



TASMANIAN STATE SERVICE NOTICES

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CONTENTS

VACANCIES—

Education.....	1003
Health and Human Services	1006
Police and Emergency Management	1011
Primary Industries, Parks, Water and Environment	1012
Public Trustee	1014
Justice	1014

STAFF MOVEMENTS—

Appointments	1015
Promotions.....	1015
Transfers	1016
Extension or Renewals	1016
Resignations	1016
Appointment of Officers.....	1016

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.

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.

WILLS | DECEASED ESTATES | FINANCIAL ADMINISTRATION | ENDURING POWERS OF ATTORNEY

Matters of Trust



WHAT IS A WILL AND WHY IS IT SO IMPORTANT?

Public Trustee

A Will is a legal document in which you state how you want your assets to be distributed after your death. In your Will you can nominate an Executor who is a person or entity responsible and personally liable for the entire administration of your estate. A Will also provides you with the opportunity to name guardians for your children, establish trusts or donate to charity.

Why is it so important?

You work hard during your lifetime building up assets. A home, car, superannuation, insurance policies, shares and other investments to provide the lifestyle and security you want for yourself and your family. Making a Will ensures your hard earned assets are passed on to the people you choose. It means security for those you love and those for whom you are responsible.

If you die without a Will (intestate) your estate will be divided according to a formula set down by state legislation. The formula may not reflect your wishes and which may cause undue hardship, cost and delay for your family.

Keeping your Will up-to-date.

If you already have a Will, it's important to ensure it is up-to-date to reflect any changes in circumstance; such as births of children or grandchildren, marriages, separations, deaths, retirement or even purchases of major assets. The Public Trustee recommends you update your Will every three to five years.

Why choose the Public Trustee?

- We are experienced – we have been writing Wills and administering estates for over 150 years.
- We are reliable – we were established by an Act of Parliament so, unlike a private Executor, we will always be around to ensure that your wishes are carried out with impartiality and integrity.
- We are impartial – while your family grieve, we get on with the job and take an objective point of view on situations.
- We are specialists – we know what we are doing and we are good at it:
 - As your Executor, we take on full responsibility for administering your valuable assets in accordance with your wishes.
 - In trusts created by your Will, we will meet all legal and investment requirements for the lifetime of the Trust.
 - All money that the Public Trustee receives from an estate is placed in the Public Trustee's Common Fund which pays a competitive interest rate until it is distributed.
- We will consult with your family – We work with your family to ensure they understand the process and provide them with indicative time frames for each stage. We are happy to receive contact from them regarding the progress of an estate.
- You can change your Will as often as required at no charge.

To make your Will with the Public Trustee call us on 1800 068 784

At the Public Trustee you know: if it's important to you, it's important to us.

HOBART

116 Murray St Hobart TAS 7000
GPO Box 1565 Hobart TAS 7001
DX 238 (Hobart)
Tel 03 6233 7598 Fax 03 6231 0621

LAUNCESTON

33 George St Launceston TAS 7250
PO Box 414 Launceston TAS 7250
DX 70180 (Launceston)
Tel 03 6336 2241 Fax 03 6334 0079

BURNIE

Columnar Crt 22 Wilmot St Burnie TAS 7320
PO Box 138 Burnie TAS 7320
DX 70241 (Burnie)
Tel 03 6434 6410 Fax 03 6431 9180

DEVONPORT

1st Floor, Bass House Cnr Edward
& Best Sts Devonport TAS 7310
PO Box 138 Burnie TAS 7320
Tel 03 6420 7589 Fax 03 6424 8637

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.**

Gazette and State Service Online

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Social Worker (955037).

Applications Close:—Friday, 18 May 2012.

Salary:—\$48,809 – \$78,311 pro rata, per annum.

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

Fixed-term part-time or full-time up to 76 hours per fortnight from 18 June 2012 to 14 June 2013.

Location:—Learning Services (North) and East Coast Schools.

Duties:—Work in schools as a member of a multi-disciplinary Learning Service Support Team to provide a social work service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students.

Essential Requirements:—A degree in Social Work from a University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Desirable Requirements:—A current driver's licence. Eligibility for membership of the Australian Association of Social Workers.

Enquiries to Susan Diprose, Department of Education, phone (03) 6339 3615, email **susan.diprose@education.tas.gov.au**.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, 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)

Queechy High School

Advanced Skills Teacher (203851).

Applications Close:—Friday, 18 May 2012.

Salary:—\$89,397 p.a.

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

Permanent full-time 70 Hours per fortnight.

Location:—Queechy High School.

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

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

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

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

Enquiries to Kathryn Davis, Department of Education, phone (03) 6341 4455, email kathryn.davis@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, 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.

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EDUCATION

LEARNING SERVICES

Learning Services (North)

Queechy High School

Advanced Skills Teacher (203851, 203856), 2 Vacancies.

Applications Close:—Friday, 18 May 2012.

Salary:—\$89,397 p.a.

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

Permanent full-time 70 Hours per fortnight and Permanent full-time 70 Hours per fortnight.

Location:—Queechy High School.

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

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

Enquiries to Kathryn Davis, Department of Education, phone (03) 6341 4455, email kathryn.davis@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, 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.

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EDUCATION

LEARNING SERVICES

Learning Services (North)

Queechy High School

Assistant Principal (203849).

Applications Close:—Friday, 18 May 2012.

Salary:—\$100,051 p.a.

Teaching Service (TPS) Award, Assistant Principal, Band 3, Level 3.

Permanent full-time 70 hours per fortnight.

Location:—Queechy High School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a school or college.

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

Enquiries to Kathryn Davis, Department of Education, phone (03) 6341 4455, email kathryn.davis@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 2490, 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 Launceston Primary School

School Administration Clerk (963905).

Applications Close:—Friday, 18 May 2012.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 24.85 hrs per fortnight.

Location:—West Launceston Primary School.

Description of the Role:—Carry out clerical, keyboard and general administrative duties as required in relation to the functions of an office, section or unit. Supervise the records of the office, section or unit. Assist in routine operational processes.

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 Jess Collins, School Executive Officer, Department of Education, phone (03) 6331 4160, email jess.collins@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 (South)

Ogilvie High School

Teacher Assistant Technical (MDT), Ogilvie High School (964765).

Applications Close:—Friday, 18 May 2012.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 30 hours per fortnight, 40 weeks per year.

Location:—Ogilvie High School.

Description of the Role:—Provide assistance to the teacher(s) by carrying out a wide range of teacher support tasks in the material design and technology learning area. May also provide support and assistance to students with behavioural issues.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the

appointment, promotion or transfer. The following checks are to be conducted: Conviction check for—crimes of violence, Sex related offences, Serious drug offences.

Desirable Requirements:—College or TAFE studies in education support.

Enquiries to Cindy McDonald, Department of Education, phone (03) 6228 8800, email cindy.mcdonald@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 2490, 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 (South)

Taroona High School

Principal, Taroona High School (204772).

Applications Close:—Friday, 18 May 2012.

Salary:—\$118,288 p.a.

Teaching Service (TPS) Award, Band 3, Level 6.

Permanent full-time 70 hours per fortnight.

Location:—Taroona High School.

Description of the Role:—To lead and direct the educational program and administration of a school/college in accordance with appropriate Acts, Regulations and guidelines.

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

Enquiries to Judy Travers, Department of Education, phone (03) 6212 3238, email judy.travers@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 2490, 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

AMBULANCE TASMANIA

Paramedic (520661).

Applications Close:—Friday, 18 May 2012.

Salary:—\$52,539 – \$60,419 pro rata, per annum.

Tasmanian Ambulance Service Award, Paramedic Year 1 to Year 6 (Base).

Permanent part-time (38.0 hours per fortnight) shift work (fully rotational).

Location:—Ambulance Tasmania, North West.

Duties:—Ambulance Tasmania provides emergency ambulance care, rescue and transport services and a non-emergency patient transport service through a network of 50 stations State-wide. Ambulance Tasmania are looking for a Paramedic to provide the service of provision of pre-hospital care and the transport of patients by Ambulance or other means. If you met the requirements and would like to come work with us, please apply!

Selection criteria includes:—The following skills, knowledge, experience and qualifications are used to assess potential appointees to the position of Paramedic, Ambulance Tasmania.

Ability to provide pre-hospital clinical care and transport at the standard determined by the Director.

Ability to maintain knowledge and skill levels within an expanding field of expertise.

Capacity to undertake clinical practice based training programs.

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

Current Drivers Licence.

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

Enquiries to Norris Hayes, Department of Health and Human Services, phone (03) 6434 6965, email norris.hayes@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Youth Services

Child and Family Health Nurse (Multiple vacancies) (500915).

Applications Close:—Friday, 18 May 2012.

Salary:—\$61,739 – \$74,620 pro rata, per annum.

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

Fixed-term full-time and fixed-term part-time day work (part-time hours to be arranged by negotiation) commencing as soon as possible for a period of 12 months.

Location:—CYS, Children and Youth Services, CHAPS, South.

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

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

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

Current Drivers Licence.

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

Enquiries to Raylene Cox, Department of Health and Human Services, phone (03) 6230 7884, email raylene.cox@dhhs.tas.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Youth Services

Client Support Officer (501501).

Applications Close:—Friday, 18 May 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 (38.0 hours per fortnight).

Location:—CYS, Children and Youth Services, North West.

Duties:—In a multi skilled environment, provide a high level of administrative and secretarial support as required to professional staff, management and clients to ensure the efficient and effective delivery of Child and Family Services.

Selection criteria includes:—A high level of communication and interpersonal skills, with the ability to maintain a calm, efficient manner during sensitive and demanding situations. Demonstrated capacity to exercise initiative and discretion in a team environment. Demonstrated ability to undertake computer related tasks including word processing, spreadsheets and databases.

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

Enquiries to Selina McGuire, Department of Health and Human Services, phone (03) 6434 6404, email selina.mcguire@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Youth Services

Policy Analyst (518461).

Applications Close:—Friday, 18 May 2012.

Salary:—\$58,549 – \$67,701 pro rata, per annum.

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

Fixed-term full-time day work commencing as soon as possible for a period of 6 months.

Location:—CYS, Children and Youth Services, Hobart.

Duties:—Contribute to the research, investigation and analysis capacity of the Unit; Provide support for policy work and projects being managed by the Unit; and Support the efficient and effective day-to-day operation of program and policy development within Children and Youth Services.

Selection criteria includes:—Demonstrated research and investigative skills and the ability to exercise initiative in gathering and interpreting data and information; and a proven ability to be adaptable and flexible, working within an environment subject to work pressure and change.

Well developed strategic, conceptual and analytical skills with the ability to plan and prioritise activities, exercise initiative, make sound judgements about relevant issues and to understand the political, social and organisational environment.

Desirable Requirements:—A relevant tertiary degree.

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

Enquiries to Louise Newbery, Department of Health and Human Services, phone (03) 6233 4918, email louse.newbery@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Youth Services

Support Worker, (4 vacancies), (501650).

Applications Close:—Friday, 18 May 2012.

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

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

Permanent part-time day work (30 hours per fortnight), all vacancies.

Location:—CYS, Children and Youth Services, North West.

Duties:—Under the supervision of the Co-ordinator, provide support to children, young persons and families with the aim to enable children to grow up in a safe and supportive environment including providing transport and supervision of client access visits.

Selection criteria includes:—A good knowledge of the tasks performed by Child and Family Services or the ability to quickly acquire that knowledge. Demonstrated personal qualities including sensitivity and perseverance and the ability to work in an environment subject to work pressure and change and maintain a high level of confidentiality. Good written, verbal and interpersonal skills including conflict resolution and negotiation skills.

Desirable Requirements:—A relevant VET (Vocational Education and Training) qualification from the Community and Health Sector training area.

Essential Requirements:—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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Selina McGuire, Department of Health and Human Services, phone (03) 6434 6404, email selina.mcguire@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.

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

HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Physiotherapy Assistant (516082).

Applications Close:—Friday, 25 May 2012.

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

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

Permanent part-time day work, working 45.6 hours per fortnight.

Location:—Mersey Community Hospital.

Duties:—The North West Area Health Service (NWAHS) seeks to appoint a Physiotherapy Assistant to join the team at the Mersey Community Hospital.

Based on Tasmania's picturesque North West coast, this position assist the Physiotherapists in the provision of optimal care for in-patients admitted with a range of conditions including respiratory illnesses, neurological disorders, falls, surgical and orthopaedic conditions.

This role provides valuable support for the Physiotherapists and requires effective documentation and data collection skills. Your well developed communication and interpersonal skills will be an asset, along with your ability to assist and motivate clients to undertake their rehabilitation programs, attain optimal independence and perform activities of daily living.

Previous experience in hospital or aged care facilities is highly desirable as is a Cert. IV Physiotherapy Assistant or Allied Health Assistant qualification. Accreditation with the Australian Physiotherapy Association Assistants Special Interest group is also an advantage.

While this vacancy may offer you a unique career opportunity, it's not all about work. Life on the North West Coast offers an enviable lifestyle with stress-free commuting, quality education and the majority of services you need. Add to this the convenience of being only an hour from Melbourne and with easily accessible world heritage wilderness and pristine beaches, it's all on the North West Coast.

To find out more about this exciting opportunity, please contact Noel McRoberts on (03) 6430 6608 or email noel.mcroberts@dhhs.tas.gov.au.

Desirable Requirements:—Previous Experience in hospital or aged care facilities.

Accreditation with the Australian Physiotherapy Association Assistants Special Interest Group.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

After Hours Nurse Unit Manager (514565).

Applications Close:—Friday, 18 May 2012.

Salary:—\$82,923 – \$88,794 pro rata, per annum.

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

Permanent part-time shift work, working 49 hours per fortnight.

Location:—Mersey Community Hospital.

Duties:—The North West Area Health Service has an exciting opportunity for a dynamic individual to join the team at Mersey Community Hospital in the role of After Hours Nurse Unit Manager. The Mersey Community Hospital is the only hospital in the country owned and funded by the Commonwealth Government and by arrangement is operated by the Tasmanian Government.

Primarily you will be responsible for the complete after hour's management of our 100 bed facility offering general and specialist health services to the region. Responsibilities include, patient transfers, bed allocation, physical and human resource management and maintenance of risk and emergency management strategies.

Your comprehensive knowledge and experience in contemporary nursing management practice, including, clinical governance and standards, combined with a profound understanding of the ethics and legislation will assist you to successfully manage the facility and ensure a high standard of patient care is maintained throughout.

Leadership is a key component of this role and you will be expected to demonstrate the capability to provide a clear sense of direction, whilst inspiring a positive attitude. Working as part of a dynamic multidisciplinary team you will be able to establish productive networks with individuals at all levels and disciplines. High level communication and interpersonal skills are required to co-ordinate and evaluate situations to make sound rational decisions in a demanding environment. You will have a strong business focus whilst ensuring best care outcomes for patients with available resources.

We are dedicated to providing a well supported working environment and ongoing participation in professional and education development.

In addition to an idyllic location on the North West Coast of Tasmania where you are surrounded by picturesque beaches and forests, we can also offer you an attractive salary plus superannuation and access to salary packing.

If this sounds like your next career opportunity please contact Julie Duff on (03) 6426 5468 for a confidential discussion or email julie.duff@dhhs.tas.gov.au today.

Desirable Requirements:—Relevant post graduate qualifications.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

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

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Nurse Unit Manager (514582)

Applications Close:—Friday, 18 May 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, working 76 hours per fortnight, not withstanding, hours per fortnight may be negotiated.

Location:—Mersey Community Hospital.

Duties:—An exciting employment opportunity exists for a dynamic, energetic and innovative person who would like to live and work in the beautiful North West Coastal Region of Tasmania.

The North West Area Health Service (NWAHS) seeks to appoint a dedicated Nurse Unit Manager (NUM) with contemporary practice who will provide leadership to the Women's and Children's Unit at the Mersey Community Hospital. Located in Latrobe, the Mersey Community Hospital boasts 100 beds, extensive outpatient and day ward facilities. The hospital offers services in Emergency Medicine, Perioperative and Allied Health Services. It has a 21 bed combined Women's and Children's Health Unit with 450 births per annum.

The maternity unit at Mersey Community Hospital is woman focused and family friendly. Currently the unit offers modalities of maternity care for NWAHS including obstetric and collaborative midwifery care. The units birthing environment includes a water birthing suite and a modern postnatal ward. The hospital is BFHI accredited with an outreach Lactation Consultant service.

The NUM is responsible for the overall functioning of the Maternity and Paediatric Unit, which aims to provide excellence in care for all women and their families. The successful applicant will be responsible for the selection, development and review of the maternity care team, conduct individual performance management, represent midwives, maternity and nursing staff at appropriate forums, organise rostering and oversee OHandS within the Unit.

Ideally the successful applicant will have managerial/tertiary qualifications or be willing to work towards the same. The successful applicant will demonstrate exemplary communication and interpersonal skills to ensure efficient and effective service provision to the community. Tasmania's North West coast is simply beautiful; the Latrobe area is a mix of rural and urban living, and offers affordable housing, great education options, sporting facilities and a range of shops, eateries and restaurants. Latrobe is less than half an hour's drive from the Devonport ferry terminal and the regional airport offers easy access to the Australian mainland. World famous wilderness Cradle Mountain national park is a mere 1.5 hour's drive from Latrobe. The renowned Anvers Chocolate Factory is 3 minutes away from the hospital.

We offer: a welcoming, professional and supportive team environment. Ongoing professional development opportunities and a commitment to best practice. An unbeatable lifestyle offering beaches, bush walks and the relaxed atmosphere of Tasmanian lifestyle.

For further information about this exciting opportunity, please contact Julie Duff on 6426 5468 or email Julie.duff@dhhs.tas.gov.au

Desirable Requirements:—Relevant post graduate qualifications.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

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

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Registered Nurse (514514).

Applications Close:—Friday, 18 May 2012.

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

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

Permanent part-time shift work, working 64 hours per fortnight.

Location:—Mersey Community Hospital.

Duties:—The North West Area Health Service is seeking to recruit a registered nurse who is passionate, motivated and enjoys working collaboratively with a team of health professionals in what can be a demanding and high paced environment.

Your work environment will be a brand new state-of-the-art 20 bed Department of Emergency Medicine that includes a short stay ward, dedicated paediatric area, six acute beds and two well equipped resuscitation bays. Additionally, a 'Fast Track' system ensures that eligible patients are managed promptly assisting with the overall patient flow through the department.

Ideally, you will have emergency clinical experience and be prepared to contribute your nursing skills and expertise towards the continued delivery of a high standard of quality patient care. You will work with a professional team of experienced nurses and doctors who will support and mentor you.

We will provide you with a dedicated education area within the department and provide you with regular access to a Clinical Nurse Educator. We also offer opportunities to advance your skills and knowledge through post graduate studies with the University of Tasmania.

This excellent 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 offer a welcoming work environment, negotiable relocation and accommodation assistance, excellent remuneration and superannuation and access to salary packaging.

To discuss your application and learn more about what this career opportunity, please contact Lynn Sims on (03) 6426 5303 or email lynn.sims@dhhs.tas.gov.au.

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, crimes involving dishonesty and serious traffic offences. 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, Department of Health and Human Services, North West Area Health Service, P.O. Box 274, Ulverstone 7315 or email rlo.nwahs@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Physiotherapist (2 Vacancies).

Applications Close:—Friday, 25 May 2012.

Salary:—\$48,809 – \$78,311 pro rata, per annum.

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

Vacancy No. 502049 and 502047.

Fixed-term full-time day work, working 76 hours per fortnight, to commence as soon as possible until 31 March 2013.

Location:—North West Regional Hospital.

Duties:—Have you recently graduated and are seeking an opportunity to put your skills and knowledge into practice? Are you keen to pursue your Physiotherapy career? Is lifestyle and location an important factor in your career decision?

If you have answered yes, then the North West Area Health Service may have the opportunity for you to expand your horizons through a 12 month fixed term Physiotherapy position.

You will be responsible for the assessment, planning and implementation of treatment programmes for clients. You will use your excellent communication and interpersonal skills to assist with health promotion and education programmes for clients and their carers. You will also use these skills to liaise and build collaborative relationships with other health care professionals and service providers, both internal and external to the organisation. You will also be required to assist Senior Physiotherapists in providing clinical programmes for students.

This position, on the North West Coast of Tasmania, is based predominantly at the North West Regional Hospital in Burnie with other work sites at the Mersey Community Hospital as well as the Devonport Community Health Centre. The North West Coast provides an enviable lifestyle for work and social activities. Stunning scenery, outstanding forests, mountains, beaches and rivers provide so many pictures of nature at its best. Together with the sporting and social activities which are a vibrant and inherent part of the North West Coast, the overall lifestyle is worth experiencing.

In addition to the superb location, we will offer you an attractive salary plus superannuation and access to salary packaging. We will support and encourage your professional and personal development endeavours and provide you with a modern and well resourced work environment.

If this sounds like your next career opportunity, please call Noel McRoberts today on (03) 6430 6608 or email noel.mcroberts@dhhs.tas.gov.au for a confidential discussion about your application.

Please note that the commencement salary is commensurate with the level of degree obtained.

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

Enquiries to Noel McRoberts, Department of Health and Human Services, phone (03) 6430 6608, email noel.mcroberts@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Haemophilia Nurse/Data Manager (513313).

Applications Close:—Friday, 18 May 2012.

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

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

Permanent part-time day worker, working 22.8 hours per fortnight.

Location:—Pathology Services.

Please note: Access to the Grade 4 salary range is subject to successful application for progression to Grade 4.

Duties:—Work as directed to meet hospital and Haemophilia Treatment Centres specific requirements, including; point of contact for People With Bleeding Disorder (PWBD) to co-ordinate their home and hospital based treatment and clinic appointments. Ensuring 'treatment protocols' are available in the medical record and to the General practitioner for each PWBD. Education of hospital staff and community groups regarding bleeding disorders. Maintain clinical and demographic data for patients with bleeding disorders using the Australian Bleeding Disorders Registry (ABDR) database, and ensure ABDR reporting obligations are met.

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

Enquiries to Mr Andrew Hudspeth, Department of Health and Human Services, phone (03) 6222 8396, email andrew.hudspeth@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

Psychologist (515900).

Applications Close:—Friday, 25 May 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 day work.

Location:—Adult and Community Mental Health Services, North West.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services the Psychologist; Undertakes the delivery of quality psychological services utilising evidence

based best practice, principles and within a collaborative and multi-disciplinary framework. Provides a specialist psychological assessment and treatment service to clients of an Adult Community Mental Health Team, and their families in relation to mental health issues in accordance with discipline specific skills and abilities. Acts as a consultant to other agencies with regard to the support and management of clients with mental health needs and promotes community awareness in relation to mental health.

Desirable Requirements:—Current driver's licence.

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

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

Enquiries to Sabrina Martin, Department of Health and Human Services, phone (03) 6421 7663, email sabrina.martin@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North West

Administrative Assistant (502835).

Applications Close:—Friday, 25 May 2012.

Salary:—\$46,265 – \$50,325 p.a.

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

Permanent full-time day work.

Location:—Oldaker Street Clinic, Devonport (may also be required to work across Mental Health Services, North West).

Duties:—As part of a multi-disciplinary team delivering high quality mental health services the Administrative Assistant will provide day to day administrative support to the Adult and Community Mental Health Service, North West.

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

Enquiries to Alex Daniel, Department of Health and Human Services, phone (03) 6434 6434, email alexandra.daniel@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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POLICE AND EMERGENCY MANAGEMENT

STATE EMERGENCY SERVICE

Southern Region

Regional Officer (000413).

Applications Close:—Friday, 18 May 2012.

Salary:—\$71,148 – \$74,405 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Provide support to the State Emergency Service (SES) Regional Manager and volunteers, including training, assessment, equipment, health, safety and operational readiness. Responsible for the co-ordination of SES operations and for support to other agencies.

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

Desirable Requirements:—Certificate IV in Training and Assessment or other relevant tertiary qualifications is desirable. Holder of a current driver's licence.

Enquiries to Mr Iain Burns, Assistant Director State Emergency Service, Department of Police and Emergency Management, phone (03) 6230 2705, email iain.burns@ses.tas.gov.au.

Applications to Co-ordinator, Employee Relations, Department of Police and Emergency Management, G.P.O. Box 308 HOBART TAS 7001, phone (03) 6230 2266, fax (03) 6230 2119, email applications@police.tas.gov.au.

Applicants should address the knowledge and skills (selection criteria) as outlined in the Statement of Duties. Applications forwarded by email receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within DPEM. If no acknowledgement or system generated response is received please contact Employee Relations on (03) 6230 2266. Please ensure that your application is in either Microsoft Word format, PDF or RTF (rich text format).

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

Corporate Services

Assistant Manager Communications Services (520007)

Applications Close:—Monday, 21 May 2012.

Salary:—\$82,188 – \$94,416 p.a.

Tasmanian State Service Award, TFS General Stream, Band 6.

Permanent full-time.

Location:—Brisbane Street Hobart.

Duties:—To assist with the management of a team of technicians and provide high level specialist advice that supports the effective provision of communications services to the Tasmania Fire Service (TFS) and other users of TFS communications networks including the Tasmanian Ambulance Service.

Desirable Requirements:—Hold a current driver's licence.

Associate Diploma in Electronics Engineering specialising in communication (or equivalent qualifications).

Minimum of five years experience as a communications specialist.

ACMA cabling licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Garry Sullivan on (03) 6230 8696 or from www.jobs.tas.gov.au.

Enquiries to Garry Sullivan on (03) 6230 8696.

Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email fire@fire.tas.gov.au.

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

Northern Region

Station Officer North Region, 2 Vacancies

Applications Close:—Monday, 21 May 2012.

Salary:—\$81,353 p.a.

Tasmania Fire Fighting Industry Employees Award 2000, Station Officer.

Vacancy No. 521450.

Permanent full-time.

Location:—North Region.

Vacancy No. 520296.

Permanent full-time.

Location:—North Region.

Duties:—Manage assigned personnel and physical resources to provide effective emergency response and community preparedness, including the supervision of operations at emergency incidents and implementation of community fire safety and education programs.

Essential Requirements:—Tasmanian Fire Fighting Industry Employees Award 2000 (or equivalent) qualifications for appointment/promotion to the rank of Station Officer.

These qualifications require the acquisition of competencies required by the TFS up to and including Leading Firefighter and evidence of current competence for those competencies.

Desirable Requirements:—Meet the medical requirements of the TFS.

Have a high standard of health and fitness.

Able to work at heights or in confined spaces.

Hold a current driver's licence with 'MR' endorsement.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Jeff Harper on (03) 6336 5602 or from www.jobs.tas.gov.au.

Enquiries to Jeff Harper on (03) 6336 5602.

Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email fire@fire.tas.gov.au.

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

Southern Region

Station Officer South Region, 2 Vacancies.

Applications Close:—Monday, 21 May 2012.

Salary:—\$81,353 p.a.

Tasmania Fire Fighting Industry Employees Award 2000, Station Officer.

Vacancy No. 520096.

Permanent full-time.

Location:—South Region.

Vacancy No. 520098.

Permanent full-time.

Location:—South Region.

Duties:—Manage assigned personnel and physical resources to provide effective emergency response and community preparedness, including the supervision of operations at emergency incidents and implementation of community fire safety and education programs.

Essential Requirements:—Tasmanian Fire Fighting Industry Employees Award 2000 (or equivalent) qualifications for appointment/promotion to the rank of Station Officer.

These qualifications require the acquisition of competencies required by the TFS up to and including Leading Firefighter and evidence of current competence for those competencies.

Desirable Requirements:—Meet the medical requirements of the TFS.

Have a high standard of health and fitness.

Able to work at heights or in confined spaces.

Hold a current driver's licence with 'MR' endorsement.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Mark Dobson on (03) 6230 8406 or from www.jobs.tas.gov.au.

Enquiries to Mark Dobson on (03) 6230 8406.

Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email fire@fire.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

Geodata Services

Senior Spatial Information Officer (706682).

Applications Close:—Friday, 18 May 2012.

Salary:—\$71,148 – \$74,405 p.a.

Tasmanian State Service Award, General Stream Band 5.

Permanent full-time.

Location:—Hobart.

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

Duties:—Investigate, co-ordinate, develop, implement and refine operational systems and procedures for emergency management data acquisition, data integration, data maintenance and operational response. Provide leadership, training, instruction and guidance to the voluntary 24/7 on-call GIS Response Unit staff in readiness for, and during operational deployments.

Essential Requirements:—A Diploma or Advanced Diploma in Spatial Information Services, or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

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 Aaron Cashion, phone (03) 6233 3667, email aaron.cashion@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

INFORMATION AND LAND SERVICES

Service Tasmania Operations

Client Service Officer (702314).

Applications Close:—Friday, 18 May 2012.

Salary:—\$52,869 – \$57,546 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time (39 hours, 40 minutes per fortnight)

Location:—Deloraine/North West Region.

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

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

Duties:—To provide accurate and efficient client focussed services for a broad range of Government business transactions and information services including collection and receipt of monies and providing information.

Essential Requirements:—The person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted: conviction check for—crimes involving dishonesty, crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—12 months experience in a customer service environment, or administrative and clerical environment involving cash handling and reconciliation of monies and the use of current technology.

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 Kevin McCrossen, phone (03) 6429 8412, email kevin.mccrossen@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

INFORMATION AND LAND SERVICES

Service Tasmania Operations

Client Service Officer (702414 and 341069, 2 Vacancies).

Applications Close:—Friday, 18 May 2012.

Salary:—\$52,869 – \$57,546 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time (36 hours, 45 minutes per fortnight)

Location:—Devonport/North West Region.

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

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

Duties:—To provide accurate and efficient client focussed services for a broad range of Government business transactions and information services including collection and receipt of monies and providing information.

Essential Requirements:—The person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted: conviction check for—crimes involving dishonesty, crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—12 months experience in a customer service environment, or administrative and clerical environment involving cash handling and reconciliation of monies and the use of current technology.

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 Kevin McCrossen, phone (03) 6429 8412, email kevin.mccrossen@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

Operations and Performance

Visitor Services Officer (335112).

Applications Close:—Friday, 18 May 2012.

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

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time (58.80 hours per fortnight) from as soon as possible to 29 February 2013, or until the return of the substantive occupant whichever is the sooner.

Location:—Arthur River.

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

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

Duties:—Assist with the day to day operations of the Arthur River Field Centre, including the collection and reconciliation of public money, including customer service, collecting and

accounting for camping and 4WD Track fees from visitors to the Arthur-Pieman Conservation Area and provide advice and information on recreational opportunities, facilities and use of local reserves managed by the Parks and Wildlife Service.

Desirable Requirements:—A current motor vehicle drivers licence. A current Workplace Level 2 First Aid Certificate or equivalent.

Enquiries to Natasha Norman, phone (03) 6472 6020, email Natasha.norman@parks.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@dpi.tas.gov.au.

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

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

PUBLIC TRUSTEE

LEGAL SERVICES

Legal Practitioner (790166).

Applications Close:—Friday, 18 May 2012.

Salary:—\$69,815 – \$88,774 pro rata, per annum.

Legal Practitioners Agreement 2010, Level 2.

Fixed-term full-time Up to March 2013.

Location:—Hobart.

Duties:—The Legal Practitioner, as directed, will attend to clients of the Public Trustee and advise concerning estate planning and testamentary dispositions, take and check instructions, draw and engross Wills and other legal documents. As directed, have the carriage and conduct of actions as Counsel for and instructing solicitor, provide legal advice and opinions to and for clients and staff of the Public Trustee and research questions of law accordingly. Assist in training and coaching throughout the State to non-legal staff employed by the Public Trustee as required. Carry out all functions of a legal practitioner as directed from time to time.

Essential Requirements:—Admitted or eligible for admission to the Supreme Court as a Barrister or Practitioner of the Supreme Court of Tasmania.

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.

Desirable Requirements:—A Legal Practitioner with more than 2 years relevant post-admission experience.

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 Tim Levis, Corporate Solicitor, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone (03) 6233 7978, email tlevis@publictrustee.tas.gov.au.

Applications to Karyne Johns, Human Resource Officer, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone 6233 7706, email [kjohs@publictrustee.tas.gov.au](mailto: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

JUSTICE

MAGISTRATES COURT

Administrator of Courts (350147).

Applications Close:—Friday, 25 May 2012.

Salary:—\$134,835 – \$148,319 p.a.

Senior Executive, Level 2.

Senior Executive contract for 5 years.

Location:—Hobart.

Duties:—Exercise statutory powers and responsibilities (including legal and quasi-judicial functions) in the following areas: perform the statutory functions of Administrator of the Magistrates Court, Chief Clerk of Petty Sessions, Principal Registrar of the Civil Division, and Chief Clerk (Coronial); taxation and assessment of bills of costs; complex mediations and conciliations; constitute Adjournment Courts as authorised by the Chief Magistrate; and manage all Tribunals constituted by a magistrate.

Manages the Magistrates Courts including overall responsibility for the management of its financial, physical and human resources. In consultation with stakeholders, develop, implement and evaluate strategies, systems, legislation, policies and rules of court to achieve business and organisational goals and to meet ongoing community expectations in relation to court reform.

Provide authoritative advice to stakeholders including to representatives in other agencies, members of the legal profession and the Magistracy on functions, legal practice, procedure and policy issues and legislation.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction 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. 2) Disciplinary action in previous employment check. 3) Identification check.

Desirable Requirements:—Admitted or eligible to be admitted as a Barrister or Practitioner of the Supreme Court of Tasmania.

At least 5 years professional experience post admission.

Qualifications in mediation.

Enquiries to Jim Connolly, Registrar Supreme Court, Department of Justice, phone (03) 6233 3427, email jim.connolly@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 Debbie Kerslake on (03) 6233 3616. 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.

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Network Support Officer	B. Simpson	6 months	11.04.12
Education	Advanced Skills Teacher	S. Smith	12 months	14.02.12
Education	Legal Services Officer	A. Robertson	6 months	27.03.12
Education	Education Facility Attendant	M. Grimes	3 months	05.03.12
Education	Network Support Officer	A. Rider	6 months	14.03.12
Education	Education Facility Attendant	B. Harper	3 months	16.02.12
Education	Network Support Officer	C. Loh	6 months	26.03.12
Education	School Executive Officer	K. Davis	6 months	23.04.12
Education	Education Facility Attendant	O. Barker	3 months	01.03.12
Education	Network Support Officer	S. Rathbone	6 months	23.04.12
Education	Education Facility Attendant	N. Hubbard	3 months	01.03.12
Education	Network Support Officer	W. Devine	6 months	23.04.12
Education	Education Facility Attendant	C. Hooper	3 months	22.02.12
Health & Human Services	Food Services Officer	G. Keating	6 months	06.05.12
Health & Human Services	Registered Nurse	K. Buttermore	6 months	25.04.12
Health & Human Services	Registered Nurse	H. Stuart	6 months	06.05.12
Health & Human Services	Enrolled Nurse EBA	D. Soward	6 months	02.05.12
Health & Human Services	Registered Nurse	B. Vout	6 months	25.04.12
Health & Human Services	Registered Nurse	N. Wolf	6 months	20.05.12
Health & Human Services	Registered Nurse	A. Talbot	6 months	06.05.12
Health & Human Services	Registered Nurse	A. Rootes	6 months	06.05.12
Health & Human Services	Enrolled Nurse	S. Elms	6 months	02.05.12
Health & Human Services	Registered Nurse	C. Escardo	6 months	06.05.12
Health & Human Services	Registered Nurse	G. Dudgeon	6 months	06.05.12
Health & Human Services	Food Services Officer	S. Bannister	6 months	06.05.12
Health & Human Services	Registered Nurse	P. Hazel	6 months	06.05.12
Health & Human Services	Registered Nurse	N. Semmler	6 months	06.05.12
Health & Human Services	Food Services Officer	K. Lockwood	6 months	06.05.12
Health & Human Services	Triage Clerk DEM	K. Phillips	6 months	22.04.12
Health & Human Services	Registered Nurse	J. Bradley	6 months	06.05.12
Health & Human Services	Food Services Officer	T. Zmendak	6 months	06.05.12
Health & Human Services	Registered Nurse	L. Conroy	6 months	25.04.12
Health & Human Services	Registered Nurse	R. Moody	6 months	06.05.12
Treasury & Finance	Specialist Budget Analyst	D. Harris	6 months	12.06.12

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	P. Filby	Deputy Manager Physiotherapy Services	02.05.12
Health & Human Services	E. Petrie	Support Officer Supply and Facilities	30.04.12
Health & Human Services	J. Lane	Triage Clerk DEM	22.04.12
Health & Human Services	M. Fiddymment-Dickson	Team Leader	02.05.12
Health & Human Services	R. Flakelar	Team Leader	02.05.12

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	P. Townsend	Infrastructure, Energy & Resources	Senior Contract Administration Officer	30.04.12

Extension or Renewal of Fixed-term Appointments Beyond 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Information Officer	S. Walsh	18 months	02.09.12
Primary Industries, Parks, Water & Environment	Information Officer	G. Buckingham	18 months	02.09.12

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	High Performance Dev Co-ordinator-Rowing	R. Batt	04.05.12
Health & Human Services	Dental Assistant	R. Wilkinson	30.04.12
Health & Human Services	Registered Nurse	A. Munyorobi	15.04.12
Health & Human Services	Therapy Assistant	A. Black	21.03.12
Health & Human Services	Physiotherapy Assistant	V. Stott	27.04.12
Health & Human Services	Research & Information Officer	J. Stafford	18.04.12
Health & Human Services	Home help (Home care Assistant)	E. Colgrave	27.04.12
Health & Human Services	Food Services Officer	P. Lampkin	26.04.12
Health & Human Services	Registered Nurse	J. Lohrbacher	27.04.12
Health & Human Services	Workforce Development Consultant	S. Stedman	30.04.12
Health & Human Services	Ward Aid	D. Dwyer	24.04.12
Police & Emergency Management	Senior Firefighter	G. Howard	02.05.12
Primary Industries, Parks, Water & Environment	Visitor Services Officer	J. Robson	03.04.12
Primary Industries, Parks, Water & Environment	Client Service Officer	A. Burton	30.04.12
Public Trustee	Client Account Manager	H. Johnstone	08.05.12

Appointment of Officers

<i>Agency</i>	<i>Officers Name</i>	<i>Duties Assigned</i>	<i>Date of Appointment</i>	<i>Duration</i>
Justice	J. Connolly	Registrar Supreme Court	07.05.12	5 years

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