



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
SALES \$1-10  
INCLUDING G.S.T.

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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.

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.

## 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

#### **Volunteer Educator (519105).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$66,155 p.a.

Tasmanian Ambulance Service Award, Paramedic Educator, Level 1.

Permanent full-time shift work.

Location:—Hobart.

Duties:—Plan, implement and evaluate training programs for the provision of community based volunteer ambulance services. Initiate, monitor and evaluate the delivery of education and training programs, including curriculum development.

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

Additional qualification in training and assessment or equivalent as determined by the Service.

Current 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, 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.

Enquiries to Cathie McNamara, Department of Health and Human Services, phone (03) 62308542, email **catherine.mcnamara@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

##### BUSINESS SERVICES NETWORK

##### *Finance and Business Performance*

#### **Manager Business Systems (511378).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$98,105 – \$105,650 p.a.

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

Permanent full-time day work.

Location:—Business Systems, Hobart.

Duties:—The Business Systems Manager holds a senior management position and is expected to carry out the functions of the position with only broad direction from the Deputy CFO. Autonomy with the field of expertise is expected and duties are to be taken without supervision. Responsibilities include: Managing the day-to-day operation of the Agency's Business Systems; Managing the ongoing review and analysis of the Agency's core financial and human resource business processes to identify, develop and implement system improvement opportunities, ensuring that the development of electronic business processes align with end-user current and future requirements; Providing high level guidance and advice to the Deputy CFO and senior management of the Agency on policy and technical issues involved in the management of Business Systems and in related business analysis and review processes.

Desirable Requirements:—A high level of knowledge and experience in information management, business analysis and project management, demonstrated by a degree in Information Technology or other relevant tertiary qualification and/or extensive experience in a systems accounting environment role as deemed relevant by the Selection Panel. Proven high level conceptual, research and analytical skills, with the ability to effectively identify financial and human resource system issues and business impacts; define complex problems; think strategically; identify possible solutions and consequences of possible solutions; make accurate and timely decisions and explain clearly the path to decisions. Demonstrated high level ability to communicate and advise on complex financial and human resource system matters to both specialist and non-specialists; proven presentation skills; and ability to manage difficult issues. Highly developed written skills enabling the production of technical documents that are clear, accurate and concise, including documents which are understandable to non-specialists such as training manuals/materials and business cases.

Enquiries to Eleanor Patterson, Department of Health and Human Services, phone (03) 6236 5893, email **eleanor.patterson@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***Child and Family Health Nurse (500970).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$60,087 – \$67,111 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 4 to Year 7 CH, FCH.

Permanent part-time day work (60.8 hours per fortnight).

Location:—DCYFS, Children and Family Services, Child Health and Parenting Service, South East.

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of the Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse will:—provide assessment, care and support to individuals and groups; undertake all aspects of early identification and early intervention activities; and participate in community development and health promotion activities.

Selection Criteria:—Minimum of 3 years post basic registration nursing experience and holds a relevant tertiary qualification or is working towards same. Comprehensive knowledge of the principles of primary health care and ability to apply these principles in practice. Demonstrated clinical skills appropriate to the area of family and child health nursing.

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

Current 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, 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 Judy Austen, Department of Health and Human Services, phone (03) 6230 7874, email judy.austen@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***Professional Officer, Clinical Psychologist (505686).**

Applications Close:—Friday, 15 April 2011.

Salary:—\$72,095 – \$82,694 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 3.

Permanent part-time day work (45.6 hours per fortnight).

Location:—DCYFS, Disability Services, South.

Duties:—Provide specialist habilitation Psychological services to people with disabilities in a range of settings within a transdisciplinary model. Provide and co-ordinate supportive

and specialist educational and consultancy services to carers, service providers and the wider community. Initiate and facilitate the establishment and development of services and resources for clients. Initiate and develop professional and policy advice on specialist Psychological services and related issues for senior and corporate management.

Selection Criteria:—Relevant post graduate experience working with people with disabilities and a well developed ability to effectively design and manage specialist Psychological programs.

Ability to demonstrate by example, actions and behaviors valued by the community, which enhances the image of people with disabilities.

Demonstrated specialist skills in the disability field and contemporary knowledge clinical psychology.

Ability to design, implement and provide programs and educational services to carers, service providers and the wider community.

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

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 David Wrightson, Department of Health and Human Services, phone (03) 6230 7600, email david.wrightson@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***Professional Officer, Speech Pathologist (515583).**

Applications Close:—Friday, 15 April 2011.

Salary:—\$72,095 – \$82,694 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 3.

Permanent part-time day work (60.8 hours per fortnight).

Location:—DCYFS, Disability Services, South.

Duties:—Provide specialist habilitation Speech Pathology services to people with disabilities in a range of settings within a multidisciplinary model. Provide and co-ordinate supportive and specialist educational and consultancy services to carers, service providers and the wider community. Initiate and facilitate the establishment and development of services and resources for consumers. Initiate and develop professional and policy advice on specialist Speech Pathology services and related issues for senior and corporate management.

Selection Criteria:—Relevant post-graduate experience working with people with disabilities and a well developed ability to effectively design and manage specialist programs. Ability to demonstrate by example, actions and behaviours valued by the community, which enhances the image of people

with disabilities. Demonstrated specialist skills in the disability field and contemporary knowledge of speech pathology. Ability to design, implement and provide training programs and educational services to carers, service providers and the wider community.

Essential Requirements:— Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers, or Graduate of an approved School of Occupational Therapy and Eligibility for membership to OT Australia (Australia Association of Occupational Therapy), or Registered with the Psychology Board of Australia.

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 David Wrightson, Department of Health and Human Services, phone (03) 6239 7600, email david.wrightson@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

#### **Home Care Assessor (519997).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$44,378 – \$48,358 p.a.

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

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

Location:—23 Steele St, Devonport.

Duties:—In accordance with Primary health care principles, Agency policies and legislative requirements, undertake home care assessments and re-assessments for frail, aged and people with disabilities and their carers.

Essential Requirements:—Current 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, 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 Jacky Taylor, Department of Health and Human Services, 7310, phone (03) 6421 7700, fax (03) 6421 7703, email jacky.taylor@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 258, Burnie 7320.

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **Registered Nurse (514544).**

Applications Close:—Friday, 22 April 2011.

Salary:—\$50,761 – \$67,111 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1a to Year 7.

Permanent part-time shift work (fully rotational), working 56 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Mersey Community Hospital.

Duties:—The North West Area Health Service is seeking to recruit a motivated and enthusiastic Registered Nurse who is keen to progress their career at the High Dependency Unit, Mersey Community Hospital.

You will contribute your nursing expertise and be exposed to new learning opportunities and advanced skills such as ventilation, invasive pressure monitoring, cardiac pacing and Advanced Life Support. Ideally, you will possess excellent communication and interpersonal skills, be a self-starter who can perform well during challenging circumstances.

There will be opportunities for you to develop sound problem solving skills utilising critical thinking. As a member of an innovative team of health professionals, you will be expected to cooperate and work with others in the pursuit of team goals. Nurses seeking a career change are most welcome to consider this position as the team are keen to foster and support new talent.

If you share our commitment to providing quality and clinically appropriate nursing care to the patients of the High Dependency Unit, we can offer you a welcoming and contemporary work environment, negotiable relocation and accommodation assistance, excellent salary and superannuation and access to salary packaging.

If this career opportunity appeals to you, please call Jackie Roberts-Thomson on (03) 6426 5682 or 0438 385 193 for further information.

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

Enquiries to Jackie Roberts-Thomson, Department of Health and Human Services, phone (03) 6426 5682, mobile 0438 385 193, email jacqueline.roberts-thomson@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your 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*

#### **Registered Nurse (514560).**

Applications Close:—Friday, 22 April 2011.

Salary:—\$50,761 – \$67,111 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1a to Year 7.



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

Location:—Mersey Community Hospital.

The North West Area Health Service is seeking to recruit a motivated and enthusiastic Registered Nurse who is keen to progress their career at the High Dependency Unit, Mersey Community Hospital.

You will contribute your nursing expertise and be exposed to new learning opportunities and advanced skills such as ventilation, invasive pressure monitoring, cardiac pacing and Advanced Life Support. Ideally, you will possess excellent communication and interpersonal skills, be a self-starter who can perform well during challenging circumstances.

There will be opportunities for you to develop sound problem solving skills utilising critical thinking. As a member of an innovative team of health professionals, you will be expected to cooperate and work with others in the pursuit of team goals. Nurses seeking a career change are most welcome to consider this position as the team are keen to foster and support new talent.

If you share our commitment to providing quality and clinically appropriate nursing care to the patients of the High Dependency Unit, we can offer you a welcoming and contemporary work environment, negotiable relocation and accommodation assistance, excellent salary and superannuation and access to salary packaging.

If this career opportunity appeals to you, please call Jackie Roberts-Thomson on (03) 6426 5682 or 0438 385 193 for further information.

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

Enquiries to Jackie Roberts-Thomson, Department of Health and Human Services, phone (03) 6426 5682, mobile 0438 385 193, email [jacqueline.roberts-thomson@dhhs.tas.gov.au](mailto:jacqueline.roberts-thomson@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your 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

#### *North West Regional Hospital*

#### ***Hospital Aide (501937).***

Applications Close:—Friday, 8 April 2011.

Salary:—\$39,132 – \$40,785 p.a.

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

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

Location:—North West Regional Hospital.

Duties:—The North West Area Health Service is seeking to recruit a Hospital Aide to assist with maintaining clean hygienic surroundings to facilitate the control of infection. Other functions of the role will include maintenance of basic ward equipment and adequate stores and assist patients with aspects of daily living under the supervision of a Registered Nurse. The ideal candidate will have excellent communication

skills, a high level of motivation and enjoy working as part of the health care team in the Department of Emergency Medicine.

Desirable Requirements:—Ideally, applicants will be able to demonstrate their knowledge of the standards required to prevent infection and possess an ability to communicate effectively both verbally and written with hospital staff, patients and their families. We are seeking applicants with an ability and willingness to work as part of a team in promoting a harmonious work environment.

Enquiries to Wayne Smith, Department of Health and Human Services, phone (03) 6430 6632, email [wayne.smith@dhhs.tas.gov.au](mailto:wayne.smith@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your 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

#### *Primary Health Services North West*

#### ***ACAT Assessor (Allied Health) (502535).***

Applications Close:—Friday, 15 April 2011.

Salary:—\$72,095 – \$82,694 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 3.

Permanent part-time day work, working 60 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Community Health, Water Street, Ulverstone.

Duties:—Are you an Allied Health Professional that is seeking a career change? Are you interested in working within a interdisciplinary team environment where you can display your leadership, evaluation, communication and liaison skills? Does working in a community setting appeal to you? If so, please consider the North West Area Health Services Aged Care Assessment Team Assessor role.

This role functions within the Assessment and Case Management team, that provides a consulting and advocacy service, assessment with medical personnel, carers and service providers with the aim to identify appropriate care options for clients.

We are seeking applicants who have a proven competence in their relevant professional field and who can demonstrate a commitment to and understanding of the principles of Primary Health Care. Ideally, applicants will have expertise, formal training and/or experience in the assessment and management of clients with dementia, with the ability to develop, implement and evaluate comprehensive care plans.

We offer a welcoming and supportive work environment, where there is a strong focus on networking and inter-professional development opportunities. An attractive salary and superannuation will be provided along with access to salary packaging. Negotiable relocation and accommodation assistance may also be provided.

To learn more about this excellent career opportunity, you are encouraged to contact Denise Parry on (03) 6430 6501 or [denise.parry@dhhs.tas.gov.au](mailto:denise.parry@dhhs.tas.gov.au).

Essential Requirements:—Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers, or Graduate of an approved School of

Occupational Therapy and eligibility for membership to OT Australia (Australia Association of Occupational Therapy), or Registered with the Psychology Board of Australia.

Current Driver's 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, 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 Denise Parry, Department of Health and Human Services, phone (03) 6430 6501, email [denise.parry@dhhs.tas.gov.au](mailto:denise.parry@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your 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*

#### **Dietitian (520052).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$46,914 – \$75,272 pro rata.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 1-2.

Fixed-term part-time day work, working 30.4 hours per fortnight, commencing asap to 1 May 2013. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital, Charles St, Launceston.

Duties:—Provide optimal nutritional care and education for inpatients, outpatients, community groups or individuals associated with the Launceston General Hospital. Act as a nutrition resource for staff and the Northern Tasmanian community.

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

Enquiries to Tracey Denmen, Department of Health and Human Services, phone (03) 6348 7493, email [tracey.denmen@dhhs.tas.gov.au](mailto:tracey.denmen@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*

#### **Radiographer (511856).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$46,914 – \$75,272 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 1-2.

Fixed-term full-time shift work (fully rotational), commencing 15 April 2011 to 13 April 2012. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital, Charles Street, Launceston.

Duties:—Responsible for the use of ionising and non-ionising radiation to provide images of the highest diagnostic value.

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Registration Board (MRSPRB) OR attainment of a provisional statement of accreditation from the Professional Accreditation Education Board (PAEB) of the Australian Institute of Radiography.

Enquiries to Garth Faulkner, Department of Health and Human Services, phone (03) 6348 7085, email [garth.faulkner@dhhs.tas.gov.au](mailto:garth.faulkner@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*

#### **Radiographer (503712).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$46,914 – \$75,272 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 1-2.

Fixed-term full-time shift work (fully rotational), commencing 4 April 2011 to 10 January 2012. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital, Charles St, Launceston.

Duties:—Responsible for the use of ionising and non-ionising radiation to provide images of the highest diagnostic value.

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Registration Board (MRSPRB) OR attainment of a provisional statement of accreditation from the Professional Accreditation Education Board (PAEB) of the Australian Institute of Radiography.

Enquiries to Garth Faulkner, Department of Health and Human Services, phone (03) 6348 7082, email [garth.faulkner@dhhs.tas.gov.au](mailto:garth.faulkner@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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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Senior Dietitian (516747).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$72,095 – \$82,694 pro rata.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 3.

Fixed-term part-time day work, working 67 hours per fortnight, commencing 30 May 2011 to 20 January 2012. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital, Charles Street, Launceston.

Duties:—The Senior Specialist Dietitian provides clinical dietetic services to allocated areas at specialist and/or senior levels. Advocates for appropriate nutrition for clients and staff of the Department of Health and Human Services, and assists the Manager, Nutrition Department in performing management and administrative tasks.

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

Enquiries to Tracey Denmen, Department of Health and Human Services, phone (03) 6348 7493, email [tracey.denmen@dhhs.tas.gov.au](mailto:tracey.denmen@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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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Senior Medical Scientist (Microbiology) (503665).**

Applications Close:—Friday, 22 April 2011.

Salary:—\$82,694 – \$91,461 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 4.

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

Location:—Launceston General Hospital, Charles St, Launceston.

Duties:—Co-ordinate the day to day operations of the Microbiology laboratory, including the monitoring and allocation of staffing resources to meet service delivery requirements, providing direction and support to laboratory staff and ensuring that diagnostic services are carried out in accordance with prescribed professional standards. Work collaboratively with the Laboratory Manager in monitoring the allocation of resources and the ongoing review of budget performance. Lead project and research activities as required, and support the Laboratory Manager in strategic and operational planning processes for the delivery of diagnostic services.

Desirable Requirements:—Completion of a relevant post graduation qualification.

Essential Requirements:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

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 Peter Dadson, Department of Health and Human Services, phone (03) 6348 7690, email [peter.dadson@dhhs.tas.gov.au](mailto:peter.dadson@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*

#### **Social Worker (503868).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$46,914 – \$75,272 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 1-2.

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

Location:—Launceston General Hospital, Charles St, Launceston.

Duties:—To develop, provide and evaluate a Social Work service for patients of the Launceston General Hospital and their families as part of a multidisciplinary team.

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

Enquiries to Stewart Millar, Department of Health and Human Services, phone (03) 6348 7245, email [stewart.millar@dhhs.tas.gov.au](mailto:stewart.millar@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***Enrolled Nurse (Medication Endorsed) (506124).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$49,373 – \$52,220 pro rata.

Nurses (TPS) Award, Enrolled Nurse, Grade 2, Year 1 to Year 3.

Permanent part-time shift work, working 72 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Beaconsfield District Health Service.

Duties:—In accordance with primary health care principles, Agency policies, legal requirements and ANMC competencies the Enrolled Nurse provides direct and indirect nursing care to the client under the direction and supervision of a Registered Nurse.

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

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, 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 Rhonda McCoy, Department of Health and Human Services, phone (03) 6383 6200, email rhonda.mccoy@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***Multi-skilled Domestic (506130).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$39,132 – \$40,785 pro rata.

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

Permanent part-time shift work, working 34 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

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

Duties:—To clean allocated areas of the hospital, complying with standards of infection control. To assist in the preparation and delivery of meals to clients in accordance with Food Safe guidelines.

Enquiries to Louise Peacock, Department of Health and Human Services, phone (03) 6376 5205, email louise.peacock@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***Physiotherapist (Community)—2 Vacancies.**

Applications Close:—Friday, 22 April 2011.

Salary:—\$72,095 – \$82,694 pro rata.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 3.

Vacancy No. 506714.

Permanent part-time day work, working 38 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

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

Vacancy No. 507417.

Permanent part-time day work, working 38 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—St Marys Community Health Centre.

Duties:—In accordance with organisational policies and professional code of ethics, to be responsible for the efficient and effective provision of Physiotherapy Services to clients living in the St Helens Community and/or St Marys communities. Co-ordinate the physiotherapy services in the St Helens and/or St Marys communities including supervision and support of staff and students. Contribute to health promotion in the St Helens and/or St Marys municipalities.

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

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 Denise Callister, Department of Health and Human Services, phone (03) 6376 5222, email [denise.callister@dhhs.tas.gov.au](mailto:denise.callister@dhhs.tas.gov.au) or Yvonne Webber, Department of Health and Human Services, phone (03) 6372 2111, email [yvonne.webber@dhhs.tas.gov.au](mailto:yvonne.webber@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

## POPULATION HEALTH

**Senior Advisor Food Safety (Food Officer) (500979).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$72,095 – \$82,694 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 3.

Fixed-term full-time day work, commencing ASAP until 30 December 2011.

Location:—Environmental Health, Hobart.



Duties:—Manage, co-ordinate and undertake a range of Department of Health and Human Services' activities in relation to the promotion and monitoring of food safety, and the management of unsafe foods. Co-ordinate and implement major parts of legislation concerning food and food safety.

Essential Requirements:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

Enquiries to Eric Johnson, Department of Health and Human Services, phone (03) 6222 7705, email [eric.johnson@dhhs.tas.gov.au](mailto:eric.johnson@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*

#### **Hospital Aide (506292).**

Applications Close:—Friday, 8 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 shift work (fully rotational) commencing ASAP for a period of 2 years.

Location:—Midlands Multi Purpose and Health Centre.

Duties:—The role of the Hospital Aide is to provide assistance to nursing staff by maintaining services relevant to the care of patients and residents of the Midlands Multi Purpose Health Centre. You will be working as part of a multi disciplinary health care team in providing both direct and indirect care in a safe harmonious environment. Under the direction of the Clinical Nurse Manager/Registered Nurse/Enrolled Nurse, assist with the activities of daily living and the personal care of residents/patients. Contribute to a comprehensive history from residents/patients and/or family to assist with care planning.

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 Judy Bradford, Department of Health and Human Services, phone (03) 6254 5044, email [judy.bradford@dhhs.tas.gov.au](mailto:judy.bradford@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*

#### **Administrative Assistant (511785).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$50,134 – \$54,573 p.a.

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

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

Location:—Royal Hobart Hospital.

Duties:—Provide a high level of business, secretarial and administrative support and assist in the efficient and effective operation for the Dept of Anaesthesiology at the Royal Hobart Hospital. Co-ordinate a wide range of administrative services within the service and undertake specific projects as required.

Desirable Requirements:—Demonstrated ability to organize, set priorities and meet deadlines, together with a demonstrated capacity to handle a number of tasks concurrently in a demanding environment. High level written and verbal communication skills, with the ability to negotiate and liaise with a wide range of internal and external clients in a sensitive and confidential manner. A high standard and knowledge of medical typing terminology, and the ability to prepare correspondence for Dictaphone tapes prepared by medical staff.

Enquiries to Paul Ashby, Department of Health and Human Services, phone (03) 6222 8932, email [paul.ashby@dhhs.tas.gov.au](mailto:paul.ashby@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

#### *Alcohol and Drug Services*

#### **Clinical Nurse Consultant (500820).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$77,187 – \$82,515 p.a.

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

Permanent full-time daywork.

Location:—Alcohol and Drug Services North/North West.

Duties:—Working within a multidisciplinary health team framework to facilitate the comprehensive assessment, planning and implementation of appropriate interventions for individuals and their families who may be affected by alcohol and other drug use issues, in accordance with the philosophies of the National Drug Strategy. Provide professional and clinical leadership, support and direction to nursing staff in the delivery of specialist services to clients of the Alcohol and Drug Service and across the alcohol and other drugs sector utilising evidence based practice. As a member of the area management team contribute to the overall development and implementation of the statewide Alcohol and Drug strategic plan, including the development of partnerships with key stakeholders, foster service improvement and professional development. Practice in accordance with Government legislation and regulations

(including the Alcohol and Drug Dependency Act 1968), Primary Health Care principles, Alcohol and Drug Service policies, Agency policies, legal requirements and professional competencies, to provide direct high level care to clients of the ADS ensuring high quality service provision and nursing care.

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

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 Sally George, Department of Health and Human Services, phone (03) 6429 8555, mobile 0409 178 824, email [sally-anne.george@dhhs.tas.gov.au](mailto:sally-anne.george@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

#### *Correctional Health Services*

#### **Enrolled Nurse (515454).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$49,373 – \$52,220 p.a.

Nurses (TPS) Award, Enrolled Nurse, Grade 2, Year 1 to Year 3.

Permanent full-time shift work.

Location:—Wilfred Lopes Centre.

Duties:—Two vacancies exist for the Medication Endorsed Enrolled Nurses to work with prisoners with mental illness and mental health clients with challenging behaviours in a secure environment at the Wilfred Lopes Centre in Hobart. This is a statewide secure facility which manages the complex mental health needs of these individuals whilst providing least restrictive care in a secure environment in a state of the art facility. We are looking for individuals who would like to work in this area to broaden their scope of practice in the field of mental health. Excellent in-service education opportunities exist with a dedicated Clinical Nurse Educator on-site. If you think this might be of interest to you then we would like to hear from you.

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

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 Susan Styles, Department of Health and Human Services, phone (03) 6216 8001, email [susan.styles@dhhs.tas.gov.au](mailto:susan.styles@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

#### *Mental Health Services North West*

#### **Enrolled Nurse, Medication Endorsed (513421).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$49,373 – \$52,220 p.a.

Nurses (TPS) Award, Enrolled Nurse, Grade 2, Year 1 to Year 3.

Permanent part-time shiftwork (fully rotational), working 48 hours per fortnight.

Location:—Spencer Clinic, North West Regional Hospital, Burnie.

Duties:—As member of a multi-disciplinary team and under the direction and supervision of a Registered Nurse the Enrolled Nurse delivers a high standard of direct and indirect nursing care at Spencer Clinic, Psychiatric Inpatient Unit, North West Regional Hospital.

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

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 Jean Burrows, Department of Health and Human Services, mobile 0438 075 780, email [jean.burrows@dhhs.tas.gov.au](mailto:jean.burrows@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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## INFRASTRUCTURE, ENERGY AND RESOURCES

#### **Driver Assessor (371802).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$51,832 – \$56,418 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 18.375 hours per week (0.5 FTE).

Location:—Hobart.

A current full car driver's 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. Conviction check in the following areas:—crimes of violence, crimes of dishonesty, sex related offences, serious traffic offences, serious drug offences, traffic offences which have resulted in suspension or disqualification in the previous two years.

Desirable Requirements:—Extensive work experience in a relevant field.

Certificate IV in Training and Assessment (TAA).

Enquiries to Brian Edwards, Manager Driver Testing, Department of Infrastructure, Energy and Resources, Level 1, 80 Elizabeth Street, Hobart, phone (03) 6233 5604, email [brian.edwards@dier.tas.gov.au](mailto:brian.edwards@dier.tas.gov.au).

Applications to HR Operations, Human Resources Branch, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart 7001, phone (03) 6233 2077, fax (03) 6233 5337, email [recruitment@dier.tas.gov.au](mailto:recruitment@dier.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

## INFRASTRUCTURE STRATEGY DIVISION

**Assistant Director Planning (371245).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$98,977 – \$106,612 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—Develop innovative evidence-based strategies on transport, land use and infrastructure issues in Tasmania.

Manage the effective use of data and analysis to inform strategic planning and advice to support transport, planning and infrastructure outcomes.

Provide highest-level, expert advice to Government and Senior Management on state and national transport, land use planning and other infrastructure issues.

Effectively lead and manage a professional multi-disciplinary team to deliver high-quality, innovative and informed outcomes.

Effectively work with other Agencies (State and Commonwealth), local government, industry and the community to ensure a collaborative approach to infrastructure planning.

Represent the Department in external forums, multi-stakeholder projects and national working groups/initiatives negotiating effective transport, planning and infrastructure outcomes for the Agency.

Prepare high-level correspondence, including Cabinet submissions and responses to Ministerial and stakeholder enquiries on transport, land use and infrastructure issues.

Participate as an effective member of the Infrastructure Strategy Division and divisional management team.

Ensure the efficient and effective utilisation of human, physical, financial and other resources within project work streams.

Desirable Requirements:—Tertiary qualifications in an appropriate discipline.

Enquiries to David Spence, General Manager Infrastructure Policy and Planning, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone 6233 2089, email David.Spence@dier.tas.gov.au.

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart Tas 7001, phone 6233 2077, fax 6233 5337, email recruitment@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

## PASSENGER TRANSPORT

**Systems Development Officer (370545).**

Applications Close:—Wednesday, 13 April 2011.

Salary:—\$58,179 – \$67,288 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 12 Months.

Location:—Hobart.

Duties:—Research and provide recommendations on the use of new or enhanced systems that will improve the efficiency of the Branch.

To analyse and recommend business improvements in the branch, to improve the delivery of passenger transport service programs.

Assist with the management of existing Branch operating procedures. Ensure that appropriate manuals, operational forms, business processes, client and provider guidelines are created and maintained.

Assist in the documenting of business and system requirements for the development of new systems or the enhancement of existing systems.

Review, analyse, assess and recommend changes to existing, or implementation of new, business practices and/or functions that will ensure that the effectiveness of each is optimised.

Desirable Requirements:—Appropriate tertiary qualifications and/or experience.

Enquiries to Craig Elliot, A/G Manager Business Systems, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, phone (03) 6233 5312, email Craig.Elliot@dier.tas.gov.au.

Applications to HR Operations, Human Resources Branch, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart 7001, phone (03) 6233 2077, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

## JUSTICE

## MAGISTRATES COURT

*North West***Administrative Assistant (350252).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$45,823 – \$49,978 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time 73.5 hours per fortnight.

Location:—Devonport.

Duties:—Provide secretarial assistance to the Magistracy and Manager, including the preparation of confidential material. Undertake administrative and clerical functions associated with the day to day operations of the Magisterial Chambers, including assisting the Court Clerks with listing arrangements. Maintain the Magistrate's law library materials in conjunction with the Andrew Inglis Clark Law Library.

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 Cathryn McCaffrey, District Supervisor, Magistrates Court, Department of Justice, phone (03) 6421 7885, email cathryn.mccaffrey@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.



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 Cathryn McCaffrey on (03) 6421 7885 or [cathryn.mccaffrey@justice.tas.gov.au](mailto:cathryn.mccaffrey@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

### TASMANIAN PLANNING COMMISSION

#### ***Business Services Co-ordinator (356332).***

Applications Close:—Friday, 8 April 2011.

Salary:—\$69,753 – \$72,946 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Work closely with the executive management team to implement the business requirements of the organisation, including the provision of Secretariat and other support services. Monitor business performance and develop corporate planning documents, business work plans, risk mitigation plans and assist senior staff in setting performance benchmarks.

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

Enquiries to Stewart Johnson, Director, Regional Planning and Business Services, Tasmanian Planning Commission, Department of Justice, phone (03) 6233 2325, email [stewart.johnson@planning.tas.gov.au](mailto:stewart.johnson@planning.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 Teresa Derrick on (03) 6233 6088 or [Teresa.Derrick@planning.tas.gov.au](mailto:Teresa.Derrick@planning.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

### TASMANIAN PLANNING COMMISSION

#### ***Executive Assistant (355849).***

Applications Close:—Friday, 8 April 2011.

Salary:—\$51,832 – \$56,418 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Provide clerical and administrative support to

the Commission, Delegates of the Commission and TPC staff including the preparation of reports and correspondence of a confidential nature. Provide a first point of contact and advisory service to planning authorities and the general public as required, ensuring sensitive and confidential handling of inquiries.

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

Enquiries to Pam Scott, Director Assessments, Tasmanian Planning Commission, Department of Justice, phone (03) 6233 2506, email [pamela.scott@planning.tas.gov.au](mailto:pamela.scott@planning.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 Karen Fyfe on (03) 6233 3415 or [karen.fyfe@planning.tas.gov.au](mailto:karen.fyfe@planning.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.

## PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

### CONSERVATION AND INFRASTRUCTURE

#### ***Conservation Project Officer (Buildings) (CPO(B) 04/11).***

Applications Close:—Monday, 18 April 2011.

Salary:—\$51,832 – \$69,753 p.a.

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

Permanent full-time Part time can be negotiated.

Location:—Port Arthur.

To assist with the effective and efficient management of conservation and infrastructure tasks and projects including building related projects for the Port Arthur Historic Site Management Authority. The position requires experience in and understanding of built heritage conservation practices and procedures.

Essential Requirements:—Tertiary qualification in Architecture or a relevant cultural heritage related discipline.

Desirable Requirements:—Qualification in construction project management.

Current Drivers Licence.

Industry recognised professional affiliations.

Enquiries to Jo Lyngcoln, Conservation Manager, Port Arthur Historic Site Management Authority, Port Arthur Tas 7182, phone (03) 6251 2363, fax (03) 6251 2322, mobile 0428 141 652, email [jo.lyngcoln@portarthur.org.au](mailto:jo.lyngcoln@portarthur.org.au).

Applications to Jane Bale, HR Administrator, Port Arthur Historic Site Management Authority, Port Arthur Tas 7182, phone (03) 6251 2306, fax (03) 6251 2322, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).



## TASMANIAN AUDIT OFFICE

**Publications Officer (TAO4207).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$58,179 – \$67,288 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time 60%, equivalent to 22 hours per week, continuous blocks of full days spanning key reporting periods (generally mid-July to mid-November and March/April).

Location:—Hobart.

Duties:—Provides editorial and desktop services to Financial Audit Services (FAS) and co-ordinates production of external reports and other publications, including newsletters and information briefings.

Monitors and liaises with report authors, senior FAS management and Business Support Services staff to keep production processes on track.

In consultation with Senior Executive Officer Information Management reviews the effectiveness of TAO design templates and revises and corrects them as necessary.

Initiates and co-ordinates on behalf of FAS the printing, design and publishing, including internet, of reports or other material, liaising with Senior Executive Officer Information Management as required. Initiates and co-ordinates preparations needed for briefings to Parliament, including finalising invitations, presentations, room bookings, communications, facilities catering and other events liaising with Business Support Services staff as required. Assists in design, formatting, layout and production of other publications, brochures, pamphlets, documents, charts, presentations and diagrams. Ensures the corporate identity of TAO is communicated to Parliament, the public and the public sector in all written material. Provides advice on the content and style of technical reports to Parliament and other publications. Assumes responsibility for producing and maintaining authentic, accurate and reliable records within organisational recordkeeping systems.

Essential Requirements:—Nil.

Desirable Requirements:—Relevant certificate or Diploma.

Good working knowledge of Microsoft Office products, particularly Word and Excel.

A knowledge of Lotus Notes and desktop publishing applications preferably Adobe InDesign.

Special Requirements:—Some work outside of normal hours may be required at times, particularly key reporting periods generally from mid-July to mid-November and March/April each year.

May be required to undertake intrastate/interstate travel.

May be assigned to other locations within the Office to perform work of a similar nature.

Enquiries to Ric De Santi, General Manager Financial Audit Services, Tasmanian Audit Office, G.P.O. Box 851, Hobart TAS 7000, phone (03) 6226 0100, fax (03) 6226 0199, email Ric.DeSanti@audit.tas.gov.au.

Applications to Jess Balding, Acting Manager Human Resources, Tasmanian Audit Office, G.P.O. Box 851, Hobart TAS 7000, phone (03) 6226 0100, fax (03) 6226 0199, email Recruitment@audit.tas.gov.au.

## TASMANIAN AUDIT OFFICE

**Senior Executive Officer Information and Communication Technologies (TAO4206).**

Applications Close:—Friday, 8 April 2011.

Salary:—\$69,753 – \$72,946 p.a.

Tasmanian State Service Award, ICT Level 2.

Fixed-term full-time 18 Months.

Location:—Hobart.

Duties:—Knowledge and application of relevant Office ICT and IM policies, Guidelines and Legislation. Resolution of ICT and IM service issues reported to the Office's Help Desk. Desktop support for TAO users, including development, maintenance and support of the Standard Operating Environment (SOE presently includes Office 2010 and 2003, Lotus Notes, Trim, Finance 1, etc on Windows XP). Applications Support (install, maintain, upgrade and retire) of corporate applications, including external and internal web sites, IPSAM (Notes/Domino), Finance 1, Trim, Exchange, networked file shares and spooling, Symantec Backup Exec. Systems Administration of Windows Server 2008, 2003, Windows XP and 7, Citrix, Linux and VMWare operating systems. Communications Support of LAN, WAN, Firewalls, Voice, Mobiles, cabling and related networks. Support of the IT Infrastructure and Environment, including mains power and air conditioning. Liaison with suppliers in support of the Office's corporate ICT objectives. Administrative and clerical tasks in support of these services, including Help Desk service records, maintenance of inventories of hardware and software assets, licenses, warranties, suppliers and contractors, reports to management, etc. Training staff in the effective and efficient use of desktop and corporate applications, operating systems communications and related technologies. Participates as an active member of project teams for unit projects in the capacity of a leader, manager or member. Assumes responsibility for producing and maintaining authentic, accurate and reliable records within organisational recordkeeping systems.

Essential Requirements:—Relevant tertiary qualifications, or substantial progress thereto.

Current driver's licence.

A minimum of five years experience.

Desirable Requirements:—Relevant Certificate, Diploma or Degree. Relevant industry certifications, e.g. ITIL, COBIT, MCSE, CCNA. Experience in a help desk environment.

Enquiries to Rohan Grant, Manager, Information and Communications and Information Technology, Tasmanian Audit Office, G.P.O. Box 851, Hobart TAS 7000, phone (03) 6226 0100, fax (03) 6226 0199, email Rohan.Grant@audit.tas.gov.au.

Applications to Jess Balding, Acting Manager Human Resources, Tasmanian Audit Office, G.P.O. Box 851, Hobart TAS 7000, phone (03) 6226 0100, fax (03) 6226 0199, email Recruitment@audit.tas.gov.au.

## 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 Aide Special - Somerset Primary School	M. Purton	6 Months	03.03.11
Education	Speech & Language Pathologist - Learning Services (South)	C. Gregory	6 Months	25.03.11
Education	Speech & Language Pathologist - Learning Services (South)	T. Hanigan	6 Months	25.03.11
Education	LINC Operations Coordinator (Services Support) - Hobart LINC	K. Pidgeon	6 Months	21.03.11
Education	Speech & Language Pathologist - Learning Services (South)	C. Barratt-Peacock	6 Months	25.03.11
Education	Customer Service Officer - Rosny LINC	A. Chapman	6 Months	17.03.11
Education	Teacher Aide Technical (MDT) - Kings Meadows High School	R. Varga	6 Months	15.03.11
Education	Education Facility Attendant (Kitchen Assistant/Cleaner) - Cressy District High School	S. Wylie	6 Months	21.03.11
Education	Network Support Officer - Information & Technology Services	N. Stingle	6 Months	15.03.11
Health & Human Services	Pharmacist	A. Thomas	6 months	08.03.11
Health & Human Services	Pharmacist	C. Podmore	6 months	28.03.11
Health & Human Services	Pharmacist	A. Fletcher	6 months	08.03.11
Health & Human Services	CSSD Technician	M. Lamp	6 months	28.03.11
Health & Human Services	Dental Therapist	J. Ovens-Henig	6 months	04.04.11
Health & Human Services	Speech Pathologist	N. Jones	6 months	05.01.11
Health & Human Services	Admissions Officer	J. Denehey	6 Months	21.03.11
Health & Human Services	Pharmacist	J. Watson	6 months	08.03.11
Health & Human Services	Registered Nurse	E. Darby	6 Months	16.01.11
Health & Human Services	Pharmacist	T. Hughes	6 months	08.03.11
Health & Human Services	Play Specialist	J. Dawborn	6 Months	28.03.11
Health & Human Services	Administrative Assistant	V. Claydon	6 months	17.03.11
Police & Emergency Management	Clerical Support Officer	H. Courtney-Pratt	6 months	31.03.11
Primary Industries, Parks, Water & Environment	Archaeologist	K. McFadden	6 months	04.04.11
Primary Industries, Parks, Water & Environment	Administrative Officer - Leases and Licences	M. Rinaldi	3 Months	28.03.11
Treasury & Finance	Principal Policy Analyst	B. Essex	1 month	24.03.11

### *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	Client Service Officer	J. Down	16/8/10 to 1/6/12	03.07.11

### *Cessation of Employees*

<i>Agency</i>	<i>Duties assigned</i>	<i>Employee name</i>	<i>Date of Effect</i>
Premier & Cabinet	Senior Project Officer	C. Bond	14.03.11

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	K. Spencer	Advanced Skills Teacher - Kings Meadows High School	01.03.11
Education	J. Crerar	Senior Social Worker - Learning Services (North)	17.02.11
Health & Human Services	D. Patmore	Senior Pay/Personnel Officer	10.03.11
Health & Human Services	M. Lawler	Manager, Budget and Reporting	17.03.11
Health & Human Services	J. Scull	Senior Dental Prosthetist	21.03.11
Health & Human Services	E. Lewis	Snr Phlebotomy Technician	21.03.11
Health & Human Services	B. Muir	Clinical Nurse	20.03.11
Health & Human Services	S. Dutson	Community Health Nurse	04.04.11
Health & Human Services	C. McArthur	Senior Pay/Personnel Officer	10.03.11
Justice	R. Thomson	Gas Safety Specialist	28.03.11
Premier & Cabinet	P. Willson	Senior Administrator HR & Corporate Applications	21.03.11
Premier & Cabinet	K. Sage	Human Resources Manager	24.03.11
Premier & Cabinet	G. Hope	Senior Systems and Network Administrator	24.03.11
Primary Industries, Parks, Water & Environment	S. Withers	Manager (Fisheries Compliance and Licensing)	23.03.11
Primary Industries, Parks, Water & Environment	G. Armstrong	Senior Consultant Facilities and Projects	31.03.11
Primary Industries, Parks, Water & Environment	A. Bowen	Senior Consultant Procurement and Contracts	17.03.11
Treasury & Finance	N. Krushka	Policy Analyst	29.03.11

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	D. Hird	07.03.11
Education	Teacher Aide General	M. Sobolewski	14.02.11
Education	Teacher	P. Beckett	11.02.11
Education	Teacher	A. Force	11.02.11
Education	Teacher	P. Webb	16.03.11
Education	Teacher	W. Kirby	11.02.11
Education	Teacher	S. Ord	11.02.11
Education	School Executive Officer	E. Avery	04.03.11
Education	Teacher Aide General	J. Campbell	16.03.11
Education	Teacher	K. Reeves	11.02.11
Education	Teacher	C. Gaby	11.02.11
Education	Teacher Aide Special	A. Halton	21.03.11
Education	Teacher	C. Roden	11.02.11
Education	Teacher	B. Pearn	11.02.11
Education	Teacher Aide General	H. Bartle	22.03.11
Education	Teacher	G. Woodcock	11.02.11
Education	Teacher	L. Bourke	11.02.11
Education	Assistant Principal	E. Millen	02.03.11
Education	Teacher	L. Dunning	11.02.11
Education	Teacher	F. Furlani	10.02.11
Health & Human Services	Administrative Assistant	L. Simic	16.03.11

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Administration Officer	M. Cripps	29.03.11
Education	Teacher	A. Borth	11.02.11
Education	Education Facility Attendant	G. McLean	09.03.11
Education	Teacher Aide Special	M. Brownlea	21.02.11
Education	Teacher Aide Special	C. King	23.03.11
Education	Teacher	S. Vance	11.02.11
Health & Human Services	Director of Nursing (Flinders Island)	B. Herberts	20.01.11
Health & Human Services	Registered Nurse	L. Cameron	19.03.11
Health & Human Services	Pathology Technician	J. Naarding	18.02.11
Health & Human Services	Registered Nurse	M. Matthews	19.03.11
Health & Human Services	Registered Nurse	J. Guy	19.03.11
Health & Human Services	Registered Nurse	B. Mitchell	19.03.11
Health & Human Services	Registered Nurse	N. Rudling	19.03.11
Justice	Administrative Assistant	A. Smith	22.03.11

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