



TASMANIAN STATE SERVICE NOTICES

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

Tasmanian Government Gazettes are available for perusal 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, 33 Innovation Drive, Dowsing Point, Tasmania 7010.

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

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Tasmanian Government Gazette

Email text copy to

govt.gazette@thepat.com.au

or fax to (03) 6233 5346. All copy must be typed in upper and lower case not ALL CAPS, if unsure please telephone (03) 6233 8077

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 5346

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.

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

Tasmanian Government Gazette & Tasmanian State Service Notices

Publication and Copy Closure Dates

CHRISTMAS PERIOD 2012

COPY deadline for the *Tasmanian Government Gazette* and *State Service Notices* to be published on Wednesday 19 December 2012:—

All copy for the *Tasmanian Government Gazette* and *State Service Notices* must be received by 4 p.m. on Friday 14 December 2012.

COPY deadline for the *Tasmanian Government Gazette* to be published on Wednesday 26 December 2012:—

All copy for the *Tasmanian Government Gazette* must be received by 12 noon on Thursday 20 December 2012.

Note: There will be no State Service Notices section on 26 December 2012.

NEW YEAR 2013

COPY for the *Tasmanian Government Gazette* and *State Service Notices* to be published on Wednesday 2 January 2013:—

All copy for the *Tasmanian Government Gazette* and *State Service Notices* must be received by 4 p.m. on Monday 24 December 2012.

EDUCATION

CORPORATE SERVICES

Communications Services Unit

Senior Communications Consultant (962122).

Applications Close:—Friday, 14 December 2012.

Salary:—\$77,536 – \$89,072 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 73.5 hours per fortnight, from as soon as possible for a period of 12 months.

Location:—Hobart.

Description of the role:—Provide specialist advice and support to departmental managers in the development and implementation of internal and external communication strategies aimed at enhancing and promoting a positive image of the Department and its services to the community.

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.

Desirable Requirements:—Tertiary qualifications in a related discipline would be an advantage.

Enquiries to Irena Blissenden, Manager Communication Services, Department of Education, phone (03) 6233 4665, email **irena.blissenden@education.tas.gov.au**.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email **recruitment@education.tas.gov.au**.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Ravenswood Heights Primary School

School Administration Clerk, Ravenswood Heights Primary School (305153).

Applications Close:—Friday, 14 December 2012.

Salary:—\$46,823 – \$50,978 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time up to 35.5 hours per fortnight, up to 42 weeks per year.

Location:—Ravenswood Heights Primary School.

Description of Role:—As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

Essential Requirements:—The 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.

Enquiries to Britany Roestenburg, Department of Education, phone (03) 6339 1066, email britany.roestenburg@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Smithton Primary School

School Executive Officer, Smithton Primary School (300786).

Applications Close:—Friday, 14 December 2012.

Salary:—\$71,148 – \$74,405 p.a.

Tasmanian State Service Award, General Stream Band 5.

Permanent full-time.

Location:—Smithton Primary School.

Description of the role:—Manage the operations of the school office and co-ordinate the school administrative service and assigned resources. Provide authoritative advice and support to the Principal and senior staff on administrative, resource and service management. Develop and implement operational solutions to meet administrative service requirements.

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.

Desirable Requirements:—Qualification or studies in relevant areas e.g. human resources, business studies or accounting.

Enquiries to Jo Hillman, Department of Education, phone (03) 6452 1955, email jo.hillman@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

EDUCATION

LEARNING SERVICES

Programs, Personalised Learning

Guaranteeing Futures

Vocational Education and Learning (VEL) Development Officer (962386).

Applications Close:—Friday, 14 December 2012.

Salary:—\$91,185 p.a.

Teaching Service (TPS) Award, Advanced Skills Teacher (Non Teaching) Band 2 Level 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Guaranteeing Futures South.

Description of the role:—Provide leadership and support to schools, colleges and their communities in the development and implementation of programs and services which support Government policy, including the Vocational Education and Learning (VEL) Framework and the Guaranteeing Futures element of Tasmania: A State of Learning.

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.

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

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

Current drivers licence.

Enquiries to Pam Baker, Manager, Policy and Strategy, Department of Education, phone 0402 301 185, email pam.baker@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 4630, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Ambulance Tasmania

Aero-Medical and Medical Retrieval

Clinical Co-ordinator (518852).

Applications Close:—Friday, 14 December 2012.

Salary:—To be negotiated.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner (Salary commensurate with qualifications and experience).

Permanent part-time daywork with on-call, working 19 hours per fortnight.

Location:—Hobart.

Duties:—The role of a Clinical Co-ordinator of the Aero-medical and Medical Retrieval Division (AMMRD) is to optimise the care of patients being transported in the pre-hospital and inter-hospital settings within Tasmania and for those being transported from, or to, Tasmania. This is achieved through expert medical advice to the Ambulance Tasmania (AT), staff of the AMMRD, and medical and nursing staff involved in the transport of patients, particularly the critically ill or injured.

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

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 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 Wolfgang Rechberger, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 8019, email wolfgang.rechberger@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 AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Ambulance Tasmania

Emergency and Medical Services

Senior Communications Officer (521220).

Applications Close:—Friday, 14 December 2012.

Salary:—\$58,901 p.a.

Tasmanian Ambulance Service Award, Senior Communications Officer (Base).

Permanent full-time shiftwork.

Location:—Hobart.

Please Note :—Multiple Vacancies are available.

Duties:—Organise and support the activities of the Call Taker and Dispatch teams particularly by ensuring efficient and effective operation and compliance with all relevant safety and quality systems and standards. Undertake call taking and dispatch duties as required by the needs in the State Communications Centre, including dispatch of and administrative procedures related to aeromedical retrievals.

Desirable Requirements:—Accreditation in and experience with AMPDS.

Qualifications in Leadership or equivalent.

Essential Requirements:—Holds Certificate 4 in Ambulance Communications or other qualification as approved by the Service.

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 in the following areas—Crimes of violence, Sex related offences, Serious drug offences and Crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Brendan Smith, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 8577, email brendan.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 AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Child Protection Worker (501529).

Applications Close:—Friday, 14 December 2012.

Salary:—\$48,809 – \$78,311 p.a.

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

Permanent full-time day work, See Note below.

Location:—DHHS-CYS, Children and Youth Services, South.

Please Note:—Full-time or alternative part-time hours may be available by negotiation.

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

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

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

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

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

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

Capacity to draw upon relevant information, including alternate points of view and legislative requirements, to logically assess and analyse a situation, and utilise sound professional judgement to decide the best way forward.

Ability to confidently present both written and verbal messages, whilst seeking to respectfully understand a variety of stakeholder needs and tailoring communication style and message accordingly, even in complex and difficult circumstances.

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

Current 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. 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 LeeAnn Russell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7666, email leeann.russell@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 AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Disability, Housing and Community Services

Manager Community Partnership Team (519420).

Applications Close:—Friday, 14 December 2012.

Salary:—\$91,208 – \$97,466 p.a.

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

Permanent full-time day work (part-time hours may be considered by negotiation).

Location:—DH and CS, Disability Services, North West.

The Manager will be responsible for managing a team of employees with a range of portfolio, contract management and service development/redevelopment responsibilities. The role is responsible for the development of collaborative relationships with the Community Sector agencies in order to ensure quality service provision, effective contract management and efficient complaints and risk management strategies. The Manager provides leadership in the support of the Area Advisory Group. As a member of the Area Executive the Manager contributes to strategic planning and complex service delivery issues.

Selection criteria includes:—Demonstrated management skills including an ability to manage human, financial and physical resources and monitor the effectiveness and efficiency of service delivery.

Capacity to lead and motivate staff in an environment of competing priorities and major organizational change.

High level interpersonal skills including consultation, presentations, communication, negotiation and conflict resolution skills and the demonstrated ability to identify and negotiate mutually acceptable solutions in situations of differing interests.

A demonstrated level of strategic, conceptual, analytical and creative skills including an ability to understand and identify relevant issues in the political, social and organisational environment.

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 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 Mitchell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 4103, email david.mitchell@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 AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Disability, Housing and Community Services

Housing Tasmania

Client Services Officer (3 Vacancies) (511164).

Applications Close:—Friday, 14 December 2012.

Salary:—\$46,265 – \$50,325 p.a.

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing as soon as possible for a period of 12 months, all 3 vacancies.

Location:—D,H and CS, Housing Tasmania, North West.

Duties:—As part of a multi-skilled Client Services Team, perform a range of duties including reception, administrative, clerical and customer support services for staff and clients, to ensure the efficient and effective delivery of housing services across Areas as required.

Selection criteria includes:—Ability to liaise and communicate effectively with clients, some of whom may have challenging behaviours, on a range of matters relating to Housing Tasmania services, other housing options and maintenance issues.

Good interpersonal and communication skills both written and verbal.

Ability to adequately determine client needs with a strong focus on client service.

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

Interested applicants:-

An Information Session will be held on Monday 10 December at 5.30pm at Housing Tasmania, Level 1, 46 Mount Street, Burnie for anyone interested in applying for the position.

Enquiries to Sue Townsend, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 5003, email suzanne.townsend@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 AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Population Health

Office of the Chief Medical Officer

Pharmacist (520503).

Applications Close:—Friday, 14 December 2012.

Salary:—\$75,005 – \$86,033 pro rata, per annum.

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

Fixed-term full-time daywork, commencing 4 January 2013 to 29 June 2013.

Location:—Hobart.

Duties:—Assess applications and issue permits, licences and authorities for the possession, supply and use of drugs of dependence and other substances as required by legislation and policies. Provide advice, support and education to prescribers and suppliers of drugs of dependence on appropriate prescribing and supply practices. Provide information and advice on regulated substances to a wide range of health practitioners and licence holders. Assist in developing and maintaining computerised information systems for supporting appropriate

drug use. Undertake inspection, audit and investigation functions in relation to manufacture, storage, distribution and use of drugs of dependence, medicines, poisons and therapeutic products on a statewide basis. Prepare reports and participate in disciplinary proceedings as required. Contribute to the formulation of agency policies in regard to the regulation of scheduled substances. The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Desirable Requirements:—Current Driver's Licence.

Further qualifications relevant to the regulation and use of drugs and poisons would be of advantage.

At least three years' practical experience as a pharmaceutical chemist subsequent to initial registration.

Essential Requirements:—Registered with the Pharmacy 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 or transfer. The following checks are to be conducted: Conviction check in the following areas—Crimes of violence, Sex related offences, Serious drug offences and Crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Jim Galloway, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 6471, email jim.galloway@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 AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Statewide and Mental Health Services

Allied Health Professional (506435).

Applications Close:—Friday, 11 January 2013.

Salary:—\$75,005 – \$86,033 p.a.

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

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

Location:—Child and Adolescent Mental Health Services, South.

Duties:—As part of a multidisciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Allied Health Professional will—Undertake the delivery of quality care to clients of the Child and Adolescent Mental Health Service, based on best practice principles and within a collaborative and multi-disciplinary framework.

Provide a specialist assessment and treatment service to clients of Child and Adolescent Mental Health Services and their families or carers.

Promote community awareness in relation to mental health and act as a consultant to other agencies with regard to the support and management of clients with mental health needs.

Desirable Requirements:—Current driver's licence.

Essential Requirements:—Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers or Registered with the Occupational Therapy Board of Australia 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 or transfer. The following checks are to be conducted: Conviction check in the following areas—Crimes of violence, Sex related offences, Serious drug offences and Crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Anne Easther, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8612, email anne.easther@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 AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Statewide and Mental Health Services

Clinical Nurse Specialist (514819).

Applications Close:—Friday, 14 December 2012.

Salary:—\$75,787 – \$79,310 p.a.

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

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

Location:—Adult Community Mental Health Services, South.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Clinical Nurse Specialist:—Provides expert knowledge utilising an advanced clinical framework in the management of consumers with complex mental health needs within the designated area of practice.

Develops, implements, co-ordinates and evaluates relevant activities to improve patient outcomes within the multi-disciplinary team.

Participates as an active member of the Adult Community Mental Health team in delivering case management, carer education, consultation and collaboration with GP's and significant others in provision of care to a designated number of consumers.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia and possesses specialist tertiary graduate or postgraduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia, New Zealand, Canada or the United Kingdom.

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 or transfer. The following checks are to be conducted: Conviction check in the following areas—Crimes of violence, Sex related offences, Serious drug offences and Crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Sharmayne Batt, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 6011, email sharmayne.batt@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 AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Statewide and Mental Health Services

Registered Nurse (515449).

Applications Close:—Friday, 14 December 2012.

Salary:—\$54,527 – \$74,620 pro rata, per annum.

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

Fixed-term casual shift work (fully rotational). Working as and when required for a period of 12 months.

Location:—Wilfred Lopes Centre, South.

Please note that access to the Grade 4 salary range \$70,558 – \$74,620 is subject to successful application for progression to Grade 4.

Duties—In collaboration with patients, carers/significant others and members of the healthcare team plan, implement and evaluate patient care. This includes:—As a member of the health care team, evaluate the effectiveness of nursing strategies towards meeting anticipated patient outcomes. As required participate in the development and revision of organisational documentation and policies and procedures relating to nursing based best practice.

Under general direction actively participate in research and quality improvement activities that are expected to advance the practice of nursing including the use of the National Standards for Mental Health Services.

Contribute to the communication process by participating in team meetings and committees that enhance the function of the Wilfred Lopes Centre, patient care and teamwork.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia and possesses specialist tertiary graduate or postgraduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia, New Zealand, Canada or the United Kingdom.

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 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.

A person nominated for this position must also satisfy a further criminal history check in accordance with the Director of Prison's Standing Orders established under the Corrections Act 1997.

Standing Order – Identification (ID) Cards and Visitor Passes 5.02 and Standard Operating Procedure – Tasmanian Prison Service Identification (ID) Cards MH5.02.1. A nominated person cannot be employed within Correctional Primary Health Services if excluded from entry to Tasmanian Prison Services under the Corrections Act 1997.

Enquiries to Barry Nicholson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 8007, email barry.nicholson@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 AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Statewide and Mental Health Services

Registered Nurse, Discharge Planning (502796).

Applications Close:—Friday, 14 December 2012.

Salary:—\$54,527 – \$74,620 p.a.

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

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

Location:—Spencer Clinic, North West.

Please note that access to the Grade 4 salary range \$70,558 – \$74,620 is subject to successful application for progression to Grade 4.

Duties:—The Registered Nurse-Discharge Planning's role is to facilitate, plan and educate those patients with complex needs and their families and link them to appropriate external service providers upon discharge from the acute psychiatric inpatient unit. Maintains working relationships with the multidisciplinary team to identify those clients who require a comprehensive plan for discharge, and facilitate an effective discharge in a safe and timely manner. Liaise with the multidisciplinary team to provide the best practice outcomes, promoting continuity of care into the primary health sector.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia and possesses specialist tertiary graduate or postgraduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia, New Zealand, Canada or the United Kingdom.

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 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 and Tasmanian Health Organisations, phone (03) 6430 6579, email jean.burrow@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 AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Statewide and Mental Health Services

Ward Aide (Relief) (512436).

Applications Close:—Friday, 14 December 2012.

Salary:—\$43,602 – \$45,672 pro rata, per annum.

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

Fixed-term casual shift work, working as and when required for a period of 12 months.

Location:—Statewide Mental Health Services, South.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Ward Aide:—Assists nursing and allied health professional staff in general daily care of clients including bathing, dressing feeding and personal care.

Participates in and assists with the supervision of client activities as requested by nursing staff and allied health staff.

Participates in and assists clients with their rehabilitation and recovery programs e.g. shopping, meal preparation, serving meals and community access, as requested by nursing staff or allied health staff.

Maintains the unit in a clean and homely state including bed making, assisting with personal laundry needs of the client and general household and kitchen duties.

Desirable Requirements:—Current drivers licence.

Certificate 4 in Health Care or equivalent.

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 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 Joanne Triffitt, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6228 9055, email joanne.triffitt@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 AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

System Purchasing and Performance

Service Planning and Design

GP and Primary Care Project Support Officer (517262).

Applications Close:—Friday, 14 December 2012.

Salary:—\$58,549 – \$67,701 p.a.

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

Permanent full-time daywork.

Location:—Launceston.

Duties:—Provide executive and project support for the Medical Director, including undertaking research activities, analysing and compiling information. Co-ordinate and manage the business of the General Practice Credentialing and Clinical Privileges Committee. Liaise and build effective networks with a broad range of stakeholders and undertake follow up action, as required. Develop systems and processes to effectively and efficiently manage the interface between the Agency and rural general practitioners.

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 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 Dr George Cerchez, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 5492, email george.cerchez@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 AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Recruitment Support Officer (521117).

Applications Close:—Friday, 14 December 2012.

Salary:—\$52,160 – \$56,777 p.a.

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

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

Location:—Anne O'Byrne Building.

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

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 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 Hayley Moore, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5487, email hayley.moore@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, Tasmanian Health Organisation, North, P.O. Box 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Senior Physiotherapist, Cardiac Rehab Pulmonary (518642).

Applications Close:—Friday, 14 December 2012.

Salary:—\$75,005 – \$86,033 p.a.

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

Fixed-term full-time day work (with oncall). Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence 13 February 2013 until 16 February 2014.

Location:—Launceston General Hospital.

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 or transfer. The following checks are to be conducted: Conviction check in the following areas—Crimes of violence, Sex related offences, Serious drug offences and Crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Shawn Lee, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7935, email shawn.lee@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, Tasmanian Health Organisation, North, P.O. Box 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Ward Clerk CASUAL POOL (503229).

Applications Close:—Friday, 14 December 2012.

Salary:—\$46,265 – \$50,325 pro rata, per annum.

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

Fixed-term casual shift work, working as and when required. To commence as soon as possible until 5 August 2013.

Location:—Pool Office, Launceston General Hospital.

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

Essential Requirements:—Nil.

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 in the following areas—Crimes of violence, Sex related offences, Serious drug offences and Crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Robyn Liddington, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7901, email robyn.liddington@dhhs.tas.gov.au.

Please complete the online application form or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Organisation, North, P.O. Box 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Primary Health Services North

North Eastern Soldiers Memorial Hospital

Kitchen Hand (506783).

Applications Close:—Friday, 14 December 2012.

Salary:—\$38,286 – \$41,027 pro rata, per annum.

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

Fixed-term part-time shift worker, working 40 hours per fortnight commencing as soon as possible until 29 June 2013. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North Eastern Soldiers Memorial Hospital, Scottsdale.

Duties:—Assist in the preparation of evening meals to hospital patients and staff at the James Scott Wing Nursing Home and Aminya Hostel.

As part of the Hospital's continuous quality and consumer safety program, support senior catering staff and the Administrative Co-ordinator in ensuring that work practices comply with Foodsafe and infection control requirements, including monitoring work practices and the use and storage of food, perishable goods and other consumables.

Attend staff meetings and participate in the Hospital's quality improvement and consumer safety program.

Essential Requirements:—Nil.

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 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 Sue Bucher, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6352 5522, email sue.bucher@dhhs.tas.gov.au.

Please complete the online application form or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Organisation, North, P.O. Box 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Mersey Community Hospital

Safety, Risk and Quality Officer (514566).

Applications Close:—Friday, 14 December 2012.

Salary:—\$79,310 – \$84,784 pro rata, per annum.

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

Permanent part-time 64 hours per fortnight.

Location:—Mersey Community Hospital.

Duties:—The Tasmanian Health Organisation, North West is seeking to recruit a motivated and enthusiastic individual to join the Quality and Safety team.

As Safety, Risk and Quality officer the primary focus of your role will be to manage incidents, consumer feedback, and coordinate patient safety initiatives. The role is across the Tasmanian Health Organisation, North West including acute care, aged care, district hospitals, and a number of rural and community health centres.

Your extensive knowledge of quality principles and clinical risk management are essential requirements. Advanced written, oral and interpersonal skills combined with motivation and high level organisation skills are key attributes that will assist you to successfully promote involvement and achieve desired outcomes.

For more information or to discuss your application today, please contact Anne Cabalzar on (03) 6490 8968 or email anne.cabalzar@dhhs.tas.gov.au

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Mersey Community Hospital

Emergency Department Clerk (2 Vacancies).

Applications Close:—Friday, 14 December 2012.

Salary:—\$52,160 – \$56,777 pro rata, per annum.

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

Vacancy No. 520637.

Permanent part-time shift worker, working 40 Hours per fortnight.

Location:—Mersey Community Hospital.

Vacancy No. 520637.

Permanent part-time shift worker, working 48 Hours per fortnight.

Location:—Mersey Community Hospital.

Duties:—Do you have excellent interpersonal and communication skills? Are you cooperative, flexible, adaptable and supportive when working in a team environment?

The Tasmanian Health Organisation, North West is seeking to recruit a Clerk to provide clerical, communication and administration services to the Emergency Department at Mersey Community Hospital.

The role is dedicated to the provision of high standard customer focused clerical, administrative, communication and reception services to staff, patients and their families throughout the Mersey Community Hospital. Additionally you will be responsible for the delivery and dispatch of patient related correspondence including administrative arrangements for intra and inter hospital transfers.

Working under general direction, the successful candidate will be able to work under pressure to complete tasks in a busy and dynamic environment; be able to develop good working relationships with all key stakeholders; have attention to detail, accurate data input skills and be able to accurately transfer information. Demonstrated high level skills and application in the Microsoft suite as well as maintenance of data bases will assist you with data entry and retrieval from the patient information system.

Relief to other inpatient units within Mersey Community Hospital may be required. This is not so in ED, please delete.

For more information please contact Lynn Sims Nurse Unit Manger on 6426 5303 or email lynn.sims@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health Services North West

Clinical Nurse Consultant, Spinal Injury Support (520786).

Applications Close:—Friday, 11 January 2013.

Salary:—\$79,310 – \$84,784 pro rata, per annum.

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

Permanent part-time 48 Hours per fortnight.

Location:—Parkside, Burnie.

Duties:—The Tasmanian Health Organisation-North West (THO-North West) is seeking to recruit a Clinical Nurse Consultant, Spinal Injury Support who is passionate, motivated and enjoys working collaboratively with a multidisciplinary team of health professionals across the acute and community sectors.

As Clinical Nurse Consultant you will provide professional clinical leadership and expertise in the provision of clinical advice and interventions based on best practice in the health care management of people with Spinal Cord Injury. This includes providing advanced clinical assessment, consultancy, education and care co-ordination for individuals and carers in matters related to spinal injury for clients living in the North West Tasmania community.

Working with a range of health professionals the role will be responsible and accountable for providing clinical education in the specialty field of spinal care and ongoing care management. The role operates at a high level of professional independence; guidance, supervision and support will be provided as required by the Co-Director of Nursing, Primary Health Services.

This excellent career opportunity is located on Tasmania's North West coast. With the freshest air in the world, the North West Coast provides an enviable lifestyle complimented by stunning scenery, outstanding forests, mountains, beaches on your doorstep and Melbourne only an hour by plane. The North West Coast is a fantastic and unique place to live and experience the work/life balance at its best.

In addition to the superb location, we offer a welcoming work environment,, excellent remuneration, superannuation and access to salary packaging.

To discuss your application and learn more about this career opportunity, please contact Ange Downie, on (03) 6440 7000 or email ange.downie@dhhs.tas.gov.au.

In order to be considered for this position it is a requirement that you address the selection criteria.

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 or transfer. The following checks are to be conducted: Conviction check in the following areas—Crimes of violence, Sex related offences, Serious drug offences and Crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Ange Downie, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6440 7000, email ange.downie@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health Services North West

Domestic Services Officer (512620).

Applications Close:—Friday, 14 December 2012.

Salary:—\$38,286 – \$41,027 p.a.

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

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

Location:—West Coast District Hospital.

Duties:—The Tasmanian Health Organisation, North West is seeking to recruit a motivated Domestic Services Officer to provide an efficient cleaning service at the West Coast District Hospital.

The ideal candidate will be able to use and control various items of industrial cleaning equipment, safely and efficiently and possess a working knowledge in the use of cleaning chemicals or the ability to acquire such knowledge.

You will have an awareness of universal precautions and all infection control protocols relating to cleaning. In addition an awareness of cleaning policies, protocols and procedures in cytotoxic and sterile areas, or the ability and motivation to develop an understanding and apply appropriately within your work environment will be vital to successfully fulfil this role.

Completion of an isolation cleaning course will be an advantage, however training can be provided.

You will be a self starter, who is able to prioritise work and complete tasks in an efficient but effective manner. You will have sound communication and interpersonal skills and the ability to build a good rapport with your colleagues and staff members.

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

For more information or to discuss your application today please contact Jan Seen on (03) 6472 2300 or email jan.seen@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health Services North West

Manager/DON (514065).

Applications Close:—Friday, 14 December 2012.

Salary:—\$105,825 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 8, Level 4.

Permanent full-time Permanent.

Location:—Rosebery Hosp and Comm Health.

Duties:—Looking for change of scenery? Do you like the idea of a career with diversity?

The Tasmanian Health Organisation, North West, HealthWest division is looking for a Director of Nursing who will be responsible for the overall management and leadership of service delivery to the communities of Tasmania's West Coast.

Based out of Queenstown the role oversees the entire west coast operation which includes: West Coast District Hospital, Rosebery Community Hospital and community based services at Queenstown, Strahan, Zeehan and Rosebery.

To be successful in this role the applicant should have extensive and diverse clinical and management experience. The role is responsible for the provision of community, residential aged care and acute care services and the effective utilisation of human, financial, physical and material resources.

Despite the roles managerial focus and oversight, a comprehensive understanding of contemporary nursing practice and emerging health service delivery issues will be needed to run the overall integrated rural health facility. Extensive, highly developed communication, negotiation and conflict resolution skills are essential in this role along with the ability to lead overall accreditation of the HealthWest area.

This exciting career opportunity is located on Tasmania's North West coast, the clean air, mild climate, beautiful beaches and casual lifestyle make it a fantastic and unique place to live and work. We will offer you attractive remuneration plus superannuation, access to salary packaging and negotiable relocation assistance.

If this sounds like your chance to broaden your career horizons, why not contact Allie House on (03) 6490 8963 or by email allie.house@dhhs.tas.gov.au to discuss your application today.

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 or transfer. The following checks are to be conducted: Conviction check in the following areas—Crimes of violence, Sex related offences, Serious drug offences and Crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Primary Health Services North West

Senior Community Speech Pathologist (502772).

Applications Close:—Friday, 14 December 2012.

Salary:—\$75,005 – \$86,033 p.a.

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

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

Location:—Devonport Community Health Centre.

Duties:—The Tasmanian Health Organisation, North West (THO-NW) is seeking a Senior Speech Pathologist to join the Community Speech Pathology team for Primary Health, North West.

The successful applicant will be responsible for the development, provision, promotion and evaluation of community-based speech pathology services for people residing in the North West of Tasmania in accordance with Primary Health policies and Home and Community Care guidelines.

The applicant should be able to exercise independent professional judgment and have extensive experience in dealing on a day to day basis with complex conditions requiring specialist knowledge including neonatal feeding problems,

degenerative neurological conditions, multiple disability, and severe communication impairment. The role is has general clinical direction from the Manager Speech Pathology Services.

This excellent career opportunity is located on Tasmania's North West coast. With the freshest air in the world, the North West Coast provides an enviable lifestyle complimented by stunning scenery, outstanding forests, mountains, beaches on your doorstep and Melbourne only an hour by plane. The North West Coast is a fantastic and unique place to live and experience the work/life balance at its best.

In addition to the superb location, we offer a welcoming work environment, excellent remuneration, superannuation and access to salary packaging.

For more information or to discuss your application today please contact Sonia Doran phone (03) 6421 7720 or email sonia.doran@dhhs.tas.gov.au.

In order to be considered for this position it is a requirement that you address the selection criteria.

Desirable Requirements:—Current Drivers Licence.

Essential Requirements:—Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of Speech Pathology Australia (SPA).

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 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.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Clinical Support Services

Audiometrist (520715).

Applications Close:—Friday, 14 December 2012.

Salary:—\$47,183 – \$50,324 pro rata, per annum.

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

Fixed-term part-time day work, working 22.8 hours per fortnight commencing as soon as possible until 9 January 2015.

Location:—Statewide Audiology Service, Royal Hobart Hospital.

Duties:—The role of the Audiometrist is to assist the Audiologist in the assessment and management of patients referred from the Ear Nose and Throat (ENT) Department. You will also be required to carry out audiometric testing.

Desirable Requirements:—Certificate IV or equivalent in Audiometry.

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 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 Lee Kethel, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7122, email lee.kethel@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: StaffLink HR, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart 7011.

Please do not send hard copy applications to the contact person.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Administrative Assistant (509084).

Applications Close:—Friday, 14 December 2012.

Salary:—\$46,265 – \$50,325 pro rata, per annum.

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

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

Location:—WP Holman Clinic, Royal Hobart Hospital.

Duties:—The role of the Administrative Assistant is to provide a high level of administrative, clerical and secretarial support to assist in the efficient and effective operation of the WP Holman Clinic at the Royal Hobart Hospital. To provide comprehensive reception, clerical and computer based administrative support and to maintain all patient electronic records, tracking systems, including paper-based filing and follow up systems in line with departmental processes and procedures. To provide both frontline and telephone reception service and deal with routine matters and enquires.

Enquiries to Tamera Cornish, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7835, email tamera.cornish@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink HR, Tasmanian Health Organisation, South, 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 AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Enrolled Nurse (504283a).

Applications Close:—Friday, 14 December 2012.

Salary:—\$49,236 – \$54,527 pro rata, per annum.

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

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

Location:—New Norfolk District Hospital.

Duties:—The Enrolled Nurse delivers direct patient/client care of a prescribed recurrent nature under the supervision of a Registered Nurse.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia (holds Board-approved qualification in administration of medicines).

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 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 Colleen Smith, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6262 2803, email colleen.smith@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, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart 7001.

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Registered Nurse (508533).

Applications Close:—Friday, 14 December 2012.

Salary:—\$54,527 – \$74,620 p.a.

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

Permanent full-time shift work (fully rotational), Part-time hours will be considered.

Location:—Renal Unit.

Please note that access to the Grade 4 salary range \$70,558, \$74,620 is subject to successful application for progress to Grade 4.

Duties:—This vacancy is for an experienced Registered Nurse working full-time within a renal dialysis setting. Key requirements of the job include the provision of education and training, using adult learning techniques to patients with Chronic Kidney Disease (CKD) requiring dialysis. Applicants should have a well developed understanding of the theory and philosophy behind home dialysis and be motivated to improve access to home dialysis for CKD clients. Ideally you will have a sound knowledge and skill base in all forms of renal dialysis and possess the ability to teach patients to self manage their care. Post graduate qualifications in renal nursing is well regarded.

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

Enquiries to Colin Banks, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 5404, email colin.banks@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink HR, Tasmanian Health Organisation, South, 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 AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Registered Nurse, Older Person Unit (520669).

Applications Close:—Friday, 14 December 2012.

Salary:—\$54,527 – \$74,620 p.a.

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

Permanent full-time shift work (fully rotational), Part-time hours will be considered.

Location:—Older Persons Unit, Royal Hobart Hospital.

Please note that access to the Grade 4 salary range \$70,558 – \$74,620 is subject to successful application for progression to Grade 4.

Duties:—Tasmanian Health Organisation, South is seeking to recruit a Registered Nurse in the Older Persons Unit of the Royal Hobart Hospital who is motivated and enjoys working in a demanding environment. You will work collaboratively with a dynamic and supportive team of health professionals and as a team member ensure that patients, their families and other health clinicians are kept informed and respond appropriately for the benefit of the patient.

We support the requirements for your education and up skilling as we value the additional benefits that this will bring to the team. We pride ourselves on being family friendly and encourage flexibility and life/work balance.

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

Enquiries to Ian Nethery, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7920, email ian.nethery@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink HR, Tasmanian Health Organisation, South, 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 AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Oral Health Services (Statewide)

Oral Health North

Senior Dental Therapist (518002).

Applications Close:—Wednesday, 2 January 2013.

Salary:—\$86,033 – \$95,154 p.a.

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

Permanent full-time day work.

Location:—Northern Dental Clinic.

Duties:—The Northern Tasmanian Dental Clinic is seeking to recruit a Senior Dental Therapist to join its committed and innovative team. You will be required to participate as a member of both the area management team and relevant statewide committees to assist in determining directions, policies, guidelines and priorities for the Oral Health Service in general and children's dental services in particular, including relevant workforce initiatives. Provide high level clinical

leadership and advanced clinical services in accordance with organisational policies and professional code of conduct and high level advice and assistance to the Area Manager, Director Clinical Services and other relevant staff in relation to novel, complex and critical aspects of dental therapy.

Enquiries to Susan Jay, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 4119, email susan.jay@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 AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Women and Children Services

Registered Nurse (518786).

Applications Close:—Friday, 14 December 2012.

Salary:—\$54,527 – \$74,620 pro rata, per annum.

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

Fixed-term part-time day worker (38 hours per fortnight), commencing January 2013 for a period of twelve months.

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

Desirable Requirements:—Paediatric Diabetes Educator training and/or experience.

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 or transfer. The following checks are to be conducted: Conviction check in the following areas—Crimes of violence, Sex related offences, Serious drug offences and Crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Janine Sawford, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8332, email janine.sawford@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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INFRASTRUCTURE, ENERGY AND RESOURCES

INFRASTRUCTURE STRATEGY DIVISION

General Manager

Work Health and Safety Advisor (372113).

Applications Close:—Friday, 14 December 2012.

Salary:—\$77,536 – \$89,072 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Champion the safety message and culture within the Division and provide advisory and coaching support to the Divisional Management Team and Branches in the practical application of Work Health and Safety Legislation, Codes of Practice, policies and procedures.

Review Safety, Environment and Quality reports and statistics, as well as undertaking proactive workplace reviews, to identify trends, safety risks and improvement opportunities.

Undertake comprehensive incident investigation and reporting, with a particular emphasis on root cause analysis, and undertake internal and third party audits to monitor and measure compliance with Work Health and Safety Legislation, safety policies and procedures and safety management plans, promptly reporting any non-compliance.

Identify specific training needs for managers and staff in key Work Health and Safety areas and assist in the sourcing, development and delivery of training packages.

Liaise with Branch Managers, Project Managers, work teams and other stakeholders to develop and action safety improvement initiatives, systems and procedures and where necessary provide staff training in their implementation.

Maintain a contemporary knowledge of legislation, trends, policies and procedures and the regulatory environment affecting Work Health and Safety in the Division.

Assist in the management of workplace injuries and worker rehabilitation through the identification of alternative duties.

Essential Requirements:—A Current Driver Licence.

Desirable Requirements:— Experience in civil construction environment.

Relevant qualifications in WH&S.

Enquiries to Shane Gregory, General Manager, Transport Infrastructure Services, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, phone (03) 6233 6361, email Shane.Gregory@dier.tas.gov.au.

Applications to HR Operations, Human Resources Branch, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart, 7000, phone (03) 6233 2077, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

PASSENGER TRANSPORT

Passenger Transport Services

Manager Passenger Transport Concessions (370845).

Applications Close:—Friday, 21 December 2012.

Salary:—\$77,536 – \$89,072 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Provide specialist consultative advice on the administration of passenger transport concessions and subsidies to ensure the effective, efficient and economic delivery of passenger transport assistance in accordance with Government and Transport Commission policies. Manage the administration of the Transport Access Scheme, Conveyance Allowance and Pensioner Air Travel programs including the issue, re-issue, and cancellation of concession cards and permits. Liaise with relevant internal and external stakeholders, service providers and clients to ensure adequate understanding of use, entitlements, conditions and constraints associated with individual assistance schemes or programs. Establish and manage procedures and guidelines for the operation of quality assurance on the delivery of services administered by the Section. Undertake regular reviews of guidelines for the provision of subsidies and concessions to ensure ongoing consistency with government policy directions. Develop and

manage performance reviews and contract compliance audits. Lead and manage a small team focussed on the effective and efficient delivery of passenger transport services. Manage allocated resources to meet the goals and objectives of the Passenger Transport Services Branch within the Corporate Plan established for the Division and Department.

Desirable Requirements:—Tertiary qualifications or equivalent experience in an appropriate discipline.

Enquiries to Andrew Mullen, Manager Passenger Transport Contracts, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart TAS 7000, phone (03) 6233 8207, email Andrew.Mullen@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 (03) 6233 2077, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INTEGRITY COMMISSION

Communications Officer (356412).

Applications Close:—Friday, 14 December 2012.

Salary:—\$71,148 – \$74,405 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term part-time 36.75 hours per fortnight (negotiable) for a period of 2 years.

Location:—Hobart.

Duties:—Contribute to the development of communication policies and programs for the Integrity Commission, particularly in conjunction with the Misconduct Prevention, Education and Research Unit (MPER) in support of its education, misconduct prevention and communication role with public officers and the wider community. Provide support in respect of media relationships and liaison, particularly by preparing media releases and responses to media enquiries, as well as by monitoring local and national media for issues relevant to the Commission.

Essential Requirements:—The appointee must satisfy a pre-employment check in the following areas: Criminal Activity: 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 and crimes involving conspiracy. Disciplinary/managerial action in previous employment. Identification check. Satisfy a stringent security vetting process in accordance with national standards.

Enquiries to Gayle Johnston, General Counsel, Integrity Commission, phone (03) 6216 4413, email gayle.johnston@integrity.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Integrity Commission, 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 website. If a Statement of Duties cannot be downloaded, please contact Rachael Daniels on (03) 6216 4408. The Commission prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than four attachments in either Microsoft Word format, PDF or RTF (rich text format). Only those applicants shortlisted for interview will be contacted. Ensure that your application is received by the actual closing date. Late applications will not be accepted.

JUSTICE

COMMUNITY CORRECTIONS

Southern Region

Community Service Order Supervisor (356349).

Applications Close:—Friday, 14 December 2012.

Salary:—\$36,511 – \$45,233 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time minimum 8 hours a fortnight, including weekends, hours and conditions to be negotiated.

Location:—Southern Region.

Compulsory leave applies.

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, Co-ordinator CSO Scheme, Community Corrections, Department of Justice, phone (03) 6233 3105, email 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.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Tristan Bell on (03) 6233 3105. The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than four attachments in either Microsoft Word format, PDF or RTF (rich text format). Only those applicants shortlisted for interview will be contacted. Ensure that your application is received by the actual closing date. Late applications will not be accepted.

JUSTICE

SUPREME COURT

Burnie

Judges Attendant (352017).

Applications Close:—Friday, 14 December 2012.

Salary:—\$36,511 – \$45,233 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 36.75 hours per fortnight (hours as and when required according to the Supreme Court sittings calendar issued each year).

Location:—Burnie.

Compulsory leave in late December/January applies.

Duties:—Provide administrative assistance to the judges of the Supreme Court by attending judges in Court and in Chambers including: ensuring the availability of reference material; maintaining lists of authorities; preparing court rooms, chambers and jury rooms; swearing in witnesses, jurors and other personnel; assist the Associates; and organise travel and equipment for Judges on circuit.

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 drivers licence.

Enquiries to Andrew Smart, Acting Manager Supreme Court, Department of Justice, phone (03) 6233 7158, email andrew.smart@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 website. If a Statement of Duties cannot be downloaded, please contact Andrew Smart on (03) 6233 7158.

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

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

PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Conservation Project Officer (Project Archaeologist) (CPO12).

Applications Close:—Monday, 17 December 2012.

Salary:—\$53,926 – \$72,571 pro rata, per annum.

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

Fixed-term full-time for 21 weeks.

Location:—Port Arthur Historic Site.

Duties:— Assist with the planning and execution of the Penitentiary Project Archaeological Research Project.

Direct and document a series of archaeological excavations in the Penitentiary Precinct.

Direct and manage a volunteer excavation team.

Prepare a full technical report on the excavations, their results and implication.

Compile an excavation project archive.

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

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

Assist in providing interpretive materials for visitors and staff.

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

Undertake other relevant tasks and duties as directed by the Archaeology manager and/or Director Conservation and Infrastructure.

Essential Requirements:—Evidence of the following must be produced before taking up this position:.

Tertiary qualification (honours degree) in Archaeology.

At least three years experience in managing and reporting upon historical archaeological excavations.

Desirable Requirements:—Workplace 2 First Aid Certificate.

Current driver's licence.

Industry recognised professional affiliations.

Enquiries to Dr David Roe, Archaeology Manager, Port Arthur Historic Site Management Authority, phone (03) 62512368, fax (03) 62512322, email david.roe@portarthur.org.au.

Applications to recruitment, Port Arthur Historic Site Management Authority, Port Arthur Historic Site, Arthur Highway, Tas 7182, phone (03) 6251 2329, fax (03) 6251 2322, email recruitment@portarthur.org.au.

PREMIER AND CABINET

MINISTERIAL AND PARLIAMENTARY SERVICES

Advisor (001678).

Applications Close:—Friday, 14 December 2012.

Salary Range:—\$87,255 – \$95,060 p.a.

Contract Position Full-time term of Government.

Location:—Hobart.

Duties:—Provide high level political and policy advice to the Minister about issues related to the Minister's portfolios, plan and co-ordinate any required strategies, solutions or approaches needed to deal with identified issues and emerging problems. High level liaison, negotiation and consultation with relevant stakeholders including Commonwealth, State and Local Government agencies, businesses and community organisations.

Enquiries to Pam Voss, Advisor, Department of Premier and Cabinet, phone (03) 6233 2778, email Pam.Voss@dpac.tas.gov.au.

Applications to Matthew Abey, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart, Tasmania 7001, phone (03) 6270 5451, email job.application@dpac.tas.gov.au.

PREMIER AND CABINET

POLICY DIVISION

Policy Analyst (001429).

Applications Close:—Friday, 14 December 2012.

Salary:—\$77,536 – \$89,072 p.a.

Tasmanian State Service Award, General Stream Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake policy research, analysis, development, implementation and review in relation to policies at a strategic level. Provide the Premier and Cabinet with broad-based advice from a Government-wide perspective.

Desirable Requirements:—A tertiary qualification in a relevant discipline or research experience to similar level.

Enquiries to Tim Bullard, Director, Policy, Department of Premier and Cabinet, phone (03) 6232 7172, email tim.bullard@dpac.tas.gov.au.

Applications to Matthew Abey, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart, Tasmania 7001, phone (03) 6270 5451, email job.application@dpac.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

CORPORATE SERVICES

Information Services

Senior Software Developer (706930).

Applications Close:—Friday, 14 December 2012.

Salary:—\$71,148 – \$74,405 pro rata, per annum.

Tasmanian State Service Award, ICT Level 2.

Fixed-term full-time (36.75 hours per week) from as soon as possible until 30 June 2013, or until the return of the occupant, whichever is sooner.

Location:—Hobart.

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

Applicants should note that while this vacancy has been advertised as full-time, DPIPWE may be prepared to negotiate a part-time arrangement with the successful applicant.

Pro rata salary is based on the above full-time rates. Duties:—To perform a range of complex technical duties and project management tasks that directly contribute to improved organisational performance and capability through the delivery of efficient business systems and processes that support operational excellence and achievement of business outcomes.

Desirable Requirements:—An appropriate qualification at a tertiary level.

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

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

Enquiries to Anita Yan, Department of Primary Industries, Parks, Water and Environment, phone (03) 6212 5142, email Anita.Yan@dpipwe.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS 7001, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

HERITAGE TASMANIA

Senior Research Officer (706895).

Applications Close:—Friday, 14 December 2012.

Salary:—\$77,536 – \$89,072 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time (36.75 hours per week) for 12 months.

Location:—Hobart.

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

Duties:—Support the Registration Manager to guide and deliver Heritage Tasmania's Registration Program in an effective and efficient way through the supervision of assigned staff, by conducting research and undertaking assessments and by implementing registration processes in accordance with the Historic Cultural Heritage Act 1995.

Provide co-ordination, research, and advice to Heritage Tasmania, DPIPWE and Tasmanian Heritage Council. Undertake project work that furthers the identification, protection, understanding and conservation of historic heritage, with a focus on the co-ordination and quality assurance of assessments for entry to the Heritage Register.

Desirable Requirements:—A graduate qualification within the disciplines of Architecture, Archaeology, Cultural Heritage, Engineering, Environmental Studies, Geography, History, Planning or other disciplines of relevance to the Statement of Duties.

Experience and skills in the effective use of a range of IT applications relevant to the role, including Microsoft Office, mapping and data base applications.

Practical experience in conducting planning appeals.

A current valid motor vehicle driver's licence.

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

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

Enquiries to David Scott, Department of Primary Industries, Parks, Water and Environment, phone (03) 6233 2037, email David.Scott@heritage.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS 7001, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

WATER AND MARINE RESOURCES

Water Management

Natural Values Assessment Officer (706934).

Applications Close:—Friday, 14 December 2012.

Salary:—\$77,536 – \$89,072 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

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

Duties:—Co-ordinate and provide specialist advice to the Assessment Committee for Dam Construction (ACDC) and Minister's Delegate for Water Licences on the potential impact of dam works and water licence proposals on natural values and measures to mitigate or manage any such impacts.

Desirable Requirements:—A university degree or an equivalent qualification in a relevant discipline. Ability to use geographic information systems preferably in a MapInfo environment. A current motor vehicle driver's licence.

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

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

Enquiries to Bill Shackcloth, phone (03) 6233 2613, email bill.shackcloth@dpiuwe.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dpiuwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Track Worker Fixed-term Employment Register (Various).

Applications Close:—Friday, 12 December 2014.

Salary:—See Below.

AWU (Tasmanian Public Sector) Award.

Register.

Location:—Statewide.

Salary: Full-time employees: Band 1—\$37,511 – \$46,233, Band 2—\$47,823 – \$51,998, Band 3—\$53,926 – \$58,697 per annum.

Casual employees: Band 1—\$18.98 – \$23.40, Band 2—\$24.20 – \$26.31, Band 3—\$27.29 – \$29.70 per hour. A 20% casual loading will apply in lieu of leave entitlements.

Commencing salary within the above range will be determined in accordance with qualifications and previous relevant experience. Applications are invited from persons interested in registering for Fixed-term employment as Trackworkers. The employment register will remain open for recruitment up to and including 12 December 2014.

The work is physically demanding and is undertaken in remote and isolated conditions. Applicants need to be physically fit and able to work in rough terrain which may be subject to harsh weather conditions. Further information is available on the Track Worker Information Sheet.

Please note that if you are currently registered, you do not need to submit a new application unless you wish to do so, but you need to advise the contact person in this advertisement to request that your name is transferred to the new register, as well as advising of any changes you wish to make such as contact details etc.

Duties:—Band 1—Assist with the construction, maintenance, restoration, reconstruction and rehabilitation of walking tracks and associated facilities.

Band 2 and 3—Undertake the construction, maintenance, restoration, reconstruction and rehabilitation of walking tracks and associated facilities.

Desirable Requirements:—It is desirable that you have a current motor vehicle driver's licence, and a current Statement of Competency in Chainsaw and Brushcutter Use.

Essential Requirements:—Track Workers must be physically fit and able to work in rough and isolated terrain.

The work associated with this position is outdoors and often in remote locations which involves periods of rough camping. The work can be physically demanding requiring the carrying of backpacks with overnight camping equipment or track maintenance tools. Prior to appointment the occupant of this position will be required to complete an approved medical

disclosure and contact information form and pass an annual medical examination and fitness test used for fire fighters. A current St John's Workplace Level 2 First Aid Certificate or equivalent.

Enquiries to Martin O'Dea, phone (03) 6233 2336, email martin.odea@parks.tas.gov.au.

Applications to Martin O'Dea, Administrative Officer, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 1751, Hobart 7001, phone (03) 6233 2336, email martin.odea@parks.tas.gov.au.

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

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

PUBLIC TRUSTEE

ADMINISTRATION

Manager Marketing and Business Development (791203).

Applications Close:—Friday, 14 December 2012.

Salary:—\$77,536 – \$89,072 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term part-time For a period up to 12 months, 0.6FTE.

Location:—Hobart.

Duties:—Develop and implement the Public Trustee's marketing and communication plans and corporate programs and projects related to marketing, product and new business development. With the CEO, promote the profile of the Public Trustee in the market place and develop strategic alliances with external organisations.

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:—crimes involving dishonesty, crimes of violence, serious drug offences, sex related offences.

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

Desirable Requirements:—Substantial experience in, and comprehensive understanding of, the principles of marketing and business development within a commercial environment and the development and evaluation of marketing programs. Demonstrated experience in high level customer relationship management. Demonstrated research, strategic, conceptual and analytical skills and the ability to generate creative ideas and translate those ideas into practical application.

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

Enquiries to Peter Maloney, Chief Executive Officer, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone (03) 6233 7611, email pmaloney@publictrustee.tas.gov.au.

Applications to Karyne Johns, Human Resources Officer, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone (03) 6233 7706, email kjohns@publictrustee.tas.gov.au.

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

Promotions without Advertising

POLICE AND EMERGENCY MANAGEMENT

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

S Haigh.

to perform the duties of Hospitality Services Assistant 001342, General Stream Band 2.

Duties:—Assist with food preparation, production, servery and cleaning duties in the provision of catering and accommodation services at the Police Academy, Rokeby.

Qualifications and Experience:—Appropriate qualification, training and/or experience in the hospitality services.

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

D L HINE.

POLICE AND EMERGENCY MANAGEMENT

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

J Gainsford.

to perform the duties of Hospitality Services Assistant 001343, General Stream Band 2.

Duties:—Assist with food preparation, production, servery and cleaning duties in the provision of catering and accommodation services at the Police Academy, Rokeby.

Qualifications and Experience:—Appropriate qualification, training and/or experience in the hospitality services.

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

D L HINE.

POLICE AND EMERGENCY MANAGEMENT.

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

S Grant.

to perform the duties of Hospitality Services Assistant 001344, General Stream Band 2.

Duties:—Assist with food preparation, production, servery and cleaning duties in the provision of catering and accommodation services at the Police Academy, Rokeby.

Qualifications and Experience:—Appropriate qualification, training and/or experience in the hospitality services.

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

D L HINE.

POLICE AND EMERGENCY MANAGEMENT.

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

A Calvert.

to perform the duties of Hospitality Services Assistant 002480, General Stream Band 2.

Duties:—Assist with food preparation, production, servery and cleaning duties in the provision of catering and accommodation services at the Police Academy, Rokeby.

Qualifications and Experience:—Appropriate qualification, training and/or experience in the hospitality services.

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

D L HINE.

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	T. King	6 months	17.12.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	E. Quillerat	6 months	17.12.12
Health & Human Services & Tasmanian Health Organisations	Nurse Unit Manager	R. Gregory	6 months	03.12.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Chapman	6 months	17.12.12
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	S. O'Brien	6 months	03.12.12
Health & Human Services & Tasmanian Health Organisations	Holding Room Supervisor	D. Moss	6 months	29.11.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	K. Carr	6 months	17.12.12
Health & Human Services & Tasmanian Health Organisations	Hospital Aide	C. Apted	6 months	25.11.12
Police & Emergency Management	Psychologist	J. Spohn	NIL	26.11.12
Primary Industries, Parks, Water & Environment	Visitor Reception Officer	D. Donald	6 months	28.11.12
Treasury & Finance	Policy Analyst	M. Wakefield	6 months	03.12.12

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>
Treasury & Finance	Senior Systems Officer and Business Analyst	G. Solomon	18 months	08.01.13

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	B. Paterson	Executive Manager	26.11.12
Health & Human Services & Tasmanian Health Organisations	S. Styles	Clinical Nurse Educator - Alcohol and Drug Services	28.11.12
Health & Human Services & Tasmanian Health Organisations	L. Newsum	Executive Support Officer	03.12.12
Justice	C. Cornell	Team Leader	26.11.12
Premier & Cabinet	G. Newton	Policy Analyst	26.11.12
Premier & Cabinet	A. Murphy	Policy Analyst	26.11.12
Premier & Cabinet	K. Woodward	Parliamentary Counsel	26.11.12

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 & Tasmanian Health Organisations	J. Spohn	Police & Emergency Management	Sexual Assault Response Coordinator	23.11.12

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Dental Officer	S. Goyal	27.11.12	
Economic Development, Tourism & the Arts	Executive Assistant	C. Griffin	05.12.12
Health & Human Services & Tasmanian Health Organisations	Multi Skilled Domestic	M. McCulloch	07.11.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	E. Parker	04.09.12
Health & Human Services & Tasmanian Health Organisations	Kitchen Hand	C. Blackwell	28.11.12
Health & Human Services & Tasmanian Health Organisations	Clinical Nurse Specialist	A. Thynne	24.11.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Cowie	17.11.12
Health & Human Services & Tasmanian Health Organisations	Dental Officer	S. Goyal	27.11.12
Health & Human Services & Tasmanian Health Organisations	Pharmacist	W. Rafferty	30.11.12
Health & Human Services & Tasmanian Health Organisations	Laboratory Assistant	E. Ahmed	30.11.12
Primary Industries, Parks, Water & Environment	Air Modelling Specialist	M. Power	04.12.12
Treasury & Finance	Information and Communication Technology Officer	A. Benda	04.12.12

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Director Strategy and Research	L. Fitzgerald	30.11.12
Health & Human Services & Tasmanian Health Organisations	Quality Improvement Educator	G. Kenworthy	23.11.12
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	F. Stredwick	24.11.12
Justice	Catering Supervisor	J. Van den Berg	30.11.12

**We will be closing for the Festive Season
from 12.30PM on Friday 21st December 2012
and re-opening on Monday 7th January 2013**



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**We wish you a
Merry Christmas
and a
Happy New Year!**

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