



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
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INCLUDING G.S.T.

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

Tasmanian Government Gazettes are available for perusal at the Public Sector Management Office, 9th Floor, 144 Macquarie Street, Hobart and in the reference section of major branches of the State Library.

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

Further Information

Applicants are strongly advised to seek further information including the statement of duties, from the www.jobs.tas.gov.au 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.

Tasmanian Government Gazette.

Email text copy to.

govt.gazette@thepat.com.au.

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

State Service Notices.

Vacancy, Direct Selection and Staff Movement Notices.

The only way to place a State Service vacancy, direct selection and staff movement notices is through the **www.jobs.tas.gov.au** system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a *www.jobs.tas.gov.au* system log on, please contact your Human Resource Manager or the Public Sector Management Office on telephone (03) 6233 6687 or email: *jobsadmin@dpac.tas.gov.au*.

Order Information.

When using this facility please ensure your order and a copy of the material or vacancy reference are faxed to Print Applied Technology Pty Ltd on (03) 6216 4294.

Deadlines.

Government Gazette :—.

Copy must be received by Print Applied Technology Pty Ltd by **last mail or 4pm Friday** prior to publication.

State Service Notices—Vacancy, Direct Selection and Staff Movement Notices:—Information is to be entered on the jobs system by **6 p.m. Friday** prior to publication Telephone (03) 6233 6687.

Deadlines will be strictly adhered to.

Subscription or account enquiries phone (03) 6233 3148

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, TAS 7001, phone (03) 6233 5852, fax (03) 6233 5703, email *applications@development.tas.gov.au*.

To be considered for an interview, applications must address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae.

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

TOURISM TASMANIA

Operations and Planning

Survey Interviewer (various).

Applications Close:—Friday, 13 January 2012.

Salary:—\$35,511 – \$44,233 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Vacancy No. Generic.

Permanent part-time.

Location:—Hobart.

Work Pattern: The part-time work pattern is 0.09FTE. These are minimum hours, work will be rostered and subject to variation.

Duties:—Conduct face-to-face interviews with departing passengers on selected flights, ferries and cruise ships, and patrons of selected events within the region to enable the collection of quality information and data for the compilation of the Tasmanian Visitor Survey for Tourism Tasmania.

Enquiries to Nicholas Tomlin, Co-ordinator Survey Management, phone (03) 6230 8141, email *Nicholas.Tomlin@tourism.tas.gov.au*.

Applications to Justine McGuire, Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 9664, fax (03) 6233 5703, email *applications@development.tas.gov.au*.

To be considered for an interview, applications must address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae.

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Screen Tasmania

Executive Assistant (424923).

Applications Close:—Friday, 13 January 2012.

Salary:—\$51,832 – \$56,418 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—Provide comprehensive and high level executive assistance and administrative support to the Director of Screen Tasmania and the business unit.

Co-ordinate the day to day functionality of the office, ensuring efficiency of internal operations and communications systems, including handling of enquiries, providing accurate guidance and advice to applicants and stakeholders and managing database systems for accurate tracking of information, applications and contacts.

Enquiries to Jodi Churchward for a copy of the Statement of Duties on (03) 6233 6995 or email *jodi.churchward@screen.tas.gov.au* For further information regarding the vacancy please contact Karena Slaninka, Director Screen Tasmania, Department of Economic Development, Tourism and the Arts, phone (03) 6233 4184, email *karena.slaninka@screen.tas.gov.au*.

HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Nurse Unit Manager, Older Persons Unit (520542).

Applications Close:—Friday, 13 January 2012.

Salary:—\$82,923 – \$88,794 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 7a, Year 1 to Grade 7a, Year 4.

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—This position is for a Nurse Unit Manager to lead a dynamic acute Older Persons Unit within the Royal Hobart Hospital, opening in March 2012. The model of care on the unit will be person centred within a practice development framework that will provide comprehensive assessment for the acute older person on admission and a plan of care developed within a multidisciplinary approach. Family involvement will be encouraged through shared decision making and care, case conferences and discharge planning where appropriate. It is envisaged the unit will have a strong education and research focus with all care delivered informed by evidence based practice.

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.

Desirable Requirements:—Relevant post graduate qualifications.

Enquiries to Helen Fitzgerald, Department of Health and Human Services, phone (03) 6222 7805, mobile 0400 149 719, email helen.fitzgerald@dhhs.tas.gov.au.

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

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Project Manager (520406).

Applications Close:—Friday, 13 January 2012.

Salary:—\$89,420 – \$95,555 p.a..

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

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

Location:—Royal Hobart Hospital.

Duties:—As a senior member of the Royal Hobart Hospital Redevelopment team you will be required to develop and deliver capital works projects which meet client needs. This will require you to develop and maintain strong relationships with clinical clients to gain relevant information to brief, manage and quality assure the actions of consultants and contractors. Ideally you will have a tertiary qualification in a discipline related to the construction industry or equivalent experience.

Enquiries to Peter Alexander, Department of Health and Human Services, phone (03) 6212 2610, email peter.alexander@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North

Post Graduate Nurse Rotation Mental Health (506423).

Applications Close:—Friday, 20 January 2012.

Salary:—\$54,527 – \$69,758 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1 to Grade 3, Year 8.

Fixed-term part-time shiftwork, working 40 hours per fortnight, commencing As soon as possible for a period of 2 years.

Location:—Northside Clinic, Launceston General Hospital, Launceston.

Duties:—Utilise a problem solving approach and established nursing procedures in the delivery of direct nursing care. Collaborate with other members of the health care team to ensure the delivery and evaluation of nursing care. Complete the Graduate Diploma in Advanced Nursing (Mental Health/Psychiatric Nursing).

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia. Enrolment in a post-graduate mental health nursing course. Acceptance as a student in the relevant diploma or certificate program.

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 Jan Dorman, Department of Health and Human Services, phone (03) 6348 7473, email jan.dorman@dhhs.tas.gov.au.

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

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JUSTICE

CROWN LAW

Office of the Solicitor-General

Executive Assistant (350044).

Applications Close:—Friday, 13 January 2012.

Salary:—\$51,832 – \$56,418 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Provide comprehensive administrative and clerical support to the Solicitor-General and legal practitioners assisting the Solicitor-General, including extensive production of documents using audio-typing facilities. Provide a professional reception service, both by telephone and face to face, for the Office of the Solicitor-General, including providing a first point of telephone and personal contact.

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:—Diploma in Business Administration or Business (Legal Services).

Enquiries to Karen Dillon, Crown Law, Department of Justice, phone (03) 6233 6403, email karen.dillon@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 Kerry Worsley on (03) 6233 8732.

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

OFFICE OF THE SECRETARY

Strategic Policy and Projects

Administrative Assistant (355546).

Applications Close:—Friday, 13 January 2012.

Salary:—\$45,823 – \$49,978 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time 12 hours per fortnight (working from 9am till 4pm every Thursday) commencing As soon as possible until November 2012.

Location:—Burnie.

Duties:—Undertake administrative and clerical functions to support the day to day operations of the Strategic Policy and Projects Branch, Court Support and Liaison Services and Victims of Crime Service including data entry and preparing and collating correspondence. Provide a telephone and reception 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 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; Family Violence Orders; Police Family Violence Orders. Disciplinary action in previous employment check. Identification check.

Enquiries to Julie Callander, Executive Officer, Strategic Policy and Projects, Department of Justice, phone (03) 6233 2310, email julie.callander@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 Julie Callander on (03) 6233 2310.

The Department prefers electronic submissions 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

Hobart

Transcription Officer (355503).

Applications Close:—Friday, 13 January 2012.

Salary:—\$51,832 – \$56,418 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Assist the Co-ordinator Transcribing Services in the manipulation, monitoring and archiving of the in-court digital recording system, training of new transcription typist staff and associates, provision of transcribing services to outside organisations including assisting with negotiating timeframes and costs.

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:—Typing speed of 80 wpm.

Enquiries to Kath Kinsella, Co-ordinator Transcribing Services, Supreme Court, Department of Justice, phone (03) 6233 6048, email kath.kinsella@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 Kath Kinsella on (03) 6233 6048.

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.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

INFORMATION AND LAND SERVICES

Geodata Services

Graduate Spatial Information Analyst (702790).

Applications Close:—Friday, 13 January 2012.

Salary:—\$51,832 – \$62,406 p.a.

Tasmanian State Service Award, Graduate.

Permanent full-time.

Location:—Hobart.

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

The DPIPWE Graduate Development Program provides professional development and training for the Department's graduate recruits and other selected staff.

Duties:—Provide GIS expertise, analysis and application development support for Geodata Services operations and the Land Information System Tasmania.

Essential Requirements:—A Bachelor degree in Geomatics (or equivalent) relevant to the duties to be undertaken, as provided by a university.

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 John Anderson, phone (03) 6233 2799, email john.anderson@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.

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Art Educator (Program Design and Delivery Officer)	R. McKeand	Nil	01.01.12
Health & Human Services	Registered Nurse	J. Byrne	6 months	09.12.11
Health & Human Services	Community Health Nurse	B. Hoyt	6 months	16.12.11
Health & Human Services	Administrative Assistant	J. Karlovsky	6 months	01.01.12
Health & Human Services	Specialist Radiographer - CT/MRI	K. Scott	6 months	09.01.12
Health & Human Services	Multi Skilled Domestic	R. Jones	6 months	22.01.12
Health & Human Services	Dental Officer	T. Pacza	6 months	03.01.12
Health & Human Services	Specialist Radiographer	G. Manz	6 months	09.01.12
Health & Human Services	Registered Nurse	J. Binning	6 months	09.12.11
Justice	Administrative Officer	K. Locke	Nil	22.12.11

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Police & Emergency Management	A. O'Neill	Manager Payroll Services	13.12.11
Premier & Cabinet	S. Skinner	Computer Support Officer	03.01.12
Primary Industries, Parks, Water & Environment	L. Perrins	Curator, Conservation Collections and Subantarctic Flora	19.12.11
Port Arthur Historic Site Management Authority	G. Woods	Corporate Services Manager	22.12.11

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Port Arthur Historic Site Management Authority	D. Williams	Port Arthur Historic Site Management Authority	Admin Officer - Accounts and Projects	21.12.11

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Manager Sector Development	F. Hussey	30.12.11
Economic Development, Tourism & the Arts	Web and IT Project Officer	B. Cruse	31.12.11
Health & Human Services	Occupational Therapist	G. Ranson	19.12.11
Health & Human Services	Co-ordinator Maintenance Services	I. Vallance	23.12.11
Health & Human Services	Occupational Therapist	R. Sperring	22.12.11
Health & Human Services	Registered Nurse	C. Bridge	16.12.11
Health & Human Services	Senior Speech Pathologist	M. Conroy	22.12.11
Health & Human Services	Senior Medical Scientist	A. Claridge	16.12.11
Health & Human Services	Enrolled Nurse	J. Conley	16.12.11
Health & Human Services	Pay/Personnel Officer	N. Butterworth	23.12.11
Health & Human Services	Registered Nurse	P. Hopkins	10.12.11
Health & Human Services	Senior Business Support Officer	K. Kent	09.12.11
Health & Human Services	Pre-operative Centre Co-ordinator L2	M. Watson	18.12.11
Health & Human Services	Physiotherapist	D. Poon	16.12.11
Health & Human Services	Service Coordinator	A. Hayes	16.12.11
Health & Human Services	Registered Nurse	S. Haywood	16.12.11
Health & Human Services	Centre Administration and Support Services Coordinator	M. Bloomfield	23.12.11
Health & Human Services	Home Help Personal Carer	L. Whiteley	19.12.11
Health & Human Services	Administrative Assistant	M. Ngawhare	18.12.11
Health & Human Services	Registered Nurse	S. MacKinnon	24.12.11
Health & Human Services	Enrolled Nurse - Diabetes	C. Harvey	01.12.11
Health & Human Services	Registered Nurse	V. Tolputt	19.12.11
Health & Human Services	Property Consultant	P. Dodge	25.11.11
Infrastructure, Energy & Resources	GIS, Database and Systems Support Officer	D. Livingston	30.12.11
Justice	Community Awareness Co-ordinator	P. Marriott	23.12.11
Justice	Executive Assistant	C. Cook	31.12.11
Justice	Crown Counsel	G. Hoare	23.12.11
Police & Emergency Management	Senior Firefighter	M. Herbert	27.12.11
Police & Emergency Management	Cleaner	S. Wells	23.11.11
Primary Industries, Parks, Water & Environment	Crown Lands Officer	K. Begent-Connors	31.12.11
Primary Industries, Parks, Water & Environment	Quarantine Officer	G. Fox	21.12.11
Primary Industries, Parks, Water & Environment	Project Support Officer	Y. May	02.01.12
Port Arthur Historic Site Management Authority	Corporate Services Manager	D. Nowell	24.12.11

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Food Services Supervisor	A. Campbell	17.12.11
Infrastructure, Energy & Resources	Private Forest Advisor	P. Lockwood	27.12.11
Infrastructure, Energy & Resources	Project Officer	H. Jacobson	23.12.11
Primary Industries, Parks, Water & Environment	Senior Technical Officer	S. George	03.01.12
Primary Industries, Parks, Water & Environment	Regional Administration Officer	J. Geoghegan	21.12.11
Treasury & Finance	Manager, Contracts	B. Mignot	29.12.11



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Our conscience is crystal clear.

Together we can make a difference.

Print Applied Technology remains ever vigilant in reducing the impact of its operations on the environment, and environmental management within our production facilities is considered a critical aspect of our business.

Our investment in a world class 'EcoClean' solvent recycling system from Europe has enabled us to recycle all our solvent liquids for reuse, instead of disposing of this material which is traditional industry practice. Waste paper is managed via extraction systems and a compaction unit, capturing and bundling all waste generated during the production cycle which is then collected for recycling, reducing landfill. Vegetable based inks are used where possible on our presses, and green office principles are employed.

Print Applied Technology now adds to these initiatives official certification by the Forest Stewardship Council

(FSC). FSC certification is the "Gold Standard" for eco forestry worldwide, and as a 'Chain of Custody' certificate holder we can now assure our valued customers that selected papers sourced for our operations are from responsibly managed forests.

The use of the highly guarded FSC trademark now also allows our customers to demonstrate their commitment to the growth of responsible forest management. Further to this, we can now share with you the knowledge that areas of natural wealth and endangered wildlife habitat are not being adversely affected as a consequence of our paper sourcing policy.

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