



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
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INCLUDING G.S.T.

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

## Vacancies—General Information

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

[www.jobs.tas.gov.au](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 at the Public Sector Management Office, 9th Floor, 144 Macquarie Street, Hobart and in the reference section of major branches of the State Library.

Tasmanian Government Gazettes are available for sale from Print Applied Technology Pty Ltd, 123 Collins Street, Hobart and Birchalls Newsagency, The Mall, Launceston.

### 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@thepat.com.au**

or fax to (03) 6216 4294. All copy must be typed in upper and lower case not ALL CAPS, if unsure please telephone (03) 6233 6110

### 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 Public Sector Management Office on telephone (03) 6233 6687 or email: *jobsadmin@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 Print Applied Technology Pty Ltd on (03) 6216 4294

#### Deadlines

*Government Gazette* :—

Copy must be received by Print Applied Technology 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) 6233 6687

**Deadlines will be strictly adhered to**  
**Subscription or account enquiries phone (03) 6233 3148**

HEALTH AND HUMAN SERVICES

AMBULANCE TASMANIA

#### **Patient Transport Officer (511287).**

Applications Close:—Thursday, 21 April 2011.

Salary:—\$46,183 – \$49,324 p.a.

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

Fixed-term casual shift worker, work as required and when required from As soon as possible for a period of 12 months.

Location:—Launceston.

Duties:—To provide an efficient patient transport service for stable patients, agency staff, hospital and ambulance stores and equipment as required. To work as a member of a team providing routine transport of stable patients particularly in support of public health, inpatients, outpatients and day surgery patients.

Essential Requirements:—Current Driver's Licence.

The Commission has determined that the person nominated for this position must satisfy a pre-employment check before taking up appointment, promotion, transfer. The following checks must be conducted: conviction check in the following areas: offences of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification Check.

For further information or to make enquiries contact Yolanda Loh, Department of Health and Human Services, phone (03) 6211 7252, email *yolanda.loh@dhhs.tas.gov.au*.

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

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HEALTH AND HUMAN SERVICES

AMBULANCE TASMANIA

#### **Quality Improvement and Consumer Safety Consultant (516288).**

Applications Close:—Thursday, 21 April 2011.

Salary:—\$75,145 – \$86,530 p.a.

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

Fixed-term part-time day work for 38 hours per fortnight from As soon as possible for a period of 6 months.

Location:—Hobart.

Duties:—The Quality Improvement and Consumer Safety Consultant will provide leadership in providing continuous quality improvement and patient safety throughout the Tasmanian Ambulance Service incorporating a statewide approach in line with Agency objectives and national ambulance guidelines and best practice standards.

Desirable Requirements:—Very good health services delivery framework, extensive knowledge and understanding of quality improvement, risk management and client safety processes; with the ability to initiate and evaluate quality improvement activities. A relevant tertiary qualification and a knowledge and understanding of hospital care or a related health service field. Strategic and analytical skills with the ability to understand and make sound judgements about the political and organisational environment impacting on Tasmanian Ambulance Service's ability to deliver a statewide ambulance service.

For further information or to make enquiries contact Noel Dalwood, Department of Health and Human Services, phone (03) 62308017, email *noel.dalwood@dhhs.tas.gov.au*.

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

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HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

#### **Support Officer- Palliative Care Clinical Network (519456).**

Applications Close:—Thursday, 21 April 2011.

Salary:—\$68,882 – \$72,023 p.a.

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

Permanent part-time day work for 45.6 hours per fortnight.

Location:—Hobart.

Duties:—Facilitate the further development of the Palliative Care Clinical Network through the development of project implementation plans, communications plans and evaluation plans, and take responsibility for establishing efficient operations of meetings and committees as delegated by the Clinical Leader (s) and the CANDU Senior Network Co-ordinator.

Desirable Requirements:—Project management: Knowledge of project knowledge principles and the demonstrated ability to plan, complete and evaluate assigned projects or project related tasks. Demonstrated organisational and co-ordination skills, including capacity to support the activities of the Palliative Care Clinical Network and the Clinical Advice and Network Development Unit. Demonstrated experience in policy and service development, analysis and review, research and evaluation.

Enquiries to Tina Goodsell, Department of Health and Human Services, phone (03) 62333864, email tina.goodsell@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

Office of the Chief Health Officer

Project Officer, CanNETII (519344).

Applications Close:—Thursday, 21 April 2011.

Salary:—\$75,145 – \$86,530 p.a.

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

Fixed-term full-time day work, commencing as soon as possible until 29 June 2012.

Location:—Office of the Chief Health Officer, Hobart.

Duties:—To manage the activities of the CanNETII Project in consultation with the Project Director, ensuring the integrity of the project in relation to budget, expenditure and timeframes.

Desirable Requirements:—A minimum understanding of the complex environment of health services, in particular cancer care services in Tasmania. A high level understanding and experience in project management including co-ordination and organisational skills. Demonstrated understanding and experience of health service planning, policy development, reporting, performance monitoring and evaluation techniques and strategic planning.

Enquiries to Raul Cox, Department of Health and Human Services, phone (03) 6233 4583, email raul.cox@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Catering/Stores Utility Officer (Relief) (514404).

Applications Close:—Thursday, 21 April 2011.

Salary:—\$46,183 – \$52,424 p.a.

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

Fixed-term casual shift work (as and when required) commencing as soon as possible for a period of 12 months.

Location:—DCYFS, Ashley Youth Detention Centre, Deloraine.

Duties:—Provide a catering service within centre budget limitations that comply with standards and codes of practice. Assist with the day-to-day management and operation of the Ashley Youth Detention Centre stores, including stock control, replenishment and distribution of goods.

Selection Criteria:—Demonstrated ability to undertake menu planning and a full range of cooking duties. Demonstrated knowledge and capacity to apply safety standards and health codes. A broad knowledge of food handling and stores procedures, including a working knowledge of the correct storage of wide variety of goods. Knowledge of safety, sanitation and health regulations. Demonstrated ability to work within a team environment, to carry out instructions, follow procedures and exercise judgment and initiative.

The Commissioner has determined that the person nominated for this position is required to undergo a pre-employment check before taking up the appointment, promotion, transfer. The following checks are to be conducted: conviction check in the following areas—criminal offences, violence, sex related offences, serious drug offences, offences involving dishonesty. Identification Check and disciplinary action in previous employment check.

Enquiries to Julie Hawes, Department of Health and Human Services, phone (03) 6362 2311, email julie.hawes@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Service Integration and Homelessness Data Training Officer (520073).

Applications Close:—Thursday, 21 April 2011.

Salary:—\$68,882 – \$72,023 p.a.

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

Fixed-term full-time day work commencing as soon as possible for a period of 9 months.

Location:—Housing Tasmania, Hobart.

Duties:—As a member of the Service Integration and Improvement Program (SCIP) the Service Integration and Homelessness Data Training Officer will assist in the implementation of information system processes, procedures and practice improvement through training activities.

The Training Officer works with both the SCIP and Planning, Performance and Evaluation (PPI) teams to provide training support for the staff of the Specialist Homelessness Services Collection and the Tasmanian Housing Register (THR).

Selection Criteria:—Demonstrated ability with the use of information processes and information management and information technology service delivery.

A high level of interpersonal and communication skills with the ability to relate to a wide range of professional, technical, administrative and operational staff at all levels.

Experience in the development, administration, delivery and evaluation of training activities including sound knowledge of the application of adult learning principles and practices in an organisational and service delivery context.

Enquiries to Kat Knuth, Department of Health and Human Services, phone (03) 6237..., email katherine.knuth@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

**Business Support Officer, Multiple Vacancies (515480, 502924, 500720).**

Applications Close:—Thursday, 21 April 2011.

Salary:—\$68,882 – \$72,023 p.a.

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

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

Location:—North West Area Health Service.

Duties:—The North West Area Health Service is seeking to recruit three committed and enthusiastic Business Support Officers who will be responsible to the Finance Director for the preparation of the budget and the monitoring of financial resources within the designated organisational unit.

You will offer high level business and financial support to the relevant Business Unit Managers and manage organisational unit wide financial management information. You will also be required to work on other specific projects as directed by the Financial Director.

You will be motivated and demonstrate excellent initiative and problem solving skills, strong project management and strategic thinking abilities. You will add value to these roles. Additionally, you should possess excellent interpersonal and communication skills and work well within a team environment or independently.

We will offer you excellent remuneration and access to salary packaging along with a welcoming and supportive work environment. We are committed to providing our employees with a good work/life balance and our location on Tasmania's North West coast ensures an enviable lifestyle.

If this sounds like your next career move, please call Rachel Hoyt today to discuss your application on 6490 8963 or email rachel.hoyt@dhhs.tas.gov.au.

Desirable Requirements:—An extensive knowledge and understanding of contemporary financial management, budgeting procedures, government accounting practices and capacity to provide support, advice and guidance to senior managers.

Knowledge and demonstrated experience in the use of computer based financial management information systems.

Demonstrated experience in high level management planning, together with an understanding of the provision of clinical and non-clinical services in a health care organisation.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, North West Area Health Service, P.O. Box 274, Ulverstone 7315.

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

*Mersey Community Hospital*

**Attendant (514628).**

Applications Close:—Thursday, 21 April 2011.

Salary:—\$46,183 – \$49,324 p.a.

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

Fixed-term casual shift work, fully rotational, working as and when required.

Location:—Mersey Community Hospital.

Duties:—The Mersey Community Hospital is seeking to recruit Attendants to provide support to the Nursing and Medical Staff in undertaking general porting/orderly duties and tasks throughout the organization supporting the efficient running of the Hospital.

As part of Emergency Response Team Attendants will actively participate in all Emergency codes, and will assist with Hospital wide security and Code Black Response Team.

The Attendants will promote the principles of Quality Health Care and Customer Service and foster a positive environment for patients out of hospital. Providing a high standard of customer services and confidentiality.

The Commission has determined that the person nominated for this position must satisfy a pre-employment check before taking up appointment, promotion, transfer. The following checks will be conducted: conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification Check and disciplinary action in previous employment check.

Enquiries to Julie Duff, Department of Health and Human Services, phone (03) 6426 5468, email julie.duff@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, North West Area Health Service, P.O. Box 274, Ulverstone 7315 or email: rlo.nwahs@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

*Primary Health Services West*

**Personal Care Assistant (511481)**

Applications Close:—Thursday, 21 April 2011.

Salary:—\$42,602 – \$44,000 p.a.

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

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



Location:—West Coast District Hospital, Orr St Queenstown.

Duties:—HealthWest is seeking to recruit motivated and compassionate people to the roles of Personal Care Assistants for the West Coast District Hospital and Lyell House. The main functions of this role is to assist nursing staff in offering physical and emotional support to residents and assist with physiotherapy and exercise programs, diversional activities, or other programs that have been designed by suitably qualified professionals.

You are encouraged to contact Clinical Nurse Manager on 6472 2300 or email karen.schnitzerling@dhhs.tas.gov.au to learn more about this position.

Desirable Requirements:—It is highly desirable that the successful applicants hold a Certificate III in Aged Care.

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

Enquiries to Clinical Nurse Manager, Department of Health and Human Services, phone (03) 6472 2300, email karen.schnitzerling@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, North West Area Health Service, P.O. Box 274, Ulverstone 7315.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Assistant Pharmacy Stores Manager (503623).

Applications Close:—Thursday, 21 April 2011.

Salary:—\$57,401 – \$66,374 p.a..

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

Permanent full-time day work (with not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital, Charles St Launceston.

Duties:—Assist the Pharmacy Stores Manager by overseeing the day to day operations of the Pharmacy Supply department, including purchasing and receiving, relationships with Pharmacy clients and suppliers and the provision of support and direction to a small team of staff.

Ensure the effective operation of the computerised supply system and other information technology linked with the supply function. As required provide support and training to staff and liaise with Information Technology Services in resolving day to day problems including system upgrades and enhancements. Support the Pharmacy Store Manager in identifying opportunities to improve efficiency and effectiveness of supply arrangements and achieve greater value for money in procurement of goods, including contributing to the development and implementation of a quality improvement program for the Pharmacy Store and as required have input into the Pharmacy Departments overall program for quality improvement and consumer safety.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before

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

Enquiries to Paula Cooper, Department of Health and Human Services, phone (03) 6348 7732, email paula.cooper@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, P.O. Box 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Hospital Aide (504419).

Applications Close:—Thursday, 21 April 2011.

Salary:—\$40,625 – \$41,601 p.a.

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

Fixed-term part-time shift worker, working as required when required. To commence as soon as possible to 14 October 2011. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—LGH Charles St Launceston

Duties:—To assist with the management of all Wards supplies (excepting drugs) to ensure the delivery of a high standard of patient care in the hospital.

Desirable Requirements:—Minimum 2 years experience working with patients desirable. Some literacy and numeracy skills. Knowledge of the principles and practices of Infection Control.

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

Enquiries to Maree Dakin, Department of Health and Human Services, phone (03) 63487392, email maree.dakin@dhhs.tas.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, P.O. Box 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

House Services Assistant (504419).

Applications Close:—Thursday, 21 April 2011.

Salary:—\$38,286 – \$41,601 p.a.

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

Permanent part-time shift working not working weekends or public holidays, working 70 hours per fortnight. Not

withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—House Keeping.

Please note:—Hours of work will be from 7.30 AM to 12 midnight Monday to Friday.

Duties:—To clean allocated areas in compliance with established procedures and protocols.

Desirable Requirements:—Basic cleaning skills and knowledge of cleaning procedures and machinery. Physical capacity to handle heavy objects, operate machinery and climb and work up ladders. Sound interpersonal and communications skills.

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 63 48 7482, email colleen.horton@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, P.O. Box 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

**House Services Assistant (511257).**

Applications Close:—Thursday, 21 April 2011.

Salary:—\$38,286 – \$40,027 p.a.

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

Permanent part-time shift worker, working 8 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—LGH Charles St Launceston.

Duties:—To clean allocated areas in compliance with established procedures and protocols.

Desirable Requirements:—Basic cleaning skills and knowledge of cleaning procedures and machinery. Physical capacity to handle heavy objects, operate machinery and climb and work up ladders. Sound interpersonal and communications skills.

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 63 48 7482, email colleen.horton@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, P.O. Box 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

**Administrative Assistant (514107)**

Applications Close:—Thursday, 21 April 2011.

Salary:—\$45,265 – \$49,000 p.a.

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

Permanent full-time day worker, working 76 hours per

fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Allambi Building.

Duties:—To provide effective and efficient administrative and clerical support service to the offices of Primary Health North and, where required, provide the assistance to other Primary Health North services located in and around the Launceston area.

Desirable Requirements:—Provide administrative support to the Primary Health North offices including word processing, spreadsheet, database and e-mail services and maintain and schedule appointments in an electronic diary as required. Prepare basic correspondence and assist the Primary Health North co-ordinator in preparing documents such as reports, responses to requests for information and policies through the provision of secretarial support. Provide secretarial support to committees, including the preparation of agendas and minutes as required.

Enquiries to Sophie Legge, Department of Health and Human Services, phone (03) 6336 4140, email sophie.legge@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, P.O. Box 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

**Health Care Assistant (512770).**

Applications Close:—Thursday, 21 April 2011.

Salary:—\$42,602 – \$44,672 p.a.

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

Fixed-term casual day work, as and when required, commencing 30 May 2011 to 29 May 2013.

Location:—Deloraine District Hospital.

Duties:—Under the supervision of a Community Nurse and in line with Agency policies and procedures provide personal care services to frail aged and disabled clients living in a community setting, respite and support for community members in a caring role and assist with services which promote independent living.

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

Enquiries to Brigid Riall, Department of Health and Human Services, phone (03) 6362 5000, email brigid.riall@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, P.O. Box 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Health Care Assistant (520167).

Applications Close:—Thursday, 21 April 2011.

Salary:—\$42,602 – \$44,672 p.a.

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

Fixed-term casual day work, as and when required, commencing 2 May 2011 to 1 May 2013.

Location:—St Helens District Hospital, St Helens, Tasmania.

Duties:—Assist with personal grooming and hygiene, toileting, shaving, hair washing, brushing, dressing and undressing requirements, nutrition, hydration and assisting with meals, and assist with environmental activities.

Essential Requirements:—Each of the following must be provided prior to appointment for the job:

Current Drivers License

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

Enquiries to Denise Callister, Department of Health and Human Services, phone (03) 6376 5222, email denise.callister@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, PO Box 1963, Launceston, Tasmania, 7250.

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relating to workplace policies, practices and processes and facilitates your socialisation to the organisation.

Facilitates the consolidation of core skills that are transferable across a range of practice settings; builds on your knowledge and clinical skills providing a strong foundation for your future career pathway.

Provides the opportunity for you to commence a career pathway in a practice area of your choice.

Provides professional development opportunities that recognise the unique requirements of you as a Registered Nurse, with a focus on commencing a career pathway development.

Is supported by a dedicated team of Transition to Practice Co-ordinators, Clinical Preceptors and Nurse Educators who will assist you to achieve your clinical objectives and professional development and provide clinical support in practice.

Contracts commence on 1 August 2011. Applicants completing their Bachelor of Nursing in July 2011, or Registered Nurses with less than 12 months experience are encouraged to apply.

For further information visit our website at: http://www.dhhs.tas.gov.au/careers/nurses2/training\_and\_research/rntp.

Highly Desirable:—Less than 6 months experience as a Registered Nurse.

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

Enquiries to Chief Nurse and Allied Health, Department of Health and Human Services, phone (03) 62336777, email jillian.pryor@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application to: Recruitment Services, Human Resources and Workplace Safety: Attention Kaylene Reardon, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

POLICY, INFORMATION AND COMMISSIONING

Policy and Information

Team Leader, Business Intelligence (518275).

Applications Close:—Thursday, 21 April 2011.

Salary:—\$89,420 – \$95,555 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7.

Permanent full-time day work.

Location:—Information Management Department.

Duties:—Responsible for interpreting policies, regulations and guidelines to manage the development and delivery of reporting outcomes in line with current and future business needs. Manage and develop current and future data architecture of DHHS data warehouse. Identifying future needs to achieve program objectives. Accountable for managing ongoing Activity Based Financial Reporting (ABFR) and Federal reporting standards for compliance purposes. Provide leadership, direction, mentoring and technical assistance to analysts and senior analysts within the team. Lead role in the design, management and delivery of support and training to Executive Information System users. Provide specialist advice to assist other units as required including horizontal working groups and Health Services Reporting Working Group (HSRWG).

Desirable Requirements:—Demonstrated high level ability

HEALTH AND HUMAN SERVICES

NURSING AND ALLIED HEALTH

Transition to Practice Positions for Registered Nurses - Midyear Intake 2011 (Various positions).

Applications Close:—Friday, 13 May 2011.

Salary:—\$50,761 p.a.

Nurses (TPS) Award, Graduate Nurse Practice

Fixed-term full-time /part-time may be extended for up to 12 months.

Location:—Various locations within the State.

We offer a contemporary approach to your transition as a newly Registered Nurse in a diverse and rewarding opportunities.

With the choices offered, you are sure to meet your individual needs or interests. Practice settings are available for placement including metropolitan hospitals, mental health, community health, alcohol and drug services, correctional health and hospitals. Placements offered include rotations between practice settings.

Register as a Nurse Transition to Practice positions.

Register your transition to practice as a newly Registered Nurse commencing with a comprehensive orientation to meet your individual needs. Orientation provides information



to provide concise reporting results from existing or newly developed data sources using creative and innovative methods. Highly developed expertise based on a good understanding of Health Informatics and data sources including a mix of Extensive knowledge of a broad range of computer software, including Microsoft Access database, Microsoft SQL Server, Excel spreadsheet and Business Intelligence tools. A working knowledge of Qlikview is highly desirable. Demonstrated project management skills in an information technology related environment.

Enquiries to John Smith, Department of Health and Human Services, phone (03) 6222 7720, email john.smith@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

POPULATION HEALTH

**Policy Officer, Physical Activity (500738).**

Applications Close:—Thursday, 21 April 2011.

Salary:—\$75,145 – \$86,530 p.a..

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

Fixed-term part-time day work, 30.4 hours per fortnight, commencing As soon as possible until 30 September 2011.

Location:—Population and Health Priorities, Hobart.

Duties:—As a member of the Population and Health Priorities Unit facilitate the development, implementation and evaluation of physical activity initiatives, policies and programs to maximise the health and wellbeing of the Tasmanian population. Work closely with other government agencies, non-government agencies and other stakeholders to identify and develop strategies to progress state and national objectives related to physical activity as it relates to health and wellbeing.

Desirable Requirements:—Relevant tertiary qualifications and demonstrated ability to apply a sound understanding of health promotion principles and population health approaches to promoting and supporting physical activity, and the role of physical activity in health and wellbeing. Demonstrated understanding of the political, social and organisational issues that may impact on the provision of physical activity initiatives at a service and community level. Demonstrated skills and experience in planning, implementing, evaluating and reporting on population health/health promotion programs or projects.

Enquiries to Narelle Smith, Department of Health and Human Services, phone (03) 6222 7720, email narelle.smith@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Primary Health Services South

**Health Care Assistant, Casual Relief (519264).**

Applications Close:—Thursday, 21 April 2011.

Salary:—\$42,602 – \$44,672 p.a..

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

Fixed-term casual day work (as and where required) commencing As soon as possible for a period of 12 months.

Location:—Central Highlands Community Health Centre, Ouse.

Duties:—The Central Highlands Community Health Centre is seeking to employ Health Care Assistants, in a casual capacity, to work under the direction of the Care Package Co-ordinator to provide assistance to clients living in the community with a range of activities of daily living that a person would normally perform for themselves.

The Commissioner has determined that the person nominated for this position must satisfy a pre-employment check before taking up the appointment, promotion, transfer. The following checks must be conducted: conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification Check and disciplinary action in previous employment check.

Enquiries to Sandy Carmichael, Department of Health and Human Services, phone (03) 6287 2010, email sandy.carmichael@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

**Administrative Assistant (516177).**

Applications Close:—Thursday, 21 April 2011.

Salary:—\$45,265 – \$49,325 p.a..

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

Permanent full-time day work.

Location:—Repatriation Centre

Duties:—The Administrative Assistant provides clerical support throughout all areas of the Repatriation Centre. The position involves a high standard of customer focused reception skills and wide range of administrative functions in support of patient care in accordance with established policies and procedures relating to clinical and administrative requirements for patient services.

The Commissioner has determined that the person nominated for this position must satisfy a pre-employment check before taking up the appointment, promotion, transfer. The following checks must be conducted: conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification Check and disciplinary action in previous employment check.



Enquiries to Diana Courtney, Department of Health and Human Services, phone (03) 622 6858, email diana.courtney@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink Recruitment Services, Department of Health and Human Services, G.P.O. Box 1061, Hobart, Tasmania 7001. Please do not send hard copy applications to the contact person.

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HEALTH AND HUMAN SERVICES  
SOUTHERN TASMANIA AREA HEALTH SERVICE  
*Royal Hobart Hospital*

**Cook (Pastry) (508068).**

Applications Close:—Thursday, 21 April 2011.

Salary:—\$51,137 – \$55,664 p.a.

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

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

Location:—Royal Hobart Hospital.

Duties:—Undertake the preparation, cooking and chilling of all meals, including therapeutic diets for all customers for whom service is required. Assist in the preparation for special functions, buffets and dinners. Maintain a high standard of food and personal hygiene and in accordance with the relevant Codes of Practice and Regulations.

Desirable Requirements:—Appropriate trades qualification with knowledge of and experience in pastry cooking including pastry cooking methods and technology. Thorough knowledge and experience with large-scale food preparation, production and cooking.

Essential Requirements:—Relevant Trades Qualification.

Enquiries to Ange Young, Department of Health and Human Services, phone (03) 6222 7275, email ange.young@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink Recruitment Services, Department of Health and Human Services, G.P.O. Box 1061, Hobart 7001.

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HEALTH AND HUMAN SERVICES  
SOUTHERN TASMANIA AREA HEALTH SERVICE  
*Royal Hobart Hospital*

**Divisional Support Officer (515578).**

Applications Close:—Thursday, 21 April 2011.

Salary:—\$57,401 – \$66,374 p.a.

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

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

Location:—Royal Hobart Hospital.

Duties:—Administer the Staff Specialist Incentives package for all employees within the Royal Hobart Hospital, ensuring that funds are allocated in accordance with the Staff

Specialist Incentives Policy. Provide support and assistance to the Business Manager in the management of information financial and other resources for the Division of Women and Childrens Services.

Desirable Requirements:—A good knowledge and understanding of Government accounting procedures and associated legislation. Demonstrated research skills, together with the ability to plan, analyse and present information and to recommend appropriate actions. Experience with computer systems and skills in respect of financial information systems, including the preparation of financial reports.

Enquiries to Liza Dettorre, Department of Health and Human Services, phone (03) 6222 8935, email liza.dettorre@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink Recruitment Services, Department of Health and Human Services, G.P.O. Box 1061, Hobart 7001.

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HEALTH AND HUMAN SERVICES  
STATEWIDE AND MENTAL HEALTH SERVICES

*Health and Wellbeing Services*

Oral Health Services.

**Dental Assistant (513727).**

Applications Close:—Thursday, 21 April 2011.

Salary:—\$46,183 – \$49,324 p.a.

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

Fixed-term full-time day work, commencing as soon as possible until 1 September 2011.

Location:—Oral Health Services, North West.

Duties:—To assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control practices. To take a lead role in training, assisting and orientating less experienced staff.

Desirable Requirements:—Relevant experience in, and significant knowledge of, Dental Assistant clinical procedures, including current infection control procedures, with a knowledge of current NHMRC Infection Control Guidelines, OHS guidelines and appropriate legislation. Ability to communicate effectively and work efficiently with members of the dental professions, clients and members of the public. Knowledge of Oral Health Service procedures, techniques and policies or the ability to quickly acquire this knowledge.

Enquiries to Merril Redpath, Department of Health and Human Services, phone (03) 6421 7879, email merril.redpath@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES  
 STATEWIDE AND MENTAL HEALTH SERVICES  
*Health and Wellbeing Services*  
 Oral Health Services

**Dental Assistant (513813).**

Applications Close:—Thursday, 21 April 2011.  
 Salary:—\$46,183 – \$49,324 p.a.  
 Health and Human Services (Tasmanian State Service),  
 Award, Health Services Officer, Level 5.  
 Permanent part-time day work, 38 hours per fortnight.  
 Location:—Oral Health Services-North West Area.  
 Duties:—To assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation, infection control practices. To take a lead role in training, assisting and orientating less experienced staff.  
 Desirable Requirements:—Expertise in, and significant knowledge of, Dental Assistant's clinical procedures, including current infection control practices, with a knowledge of current NHMRC Infection Control guidelines, OHS guidelines and appropriate legislation. Ability to communicate effectively and work efficiently with members of the dental professions, clients and members of the public. Knowledge of Oral Health Service procedures, techniques and policies or the ability to quickly acquire such.  
 Enquiries to Roseanne Robinson, Department of Health and Human Services, phone (03) 6440 7120, email roseanne.robinson@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.  
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HEALTH AND HUMAN SERVICES  
 STATEWIDE AND MENTAL HEALTH SERVICES  
*Health and Wellbeing Services*  
 Oral Health Services

**Dental Assistant (515787).**

Applications Close:—Thursday, 21 April 2011.  
 Salary:—\$46,183 – \$49,324 p.a.  
 Health and Human Services (Tasmanian State Service),  
 Award, Health Services Officer, Level 5.  
 Permanent full-time day work.  
 Location:—Oral Health Services-North West Area.  
 Duties:—To assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, sterilisation and infection control practices. To take a lead role in training, assisting and orientating less experienced staff.  
 Desirable Requirements:—Expertise in, and significant knowledge of, Dental Assistant's clinical procedures, including current infection control practices, with a knowledge of current NHMRC Infection Control guidelines, OHS guidelines and appropriate legislation. Ability to communicate effectively and work efficiently with members of the dental professions, clients and members of the public. Knowledge of Oral Health Service

procedures, techniques and policies or the ability to quickly acquire such.

Enquiries to Merrill Redpath, Department of Health and Human Services, phone (03) 6421 7879, email merril.redpath@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES  
 STATEWIDE AND MENTAL HEALTH SERVICES  
*Health and Wellbeing Services*  
 Oral Health Services

**Customer Services Officer (515793).**

Applications Close:—Thursday, 21 April 2011.  
 Salary:—\$45,265 – \$49,325 p.a.  
 Health and Human Services (Tasmanian State Service),  
 Award, General Stream, Band 2.  
 Permanent full-time day work.  
 Location:—Oral Health Services, North West Area.  
 Duties:—Provide an efficient and effective reception service to all clients and centre based staff as well as administrative and clerical support to Oral Health Services Tasmania staff and external service providers. Liaise and assist with the co-ordination of the day to day functions of the Department in dental and community clinics. Provide a clerical support role in relation to the administrative functions associated with primary patient care.  
 Desirable Requirements:—Well developed communication and interpersonal skills. Ability to liaise with all disciplines of professional staff. Ability to be flexible and work effectively as part of a team in a busy, demanding work environment, together with well developed time management skills and the ability to prioritise work. Demonstrated ability to work with demanding clients, including a high level of adaptability and flexibility.  
 Enquiries to Amy Bowden, Department of Health and Human Services, phone (03) 6421 7879, email amy.bowden@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.  
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HEALTH AND HUMAN SERVICES  
 STATEWIDE AND MENTAL HEALTH SERVICES  
*Health and Wellbeing Services*  
 Oral Health Services

**Dental Assistant (501270).**

Applications Close:—Thursday, 21 April 2011.  
 Salary:—\$46,183 – \$49,324 p.a.  
 Health and Human Services (Tasmanian State Service),  
 Award, Health Services Officer, Level 5.

Fixed-term part-time day work, 38 hours per fortnight, commencing As soon as possible to 3 October 2011.

Location:—Oral Health Services-North West.

Duties:—To assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control practices. To take a lead role in training, assisting and orientating less experienced staff.

Desirable Requirements:—Experience and significant knowledge of, Dental Assistant's clinical procedures, including current infection control practices, with a knowledge of current NHMRC Infection Control Guidelines, OHS guidelines and appropriate legislation. Ability to communicate effectively and work efficiently with members of the dental professions, clients and members of the public. Knowledge of Oral Health Service procedures, techniques and policies or the ability to quickly acquire such.

Enquiries to Merrill Redpath, Department of Health and Human Services, phone (03) 6421 7879, email merril.redpath@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES  
STATEWIDE AND MENTAL HEALTH SERVICES  
*Health and Wellbeing Services*  
Oral Health Services

**Dental Assistant (513998).**

Applications Close:—Thursday, 21 April 2011.

Salary:—\$46,183 – \$49,324 p.a.

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

Fixed-term full-time day work, commencing as soon as possible until 28 February 2012.

Location:—Oral Health Services, North West

Duties:—To assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control practices. To take a lead role in training, assisting and orientating less experienced staff.

Desirable Requirements:—Experience and significant knowledge of, Dental Assistant's clinical procedures, including current infection control practices, with a knowledge of current NHMRC Infection Control Guidelines, OHS guidelines and appropriate legislation. Ability to communicate effectively and work efficiently with members of the dental professions, clients and members of the public. Knowledge of Oral Health Service procedures, techniques and policies or the ability to quickly acquire such.

Enquiries to Merrill Redpath, Department of Health and Human Services, phone (03) 6421 7879, email merril.redpath@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES  
STATEWIDE AND MENTAL HEALTH SERVICES  
*Health and Wellbeing Services*  
Oral Health Services

**Dental Assistant (Relief) (501725).**

Applications Close:—Thursday, 21 April 2011.

Salary:—\$46,183 – \$49,324 p.a.

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

Fixed-term casual day work, hours as and when required, commencing As soon as possible for a period of 12 weeks.

Location:—Oral Health Services, North West

Duties:—To assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control practices. To take a lead role in training, assisting and orientating less experienced staff.

Desirable Requirements:—Experience and significant knowledge of, Dental Assistant's clinical procedures, including current infection control practices, with a knowledge of current NHMRC Infection Control Guidelines, OHS guidelines and appropriate legislation. Ability to communicate effectively and work efficiently with members of the dental professions, clients and members of the public. Knowledge of Oral Health Service procedures, techniques and policies or the ability to quickly acquire such.

Enquiries to Merrill Redpath, Department of Health and Human Services, phone (03) 6421 7879, email merril.redpath@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES  
STATEWIDE AND MENTAL HEALTH SERVICES  
*SandMHS State Office*

**Executive Support Officer (517864).**

Applications Close:—Thursday, 21 April 2011.

Salary:—\$57,401 – \$66,374 p.a.

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

Fixed-term full-time daywork, commencing as soon as possible to 27 April 2012.

Location:—Office of the Statewide Clinical Director, St Johns Park, New Town.

Duties:—Provide high level administrative support to the Statewide Clinical Director, including the preparation of highly confidential documents, secretarial and ministerial correspondence, Cabinet submissions and the processing of statutory obligations e.g. information requests.

Enquiries to Maggie Crawford, Department of Health and Human Services, phone (03) 6230 7803, email maggie.crawford@dhhs.tas.gov.au.

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

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## JUSTICE

## COMMUNITY CORRECTIONS

**Community Service Order Supervisor (various - 6 positions).**

Applications Close:—Friday, 6 May 2011.

Salary:—\$35,511 – \$44,233 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time minimum of 8 hrs per fortnight, may include weekend work (flexible working arrangements to be negotiated).

Location:—South.

Duties:—Advise, direct and encourage people undertaking Community Service Orders to complete their orders, providing clear practical demonstration to clients in the type of work required. Initiate and maintain contact with individuals and representatives or organisations receiving assistance from Community Service Order programs to advise the appropriate Probation Officer of any change in their circumstances or needs.

Essential Requirements:—A current Tasmanian Drivers Licence.

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

Desirable Requirements:—A current First Aid Certificate.

Enquiries to Tristan Bell, Co-ordinator CSO Scheme, Community Corrections, Department of Justice, phone (03) 6233 3086, email [tristan.bell@justice.tas.gov.au](mailto:tristan.bell@justice.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart, TAS 7001, phone (03) 6233 6809, fax (03) 6233 3254, 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 Tristan Bell on (03) 6233 3086 or email [Tristan.Bell@justice.tas.gov.au](mailto:Tristan.Bell@justice.tas.gov.au).

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than three attachments in either Microsoft Word format 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 and time. Late applications will not be accepted.

## JUSTICE

## COMMUNITY CORRECTIONS

**Community Service Order Supervisor (various - 4 positions).**

Applications Close:—Friday, 6 May 2011.

Salary:—\$35,511 – \$44,233 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time minimum of 8 hrs per fortnight, may include weekend work (flexible working arrangements to be negotiated).

Location:—North.

Duties:—Advise, direct and encourage people undertaking Community Service Orders to complete their orders, providing clear practical demonstration to clients in the type of work required. Initiate and maintain contact with individuals and representatives or organisations receiving assistance from Community Service Order programs and to advise the appropriate Probation Officer of any change in their circumstances or needs.

Essential Requirements:—A current Tasmanian Drivers Licence.

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

Desirable Requirements:—A current First Aid Certificate.

Enquiries to Tristan Bell, CSO Co-ordinator, Department of Justice, phone (03) 6233 3086, email [tristan.bell@justice.tas.gov.au](mailto:tristan.bell@justice.tas.gov.au).

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## JUSTICE

## COMMUNITY CORRECTIONS

**Community Service Order Supervisor (various - 2 positions).**

Applications Close:—Friday, 6 May 2011.

Salary:—\$35,511 – \$44,233 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time minimum 8 hrs per fortnight, may include weekend work (flexible working arrangements to be negotiated).

Location:—North West.

Duties:—Advise, direct and encourage people undertaking Community Service Orders to complete their orders, providing clear practical demonstration to clients in the type of work required. Initiate and maintain contact with individuals



and representatives or organisations receiving assistance from Community Service Order programs and to advise the appropriate Probation Officer of any change in their circumstances or needs.

**Essential Requirements:**—A current Tasmanian Drivers Licence.

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

**Desirable Requirements:**—A current First Aid Certificate.

Enquiries to Tristan Bell, CSO Co-ordinator, Department of Justice, phone (03) 6233 3086, email [tristan.bell@justice.tas.gov.au](mailto:tristan.bell@justice.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart TAS 7001, phone (03) 6233 6809, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

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

## JUSTICE

### TASMANIAN ELECTORAL COMMISSION

#### **Deputy Electoral Commissioner (355091).**

Applications Close:—Friday, 6 May 2011.

Salary:—\$98,977 – \$106,612 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

**Duties:**—Exercise all the powers, functions and responsibilities of the Electoral Commissioner when required. Initiate, develop, implement and review policy relating to electoral matters. Manage the Tasmanian Electoral Commission's information and communications technology (ICT) infrastructure and the development and maintenance of ICT applications.

**Desirable Requirements:**—Appropriate tertiary qualifications and a current driver's licence are desirable.

Enquiries to Julian Type, Electoral Commissioner, Department of Justice, phone (03) 6233 2936, email [julian.type@tec.tas.gov.au](mailto:julian.type@tec.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart

Tas 7001, phone (03) 6233 6809, fax (03) 6233 3254, 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 Susan Johnson on (03) 6233 8438.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than three attachments in either Microsoft Word format 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 and time. Late applications will not be accepted.

## JUSTICE

### VICTIMS SUPPORT SERVICES

#### **Counsellor (356175).**

Applications Close:—Friday, 6 May 2011.

Salary:—\$51,832 – \$84,363 pro rata.

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

Permanent part-time 29.4 hours per fortnight (2 days a week, Wednesday and Thursday).

Location:—Hobart.

**Duties:**—Assist victims of crime by providing face to face and telephone counselling and support services; provision of assessment and case planning services; providing information about court systems; liaising with other service providers to co-ordinate client support services. Contribute to the development of service priorities, standards and guidelines for the work undertaken by Victims of Crime service.

**Essential Requirements:**—A degree of at least three years duration relevant to the professional duties to be undertaken is required, as provided by a recognised university.

A current motor vehicle drivers licence.

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

Enquiries to Debra Rabe, Manager, Victims Support Services, Department of Justice, phone (03) 6233 5002, email [Debra.Rabe@justice.tas.gov.au](mailto:Debra.Rabe@justice.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6233 6809, fax (03) 6233 3254, 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 Janet McClung on (03) 6233 5002.

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## POLICE AND EMERGENCY MANAGEMENT

### STATE EMERGENCY SERVICE

#### *Emergency Management Unit*

#### **Senior Planning and Education Officer (Emergency Management) (000073).**

Applications Close:—Friday, 6 May 2011.

Salary:—\$76,016 – \$87,325 p.a..

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time, until 16 August 2013.

Location:—Hobart.

Duties:—As a member of the Tasmanian Security and Emergency Management Group co-ordinate emergency management planning, education and capacity building activities throughout the State focused mainly on comprehensive, all-hazard arrangements.

Essential Requirements:-.

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

Qualifications and Experience:—Tertiary qualifications that provide skills that can be applied to emergency management policy, planning and education.

Certificate IV in Training and Assessment or equivalent (highly desirable).

Drivers License (open/unrestricted).

Enquiries to Ms Andrea Heath, Assistant Director, Emergency Management, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2772, email [Andrea.Heath@ses.tas.gov.au](mailto:Andrea.Heath@ses.tas.gov.au).

Applications to Co-ordinator, Employee Relations, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2266, fax (03) 6230 2119, 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 Relations on (03) 6230 2266. Please ensure that your application is in either Microsoft Word format, PDF or RTF (rich text format).

## PUBLIC TRUSTEE

### ADMINISTRATION

#### **Executive Assistant (790183).**

Applications Close:—Friday, 6 May 2011.

Salary:—\$51,832 – \$56,418 p.a..

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—As the personal assistant to the CEO the incumbent will provide executive support services with a high standard of word processing for the CEO, the Board of the Public Trustee, the Human Resources Manager and, on occasion, to the Executive Management Team. The Executive Assistant will also provide a relief reception service for Legal Services including processing of Wills and other legal documents.

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

Desirable Requirements:—The successful applicant for this position will possess a working knowledge of, and experience in executive and administrative services in a senior management environment. This person will have proven high level executive support skills including proven ability to effectively use current office technology, well developed organisational skills and the ability to set priorities and manage a variable workload.

Excellent communication skills required for this position will assist the successful applicant in dealing with a wide range of clients as well as a proven capacity to exercise initiative, judgement and discretion in this senior management work environment. The successful applicant will be able to work effectively both individually and in a team environment using high level self and time management, and problem solving skills. This person will also have an understanding of, and commitment to, the principles of workplace diversity and workplace health and safety within the working environment.

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

Enquiries to Peter Maloney, Chief Executive Officer, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6233 7589, email [pmaloney@publictrustee.tas.gov.au](mailto:pmaloney@publictrustee.tas.gov.au).

Applications to Beth Chapman, Human Resource Manager, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone 6233 7589, email [bchapman@publictrustee.tas.gov.au](mailto:bchapman@publictrustee.tas.gov.au).

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

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	School Administration Clerk - Smithton Primary School	B. Heres	6 Months	19.04.11
Education	LINC Operations Coordinator - Burnie LINC	J. Hobbs	6 Months	18.04.11
Health & Human Services	Child Protection Worker	M. Grant	6 months	02.05.11
Health & Human Services	Telehealth Co-ordinator	T. Males	6 months	14.04.11
Health & Human Services	Registered Nurse	J. King	6 months	24.04.11
Health & Human Services	Registered Nurse	J. Parsell-Mountney	6 months	24.04.11
Health & Human Services	Community Health Nurse	C. Warren	6 months	09.03.11
Health & Human Services	Registered Nurse	V. Dooley	6 months	30.04.11
Health & Human Services	Registered Nurse	S. Madden	6 months	24.04.11
Health & Human Services	Manager Communications Services	R. Kelly	6 months	27.04.11
Health & Human Services	Child Protection Worker	B. Dunston	6 months	03.05.11
Health & Human Services	Registered Nurse	J. Erb	6 months	24.04.11
Health & Human Services	Child Protection Worker	T. Cocker	6 months	01.06.11
Health & Human Services	Registered Nurse	L. Button	6 months	24.04.11
Health & Human Services	Professional Officer - Allied Health Professional	E. Antel	6 months	23.05.11
Infrastructure, Energy & Resources	School Crossing Patrol Officer	R. Malham	6 Months	02.05.11
Infrastructure, Energy & Resources	School Crossing Patrol Officer	T. Read	6 Months	02.05.11
Justice	Desktop Support Services Officer	C. Chamberlain	6 months	19.04.11
Primary Industries, Parks, Water & Environment	Project Officer (Fox Monitoring)	C. Barclay	1 month	28.04.11
Primary Industries, Parks, Water & Environment	Field Officer (Lake St Clair)	D. Clune	6 months	03.05.11
Primary Industries, Parks, Water & Environment	Quarantine Officer	C. Mabin	6 months	27.04.11

### *Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Field Officer (STTDP)	E. Dewar	2 Years	18.04.11

### *Extension or Renewal of Fixed-term Appointments Beyond 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Visitor Reception Officer	T. Westall	13/10/2010- 13/12/2011	14.05.11

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	C. Ralston	Clinical Nurse	18.04.11
Health & Human Services	G. Whitehouse	Senior Application Administrator	13.04.11
Primary Industries, Parks, Water & Environment	S. Kelly	Quarantine Officer	20.04.11

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Sports Performance Officer	D. Dickenson	21.04.11
Education	Senior Client Services Regional Manager	B. Barnes	29.04.11
Health & Human Services	Registered Nurse	P. Foreman-Francis	11.04.11
Health & Human Services	IT Officer	S. Savva	06.04.11
Health & Human Services	Manager Northern Parenting Services	C. Bryant	15.04.11
Justice	Legal Practitioner	P. Jones	21.04.11
Primary Industries, Parks, Water & Environment	Business Analyst	H. Moore	06.05.11
Public Trustee	Executive Assistant	L. Russell	19.04.11

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Curator Invertebrate Zoology	H. Turner	21.04.11
Education	Teacher	A. Monk	10.03.11
Education	Principal	B. Corbett	05.04.11
Education	Education Facility Attendant	R. Hall	11.04.11
Education	Teacher	J. Bird	29.04.11
Education	Teacher	J. Gardner	19.04.11
Education	Teacher	D. Brown	07.04.11
Education	Teacher	D. Cox	29.03.11
Education	Teacher	L. Coward	17.03.11
Health & Human Services	Registered Nurse	R. Montgomery	23.02.11
Police & Emergency Management	Education and Training Assessor	S. von Bertouch	25.05.11
Premier & Cabinet	Technical Specialist Officer	T. Hill	21.04.11
Primary Industries, Parks, Water & Environment	Senior Heritage Research Officer	F. Young	21.04.11
Primary Industries, Parks, Water & Environment	Senior Policy Analyst (Marine Farms)	D. Ross	19.04.11

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	K. Dabner	Economic Development, Tourism & the Arts	Senior HR Consultant	28.04.11

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