Education, phone (03) 6452 9222, email [ali.oates@education.tas.gov.au](mailto:ali.oates@education.tas.gov.au).

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



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

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

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

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

## EDUCATION

### LINC TASMANIA

#### *Regional Services*

#### George Town LINC

#### ***Literacy Co-ordinator, George Town LINC (700559).***

Applications Close:—Friday, 6 November 2015.

Salary:—\$84,539 – \$94,996 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time up to 73.50 hours per fortnight (part-time hours will be considered), from 04/01/2016 to 23/12/2016.

Location:—George Town LINC.

Description of Role:—Develop, implement, monitor and evaluate strategies to support adult and family literacy in Tasmanian communities, in consultation with LINC staff and community stakeholders.

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

Desirable Requirements:—Qualifications and/or experience in adult and family literacy or relevant tertiary qualifications.

A current driver's licence.

Enquiries to Anne Blythman, Department of Education, phone 0428 283 609, email anne.blythman@education.tas.gov.au.

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

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

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

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

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

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

### HEALTH AND HUMAN SERVICES

#### *Children and Youth Services*

#### ***Child Protection Worker – North (501542).***

Applications Close:—Friday, 6 November 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 full-time day work, SEE NOTE BELOW.

Location:—Children and Youth Services, North.

PLEASE NOTE:—Fixed term full-time day work, commencing As soon as possible for a period of 12 months, 1 vacancy.

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

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

Working in Child Protection in Tasmania.

Choose a career in Child Protection.

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

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

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

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

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

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

**Essential Requirements:**—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields. Current 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 Michelle Davey, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 1175, email [michelle.davey@dhhs.tas.gov.au](mailto:michelle.davey@dhhs.tas.gov.au).

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

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

### HEALTH AND HUMAN SERVICES

#### *Children and Youth Services*

#### **Child Protection Worker – North West (Multiple vacancies) (501555).**

Applications Close:—Friday, 6 November 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.

Permanent full-time and fixed term full-time day work, SEE NOTE BELOW.

Location:—Children and Youth Services, North West.

Please NOTE:—Permanent part-time day work (52.0 hours per fortnight), 1 vacancy.

Fixed term full-time day work, commencing As soon as possible for a period of 12 months, 2 vacancies.

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.

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

Working in Child Protection in Tasmania.

Choose a career in Child Protection.

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

Child Protection Workers are responsible for receiving, investigating and assessing notifications of children at risk of harm from abuse or neglect. They work with families and other

professionals to resolve problems and keep children safe. In circumstances of severe risk, the Child Protection Worker may be involved in legal interventions in the Magistrates Court.

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

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

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

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

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

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

#### *Children and Youth Services*

#### **Child Protection Worker – South (Multiple vacancies) (501529).**

Applications Close:—Friday, 6 November 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.

Permanent full-time day work, SEE NOTE BELOW.

Location:—Children and Youth Services, South.

Permanent full-time day work, 1 vacancy.

Permanent part-time day work (30.4 hours per fortnight), 1 vacancy.

Fixed term full-time day work, commencing As soon as possible for a period of 12 months, 4 vacancies.

Other permanent full-time and 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.

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

Working in Child Protection in Tasmania.

Choose a career in Child Protection.

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

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

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

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

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

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

Essential Requirements:—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields. Current 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 LeeAnn Russell, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6165 7878, email [leeann.russell@dhhs.tas.gov.au](mailto:leeann.russell@dhhs.tas.gov.au).

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

### HEALTH AND HUMAN SERVICES

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

#### HR Management and Strategy

#### HR and Workplace Relations

### ***Manager, HR and Workplace Relations (519671).***

Applications Close:—Friday, 6 November 2015.

Salary:—\$108,315 – \$114,930 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—We are seeking a Manager – HR and Workplace Relations to join our team. If successful you will be responsible for providing high level strategic workforce, people management and industrial relations advice and expertise to DHHS business units and the THS in matters relating to: change management; positive people management practices to support business outcomes; employee performance, dispute or grievance resolution; workplace conduct and matters of inability; Award and Enterprise Agreement negotiation and implementation; and conciliation and advocacy in industrial tribunals. The Team will also manage redeployment, redundancy and other related programs on behalf of DHHS.

The Manager is responsible for providing direction and leadership regarding the program of the HR and Workplace Relations (HRWR) team and managing the operations of the Team including provision of high level advice and proactively leading, developing and planning for the effective management and support to the Secretary, Departmental Executive, and wider DHHS and THS managers and staff on all aspects of workplace relations matters.

Desirable Requirements:—Post graduate qualifications in management, human resources, industrial relations or a related field.

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

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



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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

### HEALTH AND HUMAN SERVICES

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

#### Disability and Community Services

#### **Manager, Disability Assessment and Advisory Team (522329).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$95,983 – \$101,483 p.a.

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

Fixed-term full-time day work commencing As soon as possible for a period of 3 years.

Location:—HDCS, Disability and Community Services, DAAT, North.

Duties:—Manage resources assigned to the work unit and provide administrative leadership of the professional Disability Assessment and Advisory Team (DAAT) including the development of efficient and effective service models directed towards meeting the needs of people with disabilities.

Selection criteria includes:—Demonstrated ability to provide professional leadership and management of a multi-disciplinary team in the delivery of specialist services for people with disabilities.

Sound management experience and knowledge of contemporary management practice including change management, decision making, best practice, human resources and financial management.

Highly developed liaison, consultancy, communication, negotiation, mediation and conflict resolution skills.

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

Essential Requirements:—Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or Registered with the Occupational Therapy Board of Australia; or Registered with the Psychology Board of Australia; or A degree or diploma in Applied Science, Speech Pathology, or equivalent and eligibility for membership of the Speech Pathology Australia (SPA). 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 Fiona Woodfield, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 1067, email [fiona.woodfield@dhhs.tas.gov.au](mailto:fiona.woodfield@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

#### **Director, Housing Programs (512430).**

Applications Close:—Friday, 6 November 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..

Fixed-term full-time Contract Position commencing As soon as possible for a period of 3 years.

Location:—Housing Tasmania, Hobart.

Duties:—The Director Housing Programs is responsible for leadership and day-to-day management of the Housing Programs Unit, comprising Housing Advice, Program Development and Program Delivery.

The Director is an expert consultant in the development of complex policy and program positions in a whole-of-government environment.

Key objectives of the position are to:—Direct and lead the Housing Programs Unit.

Provide advice and analysis to identify priorities that support the effective delivery of housing and homelessness services.

Establish collaborative relationships with key stakeholders within and across government and the business and community sectors.

Oversee the design of, and purchasing of services from, the housing and homelessness system to ensure it operates effectively and efficiently.

Provide leadership, support and development opportunities to encourage ongoing strategic and innovative thinking to deliver the outcomes required from the Unit.

Selection criteria includes:—High level management and policy development experience in a complex service delivery field, preferably social housing, and demonstrated ability to develop housing and homelessness strategy and manage social housing programs, including the ability to provide high level policy and political advice.

Proven leadership qualities including high level people and resource management skills with experience and knowledge of contemporary management practice, especially change management and best practice, and the ability to monitor effectiveness and efficiency.

Extensive knowledge and understanding of social housing and homelessness policies, including an understanding of the complex social and economic factors that impact on Tasmania's housing market and the development of affordable housing options, together with the provision of public housing and homelessness services.



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

Desirable Requirements:—An appropriate professional and/or tertiary qualification.

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 Peter White, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 3662, email [peter.white@dhhs.tas.gov.au](mailto:peter.white@dhhs.tas.gov.au).

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

### HEALTH AND HUMAN SERVICES

#### *Public Health Services*

#### **Chief Pharmacist (500798).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$132,678 – \$133,341 p.a.

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

Permanent full-time day work.

Location:—Public Health Services, Hobart.

Duties:—The Tasmanian Department of Health and Human Services seeks a Chief Pharmacist to lead the Pharmaceutical Services Branch for Public Health Services Tasmania, based in Hobart.

You will be responsible for:— policies and legislation regulating the manufacture, distribution and use of drugs of dependence, medicines, poisons and therapeutic goods in Tasmania, authoritative policy advice on pharmacy and pharmaceutical practice issues to both internal and external stakeholders and operational functions of the Branch, including implementing and maintaining best practice to achieve objectives, national pharmaceutical reforms relevant to Tasmania, including E-business approaches.

Desirable Requirements:—At least five years' practical experience as a pharmaceutical chemist subsequent to initial registration.

Relevant postgraduate qualifications.

Current Driver's Licence.

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

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

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

Enquiries to Carole Owen, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 0651, email [carole.owen@dhhs.tas.gov.au](mailto:carole.owen@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

#### *Shared Services*

#### **Deputy General Manager, Shared Services (521921).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$132,532 – \$145,879 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 9.

Permanent full-time day work.

Location:—Hobart.

Duties:—We are seeking a Deputy General Manager Shared Services to join our team. Shared Services was established to provide a suite of corporate services to the DHHS and the Tasmanian Health Service (THS), the client agencies. The Deputy General Manager, Shared Services is responsible for providing strategic direction and leadership to the Financial Operations, Business Systems, Procurement and Business Redesign business units which form part of Shared Services. This is a senior management role whose primary objectives and responsibilities are to:—Develop key performance indicators (KPIs) and negotiate service level agreements (SLAs) with the four client agencies, and ensure that these services are delivered in accordance with the agreed KPIs and SLAs.

Provide high level management and direction ensuring that comprehensive and efficient services are delivered with a dedicated client focus to successfully enable the four client agencies to achieve their strategic and operational objectives.

Implement the statewide procurement framework including the identification, implementation and management of complex business process redesign projects across the four client agencies.

Manage and be accountable for assigned human, physical, financial and information assets and resources to ensure the effective and efficient use of government resources.

Develop highly effective and productive relationships and manage networks with a broad range of stakeholders across program areas including the THS Chief Executive Officer and other senior DHHS and THS staff. This includes the provision of high level support and strategic advice.

Essential Requirements:—Appropriate professional and/or tertiary qualifications in a relevant field or related discipline for example in business administration, commerce or management. Extensive experience in public administration, management of business services and the operations of government.

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH ORGANISATION, NORTH  
*Launceston General Hospital*

### **General Surgery Fellow (521618).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$84,478 – \$138,222 p.a.

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

Fixed-term full-time day work (with on call), working 80 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence 1 February 2016 to 5 February 2017.

Location:—Department of Surgery, Launceston General Hospital, Launceston, Tasmania.

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

Duties:—The role will involve a mix of the following objectives:—The undertaking of approved general surgical outpatient and inpatient services.

Participation in the after-hours Registrar/Consultant on-call rosters.

Provision of leadership and mentoring for surgical Registrars and RMOs in training.

Desirable Requirements:—Recently gained Fellowship of Royal Australasian College of Surgeons (FRACS) or completion of training for FRACS and waiting to be awarded Fellowship.

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 Jaime Rainbow, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 7593, email jaime.rainbow@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

### **Administrative Assistant, Nurse Education Unit (518784).**

Applications Close:—Friday, 6 November 2015.

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

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

Permanent part-time day work, working 64 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant.

Location:—LGH Charles Street, Launceston.

Provide general clerical, administrative and reception support services to the Education Unit, including the Nurse Manager, Education Unit, Transition to Practice Co-ordinator and Life Support Co-ordinator.

Please refer to the Statement of Duties for the Selection Criteria relating to this vacancy. These 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 Sharon Philpot, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6953, email sharon.philpot@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

### **Enrolled Nurse (503917).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$52,762 – \$58,432 p.a.

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

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

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

Duties:—The enrolled nurse provides 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.

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 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 Ross Mace, NUM, ORS, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6626, email [orsnum@ths.tas.gov.au](mailto:orsnum@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

#### **Executive Assistant (504763).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$56,487 – \$60,553 p.a.

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

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

Location:—Department of Surgery, LGH, Charles Street, Launceston.

Duties:—To provide administrative and clerical support to the Directors of Surgery and Anaesthesia and assistance to other members of the Departments of Surgery and Anaesthesia. Provide guidance and direction to other clerical support staff within the Departments of Surgery and Anaesthesia.

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 Graydon O'Halloran, Business Manager, Department of Surgery, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6590, email [graydon.ohalloran@ths.tas.gov.au](mailto:graydon.ohalloran@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

#### **Health Care Assistant (507546).**

Applications Close:—Friday, 6 November 2015.

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

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

Fixed-term casual shift work, working on an as and when required basis. Commencing as soon as possible for 2 years.

Location:—Campbell Town.

Under supervision, and in accordance with Agency policy, legal, regulatory and funded program requirements, the Health Care Assistant provides high quality care and support to community and/or facility based clients and assists with a range of daily living activities that a person would normally do for themselves.

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 Priya Jose, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6774 8000, email [priya.jose@ths.tas.gov.au](mailto:priya.jose@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

Westbury Community Health Centre

***Youth Health and Development Worker (513766).***

Applications Close:—Friday, 6 November 2015.

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

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

Fixed-term full-time day work working 76 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant. To commence as soon as possible until 30 June 2016.

Location:—Westbury Community Health Centre, 89 Meander Valley Rd Westbury.

Duties:—In accordance with primary health care principles, Agency policy and legislative requirements provide leadership in, and co-ordination and development of, activities throughout the municipality which identify youth health issues and needs, and implement appropriate strategies to address these needs. Work with local youth organisations, local government, other health service providers and senior management to encourage cooperative, collaborative and innovative approaches to addressing youth issues. Take a significant role in the planning, review, and implementation of youth specific policies, guidelines and procedures and provide advice to management, local government and members of the wider community regarding youth health issues and management strategies.

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

Desirable Requirements:—Current Drivers Licence.

Essential Requirements:—Satisfactory completion of an appropriate course of study at 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 Annette Barrett, Manager Health Centre, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6701 2150, email annette.barrett@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*

Clinical Support

***Allied Health Assistant, Physiotherapy (Multiple vacancies).***

Applications Close:—Friday, 13 November 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 and fixed term casual working on an as and when required basis.

Location:—Various across Tasmanian Health Service—Southern Region (in Community and/or Hospital Health Care Settings).

Please Note:—Flexible working options allow for the permanent vacancy to be filled by more than one applicant.

Casual employment does not guarantee ongoing employment.

Applicants are asked to indicate in their application the type of employment they are applying for i.e. permanent or casual noting that applicants can apply for both vacancies but will only be appointed in one category.

The Tasmanian Health Service is seeking interest applicants for a permanent and casual Allied Health Assistant vacancies. The ideal applicants will have Certificate IV in Allied Health Assistant (Physiotherapy) or equivalent.

Are you a responsible, adaptable person who enjoys working in health care, as part of a professional, physiotherapy team?.

Duties:—In the role of Allied Health Assistant you will be required to provide quality client services to assist the daily functioning of physiotherapy services across the Tasmanian Health Service – South under the general supervision of a therapist/s.

In addition, efficient client related clerical duties are required, such as word processing, filing, making telephone bookings, maintaining an electronic calendar, assisting therapists in implementation of rehabilitation programs, preparation of equipment for use in treatment and other related tasks.

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 Robert Evans, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 7217, email robert.t.evans@ths.tas.gov.au.

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

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

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# HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

## TASMANIAN HEALTH SERVICE

### Statewide Services

#### Oral Health Services

##### Oral Health North

### **Oral Health Therapist/Dental Therapist (501229).**

Applications Close:—Friday, 6 November 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 full-time day work, working 76 hours per fortnight, commencing November 2015 until 12 February 2016.

Location:—Oral Health Services Tasmania (North).

Duties:—In accordance with the Scope of Practice for the relevant division of registration and consistent with OHST policies and guidelines, provide dental treatment for children up to eighteen years of age.

In accordance with the Scope of Practice for the relevant division of registration and consistent with the OHST policies and guidelines, provide services for adults under the prescription of a Dental Officer, Senior Clinician or other senior dental clinical staff.

Participate in quality improvement initiatives and the notification and management of all clinical incidents.

Promote and practice the principles of supporting and enabling individuals and communities to increase control over their oral health and its determinants thereby improving their overall health, including but not restricted to, dental health education, health promotion and preventive programs in line with the THS and OHST Oral Health Promotion Strategic Directions and Objectives.

Accurately maintain and collect dental records, statistical returns, vouchers and data in accordance with OHST policies and guidelines.

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

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

Enquiries to Ashlea Furlan, Senior Dental Therapist, Oral Health Services Tasmania (North), Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 1107, email ashlea.furlan@ths.tas.gov.au.

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

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# HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

## TASMANIAN HEALTH SERVICE

### North West Region

### **Director of Medical Services (DMS) (518258).**

Applications Close:—Friday, 27 November 2015.

Salary:—See Below.

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

Permanent full-time day worker, working 76 hours.

Location:—based at the North West Regional Hospital, working across the Region.

Salary: Commensurate with years of experience.

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 Director of Medical Services (DMS) to join the senior management group in THS-North West Region. The DMS will provide clinical leadership and advice, and enhance clinical governance on all sites across THS-North West Region.

This role requires a strong leader with the demonstrated ability to influence and work collaboratively. Along with excellent interpersonal and communication skills, you will possess relationship skills to establish networks and promote a work environment that empowers, motivates and develops the diverse talent of all employees to ensure an optimum level of performance to achieve objectives. The DMS will provide leadership in:—Chair the Region's credentialing committee.

Co-ordination of medico-legal cases.

Development of the Admission and Discharge policies.

Act as 'Principal Supervisor'.

Medical contributor to long term planning and identification regarding the Region's core medical services.

You will be a respected leader with considerable experience in leading large and complex organisations and understand current issues impacting on the healthcare sector.

Do you have?

Fellowship with the Royal Australasian College of Medical Administrators.

Current registration.

High level communication skills and the ability to effectively liaise with a wide variety of managers and staff and work as part of a multi-disciplinary team.

Demonstrated high level clinical management experience.

Experience in complaints handling and medico-legal processes.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

Essential Requirements:—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 Donna Harris, Manager, Medical Services, Department of Health and Human Services and Tasmanian Health Service, phone (03) 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*

#### **Pharmacy Dispensary Assistant (2 Vacancies).**

Applications Close:—Friday, 6 November 2015.

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

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

Vacancy No. 519943.

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

Location:—North West Regional Hospital.

Vacancy No. 519974.

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

Location:—Mersey Community Hospital.

Who are we?

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

We have 2 roles available, 1 based from the North West Regional Hospital and 1 based from the Mersey Community Hospital.

Who are we looking for?

We are seeking motivated and experienced Pharmacy Dispensary Assistants to assist professional staff in providing a comprehensive pharmaceutical service to patients and other clients of the hospital.

This role encompasses a wide range of responsibilities including assisting with reception duties, daily reconciliation and on-forwarding of monies, assisting with the assembly of medications for dispensing and generation of Patient Medication Profiles.

It is desirable that the successful applicant will hold a Level

II or III Community Pharmacy Assistant or Hospital Pharmacy Assistant Certificate.

Do you have?

Advanced IT skills.

The ability to collaborate with a broad range of peers and colleagues.

Experience with the Pharmaceutical Benefits Scheme (PBS) would be advantageous.

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:—

Possession of a Level II or III Community Pharmacy Assistant or Hospital Pharmacy Assistant Certificate would be an advantage for this job.

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 Lorraine Smith, Pharmacy Site Supervisor, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6426 5638, email lorraine.smith@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*

#### *Mersey Community Hospital*

#### **Clinical Nurse Specialist, Hepatology (519496).**

Applications Close:—Friday, 6 November 2015.

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

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

Fixed-term part-time day worker, working 40 hours per fortnight for 12 months.

Location:—Mersey Community Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Clinical Nurse Specialist ? Hepatology to lead the day to day management of nursing activities and education to achieve continuity and quality of Hepatology patient care. Reporting to the Co-Director of Nursing, this role is an advanced role that provides specialist nursing care and education to patients and their families.

You will be required work in consultation with the Consultant Hepatologist/Gastroenterologist and a multidisciplinary team, providing nursing expertise, case co-ordination, nursing management and education for patients with liver disease and their families within the THS-North West Region.

Do you have?

Demonstrated extensive skills, knowledge and experience in the delivery of contemporary, personalised, high quality care to individuals affected by liver disease.

Proven high level interpersonal and communication skills including the ability to establish and maintain productive relationships.

It is desirable that you hold Relevant post graduate qualifications.

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:—A minimum of 3 years' experience as a Registered Nurse.

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 Julie Duff, Co Director of Nursing, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6426 5468, email [julie.duff@ths.tas.gov.au](mailto:julie.duff@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

### **Personal Care Assistant (502419).**

Applications Close:—Friday, 6 November 2015.

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

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

Fixed-term casual 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 motivated and experienced Personal Care Assistants to join our team on King Island in a casual capacity.

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

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

Do you have?

Possesses, or is working towards Certificate III in Individual Support or equivalent.

Effective written communication and interpersonal skills.

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

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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:—Hold or working toward Certificate III in Individual Support or equivalent.

Essential Requirements:—Nil.

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

Enquiries to Robyn Bridgewater, Director of Nursing, Department of Health and Human Services and Tasmanian Health Service, phone (03) 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

### CONSUMER, BUILDING AND OCCUPATIONAL SERVICES

#### **Director, Regulatory Services (356745).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$109,279 – \$115,977 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time working 73.5 hours per fortnight. Part-time hours will be considered.

Location:—Rosny.

Duties:—Oversee the day to day management of the Regulatory Services (Compliance and Dispute Resolution, Occupational Licensing, Rental Services and Corporate Affairs) functions of the Output and related projects as assigned. Act as General Manager as required. Manage assigned financial, information, human and physical resources and ensure that defined standards and agreed objectives are met.

Essential Requirements:—Registration to work with vulnerable people prior to appointment to the position.

Desirable Requirements:—Relevant Tertiary qualification.

Enquiries to Dale Webster, General Manager, Consumer, Building and Occupational Services, Department of Justice, phone (03) 6166 4706, email [dale.webster@justice.tas.gov.au](mailto:dale.webster@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 Dale Webster on (03) 6166 4706.

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

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

## POLICE AND EMERGENCY MANAGEMENT

### CORPORATE SERVICES

#### *Information Technology Services*

#### **Information and Communication Technology Officer (003269).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$77,012 – \$79,354 p.a.

Tasmanian State Service Award, ICT Level 2.

Permanent full-time.

Location:—Hobart.

Duties:—In a team environment, provide enterprise software development services by utilising knowledge and experience with contemporary application development technologies, frameworks and methodologies. Provide best practice service delivery in relation to system development and application services including the initiation, implementation and management of small projects. Conduct research into specialist information technology trends and provide technical advice and support to department personnel.

Qualifications and Experience:—A level of industry experience and Information Technology tertiary qualifications in a relevant discipline.

Proficiency in the use of HTML, DHTML, CSS, JavaScript, AJAX, Web Services, SQL 2008, open source software, Java, Groovy, Grails, C#, ASP.Net, ASP, GIS, ESBs, C/C++ and UniVerse will be highly regarded.

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

Enquiries to Mr Matthew Lyons, Acting Manager Applications and Development, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, Tas, 7001, phone (03) 6173 2198, email [Matthew.lyons@police.tas.gov.au](mailto:Matthew.lyons@police.tas.gov.au).

Applications to Co-ordinator, Employee Services, Department of Police and Emergency Management, G.P.O. Box 308, HOBART, TAS, 7001, 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

### NORTHERN DISTRICT

#### *Launceston Division*

#### **Utility Officer (001305).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$39,511 – \$48,474 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time.

Location:—Launceston.

Duties:—Provide general maintenance, care and minor servicing of police buildings, vehicles, grounds and other routine tasks as required.

Qualifications and Experience:—Unrestricted drivers licence is highly desirable.

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 checks are to be conducted:—Conviction check for: Crimes of violence, Sex related offences, Serious drug offences, Crimes involving dishonesty, Serious traffic offences.

Enquiries to Mr Kevin Osborne, Executive Officer, Department of Police and Emergency Management, G.P.O. Box 308, HOBART, TAS, 7001, phone (03) 6777 3749, email Kevin.osborne@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).

#### PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

##### CONSERVATION AND INFRASTRUCTURE

#### ***Archaeologist, Excavation Crew.***

Applications Close:—Friday, 13 November 2015.

Salary:—\$50,815 – \$68,385 pro rata, per annum.

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

Vacancy No. ARCS15.

Fixed-term full-time 5 positions, 3 month period commencing Jan. 4 2016, 6 day week (Sunday-Friday) including public holidays.

Location:—Port Arthur Historic Site.

Evidence of the following must be produced before taking up the position:

Tertiary qualification in archaeology or a relevant discipline.

Duties:—To undertake archaeological excavation of convict-period features and deposits.

To recover and record archaeological data – including artefacts – following established procedures and protocols within a single context recording system.

To assist with the compilation of an excavation records archive.

Provide information to visitors in a clear and courteous manner about activities, features and facilities at the Port Arthur Historic Sites.

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

Undertake other relevant tasks and duties as directed by the Archaeology Manager.

Desirable Requirements:—Experience of fieldwork and laboratory processes in archaeological investigations.

Enquiries to David Roe, Dr, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, phone (03) 6251 2368, fax (03) 6251 2328, mobile 0457675357, email David.Roe@portarthur.org.au.

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

#### PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

##### CONSERVATION AND INFRASTRUCTURE

#### ***Archaeologist, Excavation Recording (ARC15).***

Applications Close:—Friday, 13 November 2015.

Salary:—\$50,815 – \$68,385 pro rata, per annum.

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

Fixed-term full-time, 3 month period commencing Jan. 4 2016, 6 day week (Sunday-Friday) including public holidays.

Location:—Port Arthur Historic Site.

Evidence of the following must be produced before taking up this position:—Tertiary qualification in archaeology or a relevant discipline.

Application must be accompanied by a CV and a portfolio of drawings and photographs to illustrate skills against criterion 2 (PDF file, not to exceed 4 mb).

Duties:—To undertake instrument surveys of excavated areas and features.

To make stratigraphic and site plan drawings.

To undertake photographic recording of excavated areas and features.

To maintain survey, drawing and photographic logs.

To assist with the compilation of an excavation records archive.

Provide information to visitors in a clear and courteous manner about activities, features and facilities at the Port Arthur Historic Sites.

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

Undertake other relevant tasks and duties as directed by the Archaeology Manager.

Desirable Requirements:—Experience of fieldwork processes in archaeological investigations.

Enquiries to David Roe, Dr, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, phone (03) 6251 2368, fax (03) 6251 2328, mobile 0457675357, email David.Roe@portarthur.org.au.

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

#### PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

##### CONSERVATION AND INFRASTRUCTURE

#### ***Conservation Project Officer, Environment and Research (CPO15).***

Applications Close:—Monday, 9 November 2015.

Salary:—\$71,516 – \$82,709 p.a.

Port Arthur Historic Site Management Authority Award, Professional Stream, Band 2.

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

Location:—Port Arthur.

The following must be produced prior to commencement in this position:—Tertiary degree in a Natural Science (or equivalent).

Duties:—Provide strategic advice to achieve the maintenance and conservation of the natural and cultural landscapes and values of the sites, in accordance with statutory obligations, planning instruments, heritage guidelines and the Port Arthur Historic Sites Statutory Management Plan.

In conjunction with the Works Manager and other Conservation staff, develop the annual grounds and gardens works programs and budgets.

Plan, document, implement and supervise designated conservation and maintenance projects within a wider policy, strategic and budgetary context, including bushfire management and environmental reporting.

Prepare and/or monitor programs and budgets, including progress and status reports, for designated projects and ensure that the development and management of designated projects are compliant with relevant legislation and standards of professional practice.

Supervise the Heritage Research and Training program.

Prepare reports, studies and technical applications, based on thorough analysis and research, in support of designated projects.

Prepare quotations and tenders for goods and services, authorising and purchasing goods and services within the allocated delegation limit.

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

Promote the cultural significance of the Port Arthur Historic Sites and the best practice conservation methodology developed by the Authority.

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

Desirable Requirements:—Relevant heritage or environmental management qualification.

Industry recognised professional affiliations.

Current Driver's Licence.

Enquiries to David Roe, Archaeology Manager, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, phone (03) 6251 2368, fax (03) 6251 2328, mobile 0457675357, email David.Roe@portarthur.org.au.

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

#### PREMIER AND CABINET

##### TMD

##### *Business Support*

#### **Billing Co-ordinator (001125).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Ensure the operational management and delivery of TMD billing services, including the day-to-day co-ordination of activities in the processing, operation and financial management for billing processes.

Enquiries to Michael Mulley, Commercial Manager, TMD, Department of Premier and Cabinet, phone (03) 6166 3049, email michael.mulley@dpac.tas.gov.au.

Applications to Sandra Allen, Human Resources Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart, Tas, 7001, email job.application@dpac.tas.gov.au.

#### PREMIER AND CABINET

##### TMD

##### *Business Support*

#### **Budget and Financial Support Officer (001854).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time from as soon as possible until 1 June 2016, or until the return of the substantive occupant, whichever is the sooner.

Location:—Hobart.

Duties:—Contribute to the budgetary, accounting and financial analysis functions of the Commercial Management Branch, to support the financial objectives of TMD.

Enquiries to Michael Mulley, Commercial Manager, TMD, Department of Premier and Cabinet, phone (03) 6166 3049, email michael.mulley@dpac.tas.gov.au.

Applications to Sandra Allen, Human Resources Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart, Tas, 7001, email job.application@dpac.tas.gov.au.

#### PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

##### OFFICE OF RACING INTEGRITY

#### **Stewards Assistant (670173).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$50,767 – \$54,369 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Launceston.

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

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

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

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

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

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

Enquiries to Stuart Bowman, phone (03) 6777 1902, email Stuart.Bowman@dpipw.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@dpipw.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

WATER AND MARINE RESOURCES

*Water Operations*

**Regional Water Management Officer (North East) (707462).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

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

Location:—Prospect.

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

Duties:—To manage water resources in the northern region in accordance with the objectives of the Water Management Act 1999.

Desirable Requirements:—A Diploma in civil engineering, natural resource management, agriculture or water management, or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider. Several years of relevant experience in water engineering or water resource management. A current motor vehicle driver's licence. A Workplace 2 First Aid Certificate, or equivalent.

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 Peter Stafford, phone (03) 6777 2216, email peter.stafford@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.

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

*Macquarie Island Pest Eradication Program*

**Macquarie Island Employment Register: Field Assistant and Field Assistant (Dog Handler) Register.**

Applications Close:—Friday, 6 November 2015.

Salary:—\$48,823 – \$53,038 pro rata annum.

Tasmanian State Service Award, General Stream, Band 2.

Register.

Location:—Macquarie Island.

PLEASE NOTE: This register is being withdrawn by the agency as it is no longer required.

Applications are invited from persons interested in registering for part-time employment as Field Assistant and Field Assistant (Dog Handler).

Please note that if you are currently registered, you do not

need to submit a new application unless you wish to do so to reflect any change in your knowledge, skills and experience.

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

In addition to the annual salary, while travelling to and from, and while stationed on Macquarie Island, the occupant is entitled to an Antarctic Allowance of \$11,999 per annum, a Common Duties Allowance of \$12,294 per annum and an overtime allowance based on the lesser of 50% of the employee's salary or 50% of the classification of B4-R2-2 under the Tasmanian State Service Award.

Duties:—Assist the Eradication Team Leader in the delivery of programs and services on Macquarie Island as part of the ground hunting phase of the Macquarie Island Pest Eradication Project.

For specific information regarding the 2015/16 available, please refer to the attached Statement of Duties.

Essential Requirements:—Successful applicants will be required to pass medical and adaptation tests, before being appointed to a position, and may be required to undergo a departmental fitness test and additional physical training prior to working on Macquarie Island. 1. Be certified as fit for Macquarie Island service by the Australian Antarctic Division's Polar Medicine Branch. 2. Tests conducted by or on behalf of a Health Services Tasmania Medical Officer. 3. Be rated as suitable for Macquarie Island service against core behavioural criteria. (Some assessments will be made by the Directorate of Psychology – Tasmania). 4. A current St John's Workplace Level 2 first aid certificate or equivalent. 5. Firearms licence or ability to acquire before deployment to Macquarie Island. 6. Chemical Handling Certificate (Agsafe) or equivalent or the ability to acquire prior to being deployed to Macquarie Island.

Desirable Requirements:—Relevant experience in sub-Antarctic reserve management programs or similar reserved land management experience would be an advantage. A coxswain (restricted) certificate or equivalent. A current motor vehicle driver's licence. A Wilderness First Aid Certificate. An appropriate natural resource management qualification or trade qualification.

For Field Assistant (Dog Handler) roles it is desirable that you have qualifications and/or experience in dog handling and welfare in addition to the above.

Enquiries to Martin O'Dea, Department of Primary Industries, Parks, Water and Environment, phone (03) 6165 4219, email martin.odea@parks.tas.gov.au.

Applications to Martin O'Dea, Administrative Officer, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6165 4219, email martin.odea@parks.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

*Operations*

**Ranger (707458).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

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

Location:—Southern Region, initially located at Taranna Field Centre.

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

A percentage salary loading may be payable in addition to the annual award salary for those employees who are authorised to undertake work on weekends, public holidays, outside normal working hours and for performing first aid duties.

Duties:—Implement the Field Centre operation plans, carry out works programs and projects to achieve the conservation and sustainable use of natural and cultural resources.

Essential Requirements:—A Workplace Level 2 First Aid Certificate.

Desirable Requirements:—Certificate III in Conservation and Land Management or equivalent qualifications.

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 Viki Loring, phone (03) 6165 4053, email [Viki.Loring@parks.tas.gov.au](mailto:Viki.Loring@parks.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 3178, fax (03) 6173 0230, email [job.applications@dpipwe.tas.gov.au](mailto:job.applications@dpipwe.tas.gov.au).

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### PARKS AND WILDLIFE SERVICE

#### *Operations*

#### **Visitor Reception Officer (2 Vacancies) (707108 and 707109).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$39,511 – \$48,474 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time (working a minimum of 350 hours per annum on a roster basis).

Location:—Northern Region, initially located at Freycinet Field Centre.

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

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

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

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

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

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

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

Enquiries to David Adams, phone (03) 6256 7005, email [David.Adams@parks.tas.gov.au](mailto:David.Adams@parks.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 3178, fax (03) 6173 0230, email [job.applications@dpipwe.tas.gov.au](mailto:job.applications@dpipwe.tas.gov.au).

## STATE GROWTH

### INDUSTRY AND BUSINESS DEVELOPMENT

#### *Trade and International Relations*

#### **International Partnerships Manager (424901).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$100,355 – \$104,931 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Build and maintain relationships with key partners in international engagement, including industry associations, major exporters, trade intermediaries, foreign Government entities, AusTrade and across State Government.

Contribute at a high level to the development and implementation of specific export marketing, brand building, business matching, market access and economic diplomacy strategies.

Take a leading role in project management for trade and investment missions, hosting inward delegations and other international engagement events.

Design, develop and manage the provision of skill development and information services and support available to exporters.

Work in partnership with other business units across the Department and Government to ensure effective referral of client needs and delivery of whole-of-government policies and strategies that assist in broader economic growth objectives, including investment attraction, population growth, international education development, and Antarctic Gateway development.

Provide Ministerial advice on specific international engagement and trade issues.

May assume supervisory responsibilities.

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

Current driver's license.

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](mailto:mark.bowles@stategrowth.tas.gov.au).

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

## TASTAFE

### EDUCATION SERVICES

#### *Human Health and Business Services*

#### **Teacher (Community and Childrens North West) (2 Vacancies).**

Applications Close:—Friday, 6 November 2015.

Salary:—\$57,618 – \$89,336 pro rata, per annum.

TasTAFE Teaching Staff Award, Teacher.

Vacancy No. 967828.

Permanent part-time 56 hours per fortnight.

Location:—Community and Childrens North West.



Vacancy No. 967780.

Permanent part-time 28 hours per fortnight.

Location:—Community and Childrens 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 Michelle Saward, TasTAFE, phone (03) 6477 7490, mobile 0458 531 109, email [michelle.saward@TasTAFE.tas.edu.au](mailto:michelle.saward@TasTAFE.tas.edu.au).

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

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

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

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

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

## TREASURY AND FINANCE

### REVENUE, GAMING AND LICENSING DIVISION

#### *Revenue Branch*

#### **Revenue Officer (724305).**

Applications Close:—Friday, 13 November 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

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

Location:—Hobart.

Duties:—As an individual or as a member of a team, administer State taxation and other legislation that the State Revenue Office has responsibility for to ensure efficient and effective collection of revenue and payment of grants and concessions.

In the context of the selection criteria, to be successful in the position applicants will have:—the ability to operate successfully in a high work flow area while maintaining a good standard of attention to detail and a focus on quality; a demonstrated understanding of contemporary information technology solutions as they relate to taxation and concessions administration and a demonstrated ability to analyse situations that fall outside of normal procedures and to show appropriate judgement in handling these situations.

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

Enquiries to Keri Pennicott, Manager, Revenue Operations, 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.

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Teacher	L. Jordan	6 months	13.10.15
Education	Teacher	A. Treanor	6 months	13.10.15
Education	Teacher	M. Campbell	6 months	13.10.15
Education	Teacher	B. Harback	6 months	13.10.15
Education	Teacher	S. Rime	6 months	13.10.15
Education	Teacher	T. Bromell	6 months	13.10.15
Education	Teacher	B. Cruse	6 months	13.10.15
Education	Teacher Assistant	F. Taylor	6 months	19.10.15
Education	Teacher	S. Morris	6 months	13.10.15
Education	Teacher	K. Adams	6 months	13.10.15
Education	Teacher	L. Court	6 months	13.10.15
Education	Teacher	M. Marmion	6 months	13.10.15
Education	Teacher	B. Christie	6 months	13.10.15
Education	Teacher	A. Lowry	6 months	13.10.15
Education	Teacher	M. Woodcock	6 months	13.10.15
Education	Teacher	C. Christian	6 months	13.10.15
Education	Teacher	A. Jubb	6 months	13.10.15
Education	Teacher	A. Wiggins	6 months	13.10.15
Education	Teacher	N. Cartledge	6 months	13.10.15
Health & Human Services & Tasmanian Health Service	Administrative Assistant	C. King	6 months	19.10.15
Health & Human Services & Tasmanian Health Service	HR & Workplace Relations Consultant	A. Brown	6 months	02.11.15
Health & Human Services & Tasmanian Health Service	Food Service Assistant	D. Breward	6 months	25.10.15
Health & Human Services & Tasmanian Health Service	Speech Pathologist	V. Vanderpols	6 months	01.12.15
Health & Human Services & Tasmanian Health Service	Customer Service Officer	Z. Challis	6 months	26.10.15
Justice	Investigation Officer	M. Leary	Nil	26.10.15
Police & Emergency Management	Radio Dispatch Operator	C. Beis	6 months	26.10.15
Police & Emergency Management	Hospitality Services Assistant	T. Hoskinson	6 months	26.10.15
Police & Emergency Management	Police Public Enquiry Officer	T. Lock	6 months	26.10.15
TasTAFE	Administration Officer	F. Jaims	6 months	14.09.15

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	W. Brooks	School Administration Officer	04.11.15
Education	M. Kenny	Principal - Richmond Primary School	19.10.15
Health & Human Services & Tasmanian Health Service	M. La Palombara	Technical/Integration Applications Specialist - ARIA Electronic Medical Record	02.10.15
Police & Emergency Management	A. Abel	Administrative Assistant	08.10.15
Police & Emergency Management	H. Courtney-Pratt	Administration Officer	13.10.15
State Growth	L. O'Neal	Financial Systems Administrator	02.11.15
TasTAFE	C. Lathouras	Senior Consultant People and Culture	16.09.15

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Education Facility Attendant	R. Bound	25.09.15
Education	School Administration Clerk	T. Scott	09.10.15
Health & Human Services & Tasmanian Health Service	Nurse Manager	C. Barber	24.10.15
Health & Human Services & Tasmanian Health Service	Home Help	F. Richards	19.10.15
Health & Human Services & Tasmanian Health Service	Nurse Unit Manager	A. Correy	16.10.15
Health & Human Services & Tasmanian Health Service	Radiation Therapist	J. Plaister	16.10.15
Health & Human Services & Tasmanian Health Service	Child Protection Worker	D. Edwards	16.10.15
Health & Human Services & Tasmanian Health Service	Administration Officer	S. Macefield	22.10.15
Health & Human Services & Tasmanian Health Service	Enrolled Nurse	M. Wirasinha	24.10.15

*Retirement of Officers*

<i>Agency</i>	<i>Officer's Name</i>	<i>Duties Assigned</i>	<i>Date Effective</i>
Primary Industries, Parks, Water & Environment	A. Scott	General Manager (Natural and Cultural Heritage)	23.10.15

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Education Facility Attendant	S. McShane	09.10.15
Education	School Business Manager	R. Scarr	09.10.15
Education	Teacher	G. Edwards	13.10.15
Education	Education Facility Attendant	G. Fielding	06.10.15
Education	School Business Manager	J. Maurer	09.10.15
Education	Principal Network Leader	P. Faulkner	09.10.15
Health & Human Services & Tasmanian Health Service	Registered Nurse	J. Doyle	16.10.15

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
State Growth	S. Hassett	Tourism Tasmania	Marketing Officer	14.10.15

*Erratum Notice*

*Erratum:* The notice of promotion of C Lathouras to the position of Senior Consultant People and Culture in the State Services Notices of 21 October 2015 is hereby rescinded.

Stephen Conway, Secretary of the Department of Education.

*Erratum:* The notice of appointment of F Jaims as a permanent employee to the position of Administration Officer in the State Services Notices of 21 October 2015 is hereby rescinded.

Stephen Conway, Secretary of the Department of Education.



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