



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
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## CONTENTS

### VACANCIES—

Education.....	645
Health and Human Services .....	646
Infrastructure, Energy and Resources.....	656
Integrity Commission .....	660
Justice .....	657
Police and Emergency Management.....	658
Port Arthur Historic Site Management Authority.....	660
Premier and Cabinet .....	658
Primary Industries, Parks, Water and Environment .....	659

### STAFF MOVEMENTS—

Appointments .....	661
Promotions.....	661
Resignations .....	661
Retirements.....	661

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

## Vacancies—General Information

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

[www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

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

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

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

Tasmanian Government Gazettes are available for sale from Print Applied Technology Pty Ltd, 33 Innovation Drive, Dowsing Point, Tasmania 7010.

### Further Information

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

### Submission of Applications

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

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

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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



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## Tasmanian Government Gazette

Email text copy to

**govt.gazette@thepat.com.au**

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

### State Service Notices

#### Vacancy, Direct Selection and Staff Movement Notices

The only way to place a State Service vacancy, direct selection and staff movement notices is through the **www.jobs.tas.gov.au** system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a *www.jobs.tas.gov.au* system log on, please contact your Human Resource Manager or the State Service Management Office on telephone (03) 6232 7462 or email: *jobs@dpac.tas.gov.au*

#### Order Information

When using this facility please ensure your order and a copy of the material or vacancy reference are faxed to Print Applied Technology Pty Ltd on (03) 6216 5346

#### Deadlines

*Government Gazette* :—

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

*State Service Notices—Vacancy, Direct Selection and Staff Movement Notices*:—Information is to be entered on the jobs system by **6 p.m. Friday** prior to publication  
Telephone (03) 6232 7462

**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-West)*

Devonport High School

#### **Education Facility Attendant, Devonport High School (952506).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$38,063 – \$43,039 pro rata, per annum.

Education Facility Attendants Salaries and Conditions of Employment Industrial Agreement 2011, Education Facility Attendant, Level 1-3.

Permanent part-time 0.5 FTE, 40 hours per fortnight.

Location:—Devonport High School.

Description of the role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

Essential Requirements:—The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Enquiries to Susan Emery, Department of Education, phone (03) 6424 9461, email *susan.emery@education.tas.gov.au*.

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

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

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

#### EDUCATION

##### LEARNING SERVICES

*Learning Services (North-West)*

Devonport High School

#### **School Administration Officer, Devonport High School (952892).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Devonport High School.

Description of the role:—Assist the School Executive Officer in the management of a school office, controlling and co-ordinating work, data and information flow. Provide general instruction, guidance and supervision for assigned office staff. Provide advice and general administrative support to the School Executive Officer and staff and students.

Essential Requirements:—The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Enquiries to Susan Emery, Department of Education, phone (03) 6424 9461, email *susan.emery@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)*

Lauderdale Primary School

***Education Facility Attendant, Lauderdale Primary School (954648).***

Applications Close:—Friday, 19 April 2013.

Salary:—\$38,063 – \$43,039 p.a.

Education Facility Attendants Salaries and Conditions of Employment Industrial Agreement 2011, Education Facility Attendant, Level 1-3.

Permanent full-time 80 hours per fortnight, 52 weeks per year.

Location:—Lauderdale Primary School.

Description of the role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

Essential Requirements:—The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Enquiries to Michael Woods, Department of Education, phone (03) 6248 6270, email lauderdale.primary@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)*

Snug Primary School

***Education Facility Attendant, Snug Primary School (2 Vacancies).***

Applications Close:—Friday, 19 April 2013.

Salary:—\$38,063 – \$43,039 pro rata, per annum.

Education Facility Attendants Salaries and Conditions of Employment Industrial Agreement 2011, Education Facility Attendant, Level 1-3.

Vacancy No. 953241.

Permanent part-time 40 hours per fortnight, 52 weeks per year.

Location:—Snug Primary School.

Vacancy No. 965514.

Permanent part-time 40 hours per fortnight, 52 weeks per year.

Location:—Snug Primary School.

Description of the role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

Essential Requirements:—The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Enquiries to Maureen McKeown, Department of Education, phone (03) 6267 9230, email maureen.mckeown@education.tas.gov.au.

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

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

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

HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

## HEALTH AND HUMAN SERVICES

*Children and Youth Services****Area Coordinator Youth Justice (501599).***

Applications Close:—Friday, 26 April 2013.

Salary:—\$76,505 – \$87,754 pro rata, per annum.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS Allied Health Professional, Level 3.

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

Location:—CYS, Youth Justice Services, North West.

Duties:—Supervise a team of professional staff to ensure the provision of high quality professional services to clients, which are consistent with Agency policies, statutory requirements and program objectives.

Manage the development of the Areas practice team including the design, implementation, management, quality review and evaluation of the professional team and the services provided by that team including clients' case planning, case management, court documentation and servicing.

As part of the Community Youth Justice Management team, contribute to broader management and service delivery issues, including policy review and the development of strategies to meet current and future service priorities.

Selection criteria includes:—Demonstrated expertise in the delivery of high quality youth justice services including expertise in working with a professional workforce, young



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people and a broad cross section of related stakeholders, possession of a well developed framework for professional practice in a statutory environment and knowledge or the ability to rapidly acquire knowledge of relevant youth justice legislation, Agency policies and practices.

Well developed written and interpersonal communication skills including demonstrated ability to communicate effectively and sensitively with a range of stakeholders including young people, community organisations and government agencies.

An understanding of contemporary management techniques, with the capacity to contribute to change management, operational planning and critical strategic analysis processes and a high level of ability to lead a team of professional staff to achieve quality outcomes for clients, provide high level advice on case management and practice issues.

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

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

The Head of the State Service 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. Disciplinary action in previous employment check.

Enquiries to Lisa Palmer, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 6229, email [lisa.palmer@dhhs.tas.gov.au](mailto:lisa.palmer@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

##### CHILDREN AND YOUTH SERVICES.

#### **Child and Family Health Nurse (500957).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$63,591 – \$76,859 pro rata, per annum.

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

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing as soon as possible until 27 September 2013.

Location:—CYS, Child Health and Parenting Services, North West.

Please note that access to the Grade 4 salary range \$72,675 – \$76,859 is subject to successful application for progression to Grade 4.

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 child and family health nursing.

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

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

Current Driver's Licence.

The Head of the State Service 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. Disciplinary action in previous employment check.

Enquiries to Cheryl Smith, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6434 6461, mobile 0419 579 491, email [cheryl.smith@dhhs.tas.gov.au](mailto:cheryl.smith@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

##### CHILDREN AND YOUTH SERVICES

#### **Child Protection Worker (501529).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$49,785 – \$79,877 pro rata, per annum.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS Allied Health Professional, Level 1-2.

Permanent full-time day work, SEE NOTE BELOW.

Location:—Children and Youth Services, Hobart.

PLEASE NOTE:—Alternative part-time hours may be available by negotiation.

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

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

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

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

Selection criteria includes:—Your sound skills in building relationships, casework, interpreting and analysing information, and communication will be highly valued. Demonstrated abilities and experience will include:

Identifying and initiating contact with key individuals and groups who are important in decision making processes and providing expertise or assistance, investing time to create and maintain professional relationships based on mutual respect and contributing to a supportive and collaborative team environment.

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

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

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

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

The Head of the State Service 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. Disciplinary action in previous employment check.

Enquiries to LeeAnn Russell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7666, email [leann.russell@dhhs.tas.gov.au](mailto:leann.russell@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

CHILDREN AND YOUTH SERVICES

**Child Protection Worker (501555).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$49,785 – \$79,877 pro rata, per annum.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS Allied Health Professional, Level 1-2.

Permanent full-time day work, SEE NOTE BELOW.

# TIMES ARE CHANGING AND SO ARE OUR PHONE NUMBERS

*Things need to change from time to time, and in order for us to keep up with current technology and provide efficient services, the Public Trustee has upgraded to a new telephone service. Please make note of the new numbers listed to the right.*

<b>Hobart</b>	<b>03 6235 5200</b>
<b>Launceston</b>	<b>03 6335 3400</b>
<b>Devonport</b>	<b>03 6430 3690</b>
<b>Burnie</b>	<b>03 6430 3600</b>

A redirection service on the old numbers will be in place for the short term.

If you deal with specific staff members and you have not yet been informed of their new number, please contact your closest office to get their new contact details.

If you have a Will with the Public Trustee please make a note of our new contact numbers on your Will envelope, personal record book or important documents. While you are pulling out a copy of your Will, we also recommend you have a read of it and see if it is still in line with your wishes.



Call 1800 068 784 statewide.  
[www.publictrustee.tas.gov.au](http://www.publictrustee.tas.gov.au)

**Public Trustee**

Location:—Children and Youth Services, North West.

PLEASE NOTE:—Alternative part-time hours may be available by negotiation.

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

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

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

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

Selection criteria includes:—Your sound skills in building relationships, casework, interpreting and analysing information, and communication will be highly valued. Demonstrated abilities and experience will include:

Identifying and initiating contact with key individuals and groups who are important in decision making processes and providing expertise or assistance, investing time to create and maintain professional relationships based on mutual respect and contributing to a supportive and collaborative team environment.

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

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

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

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

Current Driver's Licence.

The Head of the State Service 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. Disciplinary action in previous employment check.

Enquiries to Selina McGuire, Department of Health and Human Services and Tasmanian Health Organisations, 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 AND TASMANIAN HEALTH ORGANISATIONS

### CHILDREN AND YOUTH SERVICES

#### *Executive Support Officer (521315).*

Applications Close:—Friday, 19 April 2013.

Salary:—\$59,720 – \$69,055 pro rata, per annum.

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

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

Location:—CYS, Program Support Unit, Hobart.

Duties:—Manage the efficient operation of the office of the Director Strategy, Program Development and Evaluation (SPDE). This will include the provision of high level administrative, clerical, reception, and secretarial support.

Coordinate the preparation of complex and confidential documentation, including Ministerial and Question Time Briefs and the provision of background notes, for matters relating to the activities of the service for SPDE.

Develop systems and protocols, which ensure an efficient flow of information to and from the Office for the Community Sector (OCS) and in particular the Director of SPDE.

Selection criteria includes:—Proven experience and understanding of the provision of executive support in a demanding senior management environment.

Proven skills and experience in project work, including analytical, organizational and investigative skills, together with the ability to think critically and solve problems.

Ability to exercise initiative, judgement, sensitivity and discretion, including the ability to interpret and analyse information and recommend or decide on appropriate action within a senior management environment.

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

Essential Requirements:—The Head of the State Service 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. Disciplinary action in previous employment check.

Enquiries to Susan Diamond, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3149, email susan.diamond@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

CHILDREN AND YOUTH SERVICES

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

Applications Close:—Friday, 19 April 2013.

Salary:—\$48,183 – \$51,330 pro rata, per annum.

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

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

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

Duties:—Provide a catering service within centre budget limitations that comply with standards and codes of practice.

Assist with the day-to-day management and operation of the Ashley Youth Detention Centre stores, including store control, replenishment and distribution of goods.

Selection criteria includes:—Demonstrated ability to undertake menu planning and a full range of cooking duties.

Demonstrated knowledge and capacity to apply sanitation standards and health codes.

Ability to develop age appropriate menus that are nutritious, cost effective and appealing to young people in the client group.

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

Essential Requirements:—The Head of the State Service 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. Disciplinary action in previous employment check.

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

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

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HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

CHILDREN AND YOUTH SERVICES

**Team Leader, Child Protection (501538).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$76,505 – \$87,754 pro rata, per annum.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS Allied Health Professional, Level 3.

Permanent full-time day work, SEE NOTE BELOW.

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

PLEASE NOTE:—Alternative part-time hours may be available by negotiation.

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

Duties:—Co-ordinate the service delivery, including the

management of financial, human and physical resources, of Child Protection staff employed to perform all functions of the statutory Child Protection program.

Selection criteria includes:—Significant post graduate experience in a relevant field.

A demonstrated ability to provide supervision, leadership and direction to field staff.

A high level of knowledge and understanding of current statutory requirements and Departmental procedures or the ability to acquire such knowledge.

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

Essential Requirements:—Satisfactory completion of an appropriate course of study from a recognised tertiary institution. Current Driver's Licence.

Note :Enquiries to LeeAnn Russell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7666, email [leeann.russell@dhhs.tas.gov.au](mailto:leeann.russell@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

CHILDREN AND YOUTH SERVICES

*Program Support Unit*

**HR Consultant (514365).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

Permanent full-time day work.

Location:—Children and Youth Services, HR Management Team, Hobart.

Duties:—Using a portfolio management approach, the HR Consultant provides high-level human resource (HR) consultancy services to senior managers and employees and works closely with individual business units to help diagnose and manage HR needs within the portfolio. This includes managing localised industrial and performance management issues. In addition, the HR Consultant will have some group-wide project responsibilities.

The position provides high-level HR advice to the HR Manager HS and group managers and is also responsible for effectively facilitating and implementing a range of initiatives within the Group.

Selection criteria includes:—Provide high-level strategic and specialist advice to the HR Manager and senior Group managers within the particular portfolio of business units.

Assist in the analysis and diagnosis of HR business needs and facilitate solutions with key HR personnel and other relevant stakeholders. Assist with the implementation of new initiatives consistent with the strategic plans of HR and the Group.

Provide an internal consultancy, advisory and advocacy service to managers and employees, demonstrating and promoting a client service culture. Manage complex enquiries, and prepare high-level correspondence, documentation and reports in a timely manner.

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

Desirable Requirements:—Relevant tertiary qualifications or equivalent experience. Current Drivers Licence.

Essential Requirements:—The Head of the State Service 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. Disciplinary action in previous employment check.

Enquiries to Grant Ransley, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7517, email grant.ransley@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

CHILDREN AND YOUTH SERVICES

*Quality Improvement and Workforce Development*

**Trainer, CYS Quality Improvement (521338).**

Applications Close:—Friday, 26 April 2013.

Salary:—\$76,505 – \$87,754 pro rata, per annum.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS Allied Health Professional, Level 3.

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

Location:—Children and Youth Services, Quality Improvement and Workforce Development, Statewide.

Duties:—Lead the development and implementation of professional learning and development programs for staff of Children and Youth Services.

As part of Quality Improvement and Workforce Development and Support assist in and lead the development and, co-ordination of the delivery of learning and development programs to staff within Children and Youth Services.

Assist in planning, delivery and reviewing learning materials to ensure content is applicable to current needs. Monitor and review the application of skills in the workplace to ensure the effectiveness of training delivery and the transfer of skills to participants.

Selection criteria includes:—Experience in the delivery of human/family services.

Knowledge and understanding of workplace adult learning and professional development.

Demonstrated organisational skills and the ability to prioritise and meet deadlines in a timely manner.

Demonstrated high level ability to co-ordinate the development and delivery of training and professional development programs.

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

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

The Head of the State Service 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. Disciplinary action in previous employment check.

Enquiries to Angela McCrossen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7946, email [angela.mccrossen@dhhs.tas.gov.au](mailto:angela.mccrossen@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

DISABILITY, HOUSING AND COMMUNITY SERVICES

**Policy Officer, Community Sector (519281).**

Applications Close:—Friday, 26 April 2013.

Salary:—\$93,032 – \$99,415 pro rata, per annum.

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

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

Location:—D, H and CS, Community Sector Relations Unit, Hobart.

Duties:—The Policy Officer, Community Sector has primary responsibility for managing the planning and development of policies and projects within the Community Sector Relations Unit on a statewide basis.

Responsible at a senior level for the ongoing development of the relationship between the Department and the community services sector and within government in relation to shared issues, strategies, policies and projects.

Responsible for the planning, developing and implementation of projects and programs, reporting to senior management under broad direction to achieve outcomes.

Responsible for undertaking complex and sensitive negotiations on a range of change initiatives with key stakeholders in the non government sectors.

Selection criteria includes:—Extensive knowledge and understanding of the current issues impacting on the health and human services sector, in particular in reform of human services and the role of the community sector in Tasmania, nationally and internationally.

Extensive knowledge of and demonstrated experience in high level project management, change management and leadership skills including an ability to initiate, formulate and manage complex and diverse projects and demonstrated experience in developing policy, service protocols and service specifications.

Demonstrated self management skills including organisational skills, flexibility, and capacity to deal with pressure, ambiguity and change and the ability to exercise sound judgment in complex situations and to work effectively either individually or part of a team.

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

Essential Requirements:—The Head of the State Service 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. Disciplinary action in previous employment check.

Enquiries to Jo White, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4917, email [jo.white@dhhs.tas.gov.au](mailto:jo.white@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

##### STATEWIDE AND MENTAL HEALTH SERVICES

#### **Administrative Assistant (505133).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$47,265 – \$51,332 p.a.

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

Permanent full-time day work.

Location:—Statewide and Mental Health Services, CAMHS, Hobart.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Administrative Assistant:

Provides day to day Administrative Support to a designated Child and Adolescent Mental Health Services Team (CAMHS);

Contributes towards optimal administrative and business support processes at the local level.

Essential Requirements:—The Head of the State Service 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. Disciplinary action in previous employment check.

Enquiries to Anne Easther, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8612, email [anne.easther@dhhs.tas.gov.au](mailto:anne.easther@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

##### STATEWIDE AND MENTAL HEALTH SERVICES

#### **Psychiatrist (505004).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$132,011 – \$184,815 pro rata, per annum.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner (Salary

commensurate with qualifications and experience).

Fixed-term full-time day work, with on-call (part-time hours may be considered by negotiation) commencing as soon as possible for a period of 5 years.

Location:—Statewide Mental Health Services, Hobart.

Duties:—As part of a multidisciplinary mental health service delivering high quality mental health care and, in accordance with Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Psychiatrist:

Provides a comprehensive general adult inpatient and community psychiatric service in the southern region of Tasmania.

Acts as a consultant to mental health professionals and health service providers, including general practitioners and other agencies, with regard to the assessment and management of individuals with mental health disorders.

Undertakes supervisory responsibilities with Psychiatric Registrars and other medical staff as required/appropriate.

Selection criteria includes:—Extensive experience and skill in adult general psychiatry in a range of practice settings.

Demonstrated high level of oral and written communication skills, and demonstrated experience and skill in liaison with General Practitioners and other health service providers.

Experience in the area of clinical leadership and demonstrated commitment to multidisciplinary service model and the ability to deal effectively with interpersonal issues.

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

The Head of the State Service 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. Disciplinary action in previous employment check.

Enquiries to Dr Jim Blacket, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7549, email [jim.blacket@dhhs.tas.gov.au](mailto:jim.blacket@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

##### STRATEGIC CONTROL, WORKFORCE AND REGULATION

##### *Government Relations and Strategic Policy*

#### **Policy Analyst (520965).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$71,665 – \$74,932 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

Duties:—Support the development of high-level, strategic advice regarding government relations and strategic policy issues for the portfolio Ministers, Secretary, Agency and other stakeholders. Provide input into the monitoring and reporting

on intergovernmental agreements. Under general direction develop, research and analyse submissions, applications and business cases relating to intergovernmental agreements.

**Desirable Requirements:**—Bachelor Degree in a relevant course of study.

**Essential Requirements:**—The Head of the State Service 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. Disciplinary action in previous employment check.

Enquiries to Kendra Strong, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8074, email [kendra.strong@dhhs.tas.gov.au](mailto:kendra.strong@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

STRATEGIC CONTROL, WORKFORCE AND REGULATION.

*Strategic Financial Control*

**Deputy Chief Financial Officer (519709).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$137,532 – \$151,285 p.a.

Senior Executive, Level 2, Payment of Salary above the base salary of the advertised range is subject to an annual performance assessment.

Contract Position day work for a period of 5 years.

Location:—Hobart.

The Deputy Chief Financial Officer is a key supporting role to the Chief Financial Officer (CFO) and assists the CFO in the development and implementation of financial management systems and strategies through best practice financial, business planning, financial risk management and reporting frameworks and systems.

**Essential Requirements:**—The Head of the State Service 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. Disciplinary action in previous employment check.

Tertiary qualifications in accounting, together with membership of either the Australian Society of Certified Practising Accountants (CPA Australia) or the Institute of Chartered Accountants of Australia (ICA).

Enquiries to Michael Reynolds, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6236 5894, email [michael.reynolds@dhhs.tas.gov.au](mailto:michael.reynolds@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

**Administrative Assistant (514994).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$47,265 – \$51,332 pro rata, per annum.

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

Permanent part-time day work, working 12 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Westbury Community Health Centre.

**Duties:**—Responsible for the provision of an efficient and effective administrative and clerical support service with an expectation to exercise discretion and initiative in carrying out tasks.

**Essential Requirements:**—The Head of the State Service 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. Disciplinary action in previous employment check.

Enquiries to Annette Barrett, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6393 5800, email [annette.barrett@dhhs.tas.gov.au](mailto:annette.barrett@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Oral Health Services (Statewide)*

Oral Health North West

**Dental Prosthetist (2 Vacancies).**

Applications Close:—Friday, 26 April 2013.

Salary:—\$49,785 – \$79,877 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS Allied Health Professional, Level 1-2. Vacancy No. 517360.

Permanent full-time day work.

Location:—Oral Health Services Tasmania, North West.

Vacancy No. 519326.

Permanent full-time day work.

Location:—Oral Health Services Tasmania, North West.

**Duties:**—An opportunity is currently available for highly motivated, qualified and experienced Dental Prosthetists to join our dynamic team. Oral Health Services Tasmania (OHST) is a state-wide service, allowing staff collaborative experiences with their colleagues across Tasmania. We work in an exceptionally friendly environment in which you

will be supported to maintain and progress a broad range of your clinical skills. These Prosthetist positions are based across our Burnie and Devonport Clinics. OHST provides a range of dental prosthetics for public health clients as well as children's services. Clinical duties involve provision of patient assessment, delivering clinical care, developing junior clinical staff, and denture and appliance fabrication.

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

The Head of the State Service 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. Disciplinary action in previous employment check.

Enquiries to Roseanne Robinson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6440 7120, email [roseanne.robinson@dhhs.tas.gov.au](mailto:roseanne.robinson@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink HR, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart, Tasmania 7001. Please do not send hard copy applications to the contact person.

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HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Oral Health Services (Statewide)*

Oral Health South

**Clinical Director (501014).**

Applications Close:—Friday, 3 May 2013.

Salary:—\$176,069 p.a.

Health and Human Services (Tasmanian State Service) Award, Dental Officer, Level 6.

Permanent full-time day work.

Location:—Oral Health Services Tasmania, South.

Duties:—Tasmanian Health Organisation, South (THO-S) seeks a Clinical Director for the statewide public dental service, Oral Health Services Tasmania (OHST). The Clinical Director is the clinical leader of OHST's multi-disciplinary oral health workforce and is responsible for the delivery of safe, high quality, oral health services to Tasmanian children and eligible adults. The Clinical Director also provides expert advice in relation to population oral health, oral health workforce issues, and the delivery of public oral health services. With Tasmania's manageable population and recent increases in funding, the opportunity exists to develop and introduce innovative models of care to make real improvements in the oral health of Tasmania's most vulnerable people.

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

The Head of the State Service 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. Disciplinary action in previous employment check.

Enquiries to Emma Bridge, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6214 5424, email [emma.bridge@dhhs.tas.gov.au](mailto:emma.bridge@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink HR, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart, Tasmania 7001. Please do not send hard copy applications to the contact person.

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HEALTH AND HUMAN SERVICES  
AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Surgical Services*

**Registered Nurse (several vacancies) (518390).**

Applications Close:—Monday, 29 April 2013.

Salary:—\$56,163 – \$76,859 p.a.

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

Permanent full-time and part-time vacancies; working up to 76 hour per fortnight (hours to be negotiated). This selection process may be used to fill fixed term full-time and part-time vacancies for up to 12 months.

Location:—Perioperative Nursing Unit, Royal Hobart Hospital.

Please note:—Access to the Grade 4 salary range \$72,675, \$74,326 is subject to successful application for progression to Grade 4.

Duties:—The Royal Hobart Hospital Perioperative Unit is seeking Registered Nurses with experience across instrument (scrub/scout) theatre nursing. To be successful you are required to hold current AHPRA registration, have experience in all theatre lists and have recent clinical experience and/or qualifications in perioperative nursing. We are seeking to employ full-time, part-time and fixed term nurses with excellent communications skills, attention to detail, a team-player with a "can do-attitude" who have a willingness to learn.

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

The Head of the State Service 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. Disciplinary action in previous employment check.

Enquiries to Beth Rieper, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8536, email [elizabeth.rieper@dhhs.tas.gov.au](mailto:elizabeth.rieper@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: StaffLinkRecruitment Services, Tasmanian Health Organisation, South, G.P.O. Box 1061, Hobart 7001.

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## INFRASTRUCTURE, ENERGY AND RESOURCES

## REGULATORY AND CUSTOMER SERVICES

**Executive Officer (370997).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high-level executive support to the Deputy Secretary, ensuring the Deputy Secretary is briefed properly for meetings and/or to deal with issues that arise. Ensuring there is a quality agenda and papers and that key issues are being managed effectively.

Assist the Deputy Secretary in the strategic development and co-ordination of the corporate planning processes for the Regulatory and Customer Services Group. Identify, analyse and advise on opportunities for continuous improvement across the group and where necessary assist in implementation, together with manage the budget of the office of the Deputy Secretary. Undertake policy development and provide consultative advice on policy and strategic direction.

Prepare correspondence, Ministerials, issue briefs and reports involving research and data analysis.

Undertake, manage and report on special projects as required, which may involve supervision of staff. These may be projects of a policy and/or planning nature to administrative or management projects of significance to the Agency or Minister.

Represent the Agency on interdepartmental committees as required and provide a co-ordination point for the agency on Tasmania Together matters.

Co-ordinate the Regulatory and Customer Services Group's involvement in partnership agreements and other whole of government initiatives and prepare policy advice for the Deputy Secretary and/or Minister on issues arising.

Provide an overall co-ordination and quality assurance point for the Ministerial correspondence from the Divisions within the Group for ministerial documents, including Estimate Committee and Question Time Briefs. This includes quality assurance of the structure and content of documents and where necessary recommend changes.

Provide a communication and co-ordination point for the Group, particularly in relation to issues management.

Desirable Requirements:—Tertiary qualifications in public sector management or an associated discipline.

Enquiries to Bob Rutherford, Deputy Secretary, Regulatory and Customers Services, Department of Infrastructure, Energy and Resources, 10 Murray St Hobart, phone (03) 6233 8677, email bob.rutherford@dier.tas.gov.au.

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

## TRANSPORT INFRASTRUCTURE SERVICES

**Asset Engineer Bridges (372566).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$96,831 p.a.

DIER Engineers Industrial Agreement 2012, Band B, Level 9.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the bridge asset in accordance with asset management plans, including use of the Department's Bridge Management System to develop, monitor and revise bridge maintenance strategies and plans to align with Departmental strategic policies and guidelines.

Manage the development of annual and forward program of works for bridge maintenance in accordance with asset management plans, including justification and prioritisation of individual projects. This will include the preparation of briefs and/or specifications and the management of professional consultants for specific projects as required.

Monitor and report on bridges and other structures performance generally and works specifically for quality and other specified transport outcomes, including monitoring of projects throughout delivery.

Assist in the consultative preparation of strategies and policies that relate to bridge infrastructure, including their promulgation to relevant stakeholders as required.

Supervise group staff in the performance of duties.

Provide high level specialised technical advice on bridge maintenance, rehabilitation and construction to project delivery and other staff, including training as appropriate.

Represent the Department on state and national committees relevant to the primary duties as required.

Essential Requirements:—Satisfactory completion of a relevant 4 year (minimum) university degree in engineering that is accredited by Engineers Australia; or satisfactory completion of academic qualifications in Engineering that are recognised by Engineers Australia as being an equivalent qualification.

Desirable Requirements:—Post graduate qualifications in a relevant discipline.

Current driver licence.

Enquiries to Vincent Tang, Manager Bridge Assets, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, phone (03) 6233 2070, email Vincent.Tang@dier.tas.gov.au.

Applications to HR Operations, Human Resources Branch, Department of Infrastructure, Energy and Resources, 10 Murray Street Hobart, 7000, phone (03) 6233 2077, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

## TRANSPORT INFRASTRUCTURE SERVICES

**Manager Traffic Engineering (372535).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$112,093 p.a.

DIER Engineers Industrial Agreement 2012, Band C, Level 11.

Permanent full-time.

Location:—Hobart.

Duties:—Lead and manage the Branch's information, human, physical and financial resources, in the management of traffic on Tasmanian State roads, ensuring consistency with Agency and Government strategies, goals and priorities.

Provide leadership and strategic direction in the administration, regulation and development of Branch programs, policies and practices to promote and complement Agency and Government transport network objectives and outcomes.

Build and maintain high-level relationships with Local, State and Federal Government, industry bodies, and other relevant stakeholder groups.

Integrate State road traffic management with the broader transport network and systems, identifying emerging traffic, transport and land use trends and focussing on long-term benefits.

Provide high level strategic and specialist traffic engineering advice to the Minister, Secretary, Deputy Secretary, Commissioner for Transport, General Manager, Transport Infrastructure Services, other senior managers and key stakeholders.

Perform the statutory functions and powers, as delegated, in the relevant provisions of the Traffic Act 1925, the Roads and Jetties Act 1935 and the Local Government (Highways) Act 1982.

Represent the Agency and Government in a range of national, state and local forums.

For appointment under the DIER Roads and Traffic Engineers Agreement you must have satisfactorily completed a four year University degree that is accredited by Engineers Australia, or satisfactory completion of academic qualifications in Engineering that are recognised by Engineers Australia as being an equivalent qualification.

Desirable Requirements:—Relevant tertiary qualification/s in relevant discipline/s.

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

Applications to HR Operations, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 HOBART TAS 7001, phone (03) 6233 6396, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

## JUSTICE

### CONSUMER AFFAIRS AND FAIR TRADING

#### *Rental Deposit Authority*

#### **RDA Administration Officer (351288).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$53,926 – \$58,697 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time Commencing as soon as possible until 6 December 2013, working 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Provide high level administrative and clerical support to the RDA, including the registration of disputes, the preparation of correspondence, scanning of documentation, and related matters. Undertake the processing of cheque and EFT payments, the resolution of errors and other processing which includes claims, refunds, lodgements and other financial data.

Enquiries to Megan Ryan, Manager, RDA, Department of Justice, phone (03) 6233 4588, email megan.ryan@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Megan Ryan on (03) 6233 4588.

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

### MONETARY PENALTIES ENFORCEMENT SERVICE

#### **MPES Enforcement Officer (356457,356458, 356459).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time working 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Provide support to the Director, MPES in the collection and enforcement of monetary penalties. Attend to telephone and counter enquiries and provide information to clients, the general public, other agencies and organisations in relation to the recovery of monetary penalties.

Essential Requirements:—The Head of the State Service 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:—Tasmanian Driver's Licence.

Enquiries to Mark Cocker, Director, MPES, Department of Justice, phone (03) 6233 2126, email mark.cocker@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Mark Cocker on (03) 6233 2126.

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

### WORKCOVER

#### **Workplace Health and Wellbeing Adviser (356341).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time commencing as soon as possible for a period of 3 years, working 73.5 hours per fortnight.

Location:—To be negotiated.

Duties:—Develop, deliver, monitor and evaluate workplace health and wellbeing advisory programs to industry groups and individual businesses through the implementation of appropriate intervention strategies. In consultation with agency staff, business groups and key stakeholders, implement a range of intervention strategies for identified targeted industry sectors.

Essential Requirements:—A current Tasmanian Drivers Licence.

Enquiries to Ray Pickett, Manager, WorkCover, Department of Justice, phone (03) 6233 2655, email ray.pickett@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Alison Brown on (03) 6233 3507.

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.

#### POLICE AND EMERGENCY MANAGEMENT

##### CORPORATE SERVICES

##### *Communication Services*

#### **Communications Technical Officer (002590).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Installation, testing and maintenance of the police radio and telecommunications systems together with other specialist electronic/electrical equipment as well as associated administrative and project management functions.

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

Qualifications and Experience:—Advanced Diploma in Electronic/Communication Engineering or other qualification together with suitable work experience. Extensive experience in the installation, testing and maintenance of electronic systems. Holder of a current driver's licence.

Enquiries to Mr Barrie Lawrence, Network Manager, Communications Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2337, email Barrie.Lawrence@police.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

##### *Human Services*

#### **OH and S Officer (521424).**

Applications Close:—Monday, 22 April 2013.

Salary:—\$76,925 – \$80,447 p.a.

Tasmanian State Service Award, TFS General Stream, Band 5.

Permanent full-time.

Location:—Cnr Argyle and Melville Streets.

Duties:—To support occupational health and safety (OH and S) system implementation at the Tasmania Fire Service (TFS), through the creation and implementation of identified significant organisational OH and S projects whilst maintaining high levels of customer service, advice and assistance in OH and S and other areas of human resource management.

Desirable Requirements:—Experience in project management practices preferably in an OH and S related field.

An appropriate tertiary qualification or progress towards attaining an appropriate qualification.

Current Driver's 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 Diane Wilkinson on (03) 6230 8463 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquiries to Diane Wilkinson on (03) 6230 8463. Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email [fire@fire.tas.gov.au](mailto:fire@fire.tas.gov.au).

#### PREMIER AND CABINET

##### TASMANIAN CLIMATE CHANGE OFFICE

#### **Administrative Assistant (001858).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—To provide administrative and clerical support to the Tasmanian Climate Change Office (TCCO).

Enquiries to Wendy Spencer, Director, Tasmanian Climate Change Office, Department of Premier and Cabinet, phone (03) 6270 5505, email [wendy.spencer@dpac.tas.gov.au](mailto:wendy.spencer@dpac.tas.gov.au).

Applications to Sarah Warner, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart 7001, phone (03) 6270 5599, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

AGRICULTURAL POLICY GROUP

**Plant Industry Analyst (706655).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time (36.75 hours per week).

Location:—Hobart or Launceston (subject to negotiation).

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

Duties:—Provide industry information and advice to the Department of Primary Industries, Parks, Water and Environment (DPIPWE) on plant based agricultural industries.

Desirable Requirements:—A Degree in a relevant discipline to the professional duties to be undertaken as provided by a university. Relevant industry experience would be an advantage. A current motor vehicle driver's licence.

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

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

Enquiries to Jenny Baulis, phone (03) 6336 5381, email [jenny.baulis@dpipwe.tas.gov.au](mailto:jenny.baulis@dpipwe.tas.gov.au).

Applications to Jenny Baulis, Administration Officer, Department of Primary Industries, Parks, Water and Environment, Agricultural Policy Branch, P.O. Box 46, Kings Meadows, TAS 7249, phone (03) 6336 5381, fax (03) 6233 3682, email [jenny.baulis@dpipwe.tas.gov.au](mailto:jenny.baulis@dpipwe.tas.gov.au).

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

*Directorate*

**Surveyor-General (706995).**

Applications Close:—Friday, 3 May 2013.

Salary:—\$121,319 – \$139,517 p.a.

Tasmanian State Service Award, Professional 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.

Relocation expenses may be considered for an employee appointed to this position, however this is subject to approval.

Duties:—Apply the statutory powers and perform the functions of the Surveyor-General as provided by the Survey Co-ordination Act 1944 and the Surveyors Act 2002. Lead the surveying profession in Tasmania in the development and maintenance of the state's surveying systems and related spatial data infrastructure.

Contribute to the strategic direction of the development and maintenance of the Government's and Agency's spatial

infrastructure to ensure the effective delivery of a broad range of location-based information services to support Government and Agency objectives and meet client expectations.

Direct and oversight the work of the Geospatial Infrastructure and Geodata Services branches establishing and monitoring programs and budgets for the development, maintenance and enhancement of Tasmania's location-based infrastructure.

As a member of the Information and Land Services' Senior Managers Group contribute to the strategic direction of the Information and Land Services Division, and the Department's corporate objectives.

Essential Requirements:—A registered Land Surveyor under the provisions of the Surveyors Act 2002.

Desirable Requirements:—Relevant post graduate qualifications or demonstration of an equivalent level of skills and experience at a senior management level.

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

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

Enquiries to Kate Kent, phone (03) 6233 2738, email [kate.kent@dpipwe.tas.gov.au](mailto:kate.kent@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](mailto:job.applications@dpipwe.tas.gov.au).

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT.

WATER AND MARINE RESOURCES

*Water Assessment*

**Hydrographer (701442).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

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

Duties:—Monitor, analyse and report on the water resources of Tasmania and ensure the effective collection and archiving of water resource data. Provide an advisory service related to water quantity information and provide advice on all aspects of water resource data collection.

Essential Requirements:—A Diploma in Water Resources 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.

Desirable Requirements:—Ability to swim. Water Safety Certificate. Ability to work at heights. A current First Aid certificate. Chainsaw and Brush Cutter training certification. A current motor vehicle driver's licence with experience in driving 4WD.

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 Jeff Chamberlain, phone (03) 6233 2862, email [jeffrey.chamberlain@dpipwe.tas.gov.au](mailto:jeffrey.chamberlain@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](mailto:job.applications@dpipwe.tas.gov.au).

#### INTEGRITY COMMISSION

##### **Research and Policy Officer (356435).**

Applications Close:—Friday, 19 April 2013.

Salary:—\$72,571 – \$75,893 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 5.

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

Location:—Hobart.

Duties:—Undertake research, analysis and the development of policies, proposals or recommendations relating to misconduct and ethical issues. Prepare a range of high quality documents including briefings, reports, policy papers and submissions. Assist in the preparation of high level presentations by senior management, articles etc.

Essential Requirements:—The Head of the State Service has determined that the person nominated for this position must satisfy a pre-employment check in the following areas: Criminal Activity:—arson and fire setting, violent crimes and crimes against the person, sex related offences, drug and alcohol related offences, crimes involving dishonesty, crimes involving deception, making false declarations, malicious damage and destruction to property, serious traffic offences, crimes against public order or relating to the Administration of Law and Justice, crimes against Executive or the Legislative Power and crimes involving conspiracy. Disciplinary/managerial action in previous employment. Identification check. Satisfy a stringent security vetting process in accordance with national standards.

Enquiries to Diane Merryfull, Chief Executive Officer, Integrity Commission, phone (03) 6216 4440, email [diane.merryfull@integrity.tas.gov.au](mailto:diane.merryfull@integrity.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Rachael Daniels on (03) 6216 4408.

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

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

#### PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

##### CONSERVATION AND INFRASTRUCTURE

##### **Conservation Manager (0104).**

Applications Close:—Monday, 29 April 2013.

Salary:—\$93,957 – \$100,355 p.a.

Port Arthur Historic Site Management Authority Award, Professional Stream, Band 3.

Permanent full-time 38 hours per week, Mon, Fri.

Location:—Port Arthur.

Duties:—To manage capital and maintenance works relating to the conservation of historic fabric and structures and ensure that the cultural heritage values of the Port Arthur Historic Sites are maintained and protected.

Essential Requirements:— Degree in Architecture or a related cultural heritage discipline or equivalent qualification.

Desirable Requirements:— Postgraduate qualification or experience in a relevant cultural heritage management discipline. Industry recognised professional affiliations. Qualifications or experience in construction project management. Accreditation under the Building Act 2000.

Enquiries to Dr Jane Harrington, Director, Conservation and Infrastructure, Port Arthur Historic Site Management Authority, phone (03) 6251 2330, mobile 0409 344598, email [jane.harrington@portarthur.org.au](mailto:jane.harrington@portarthur.org.au).

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, Port Arthur, TAS 7182, phone (03) 6251 2357, fax (03) 6251 2322, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.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	Director Enterprise Development	J. Freeman	6 months	08.04.13
Health & Human Services & Tasmanian Health Organisations	Pharmacist	E. Anderson	6 months	01.03.13
Health & Human Services & Tasmanian Health Organisations	Business Systems Support Officer	G. Parkes	6 months	08.04.13
Health & Human Services & Tasmanian Health Organisations	Social Worker	A. Fitzpatrick	6 months	04.03.13
Health & Human Services & Tasmanian Health Organisations	Allied Health Assistant	B. Tucker	6 months	01.02.13
Health & Human Services & Tasmanian Health Organisations	Senior Speech Pathologist	C. Maloney	6 months	11.03.13
Justice	Audit & Investigation Officer	G. Carr	6 months	08.03.13
Primary Industries, Parks, Water & Environment	Senior Dairy Food Safety Officer	N. Dick	6 months	08.04.13
Primary Industries, Parks, Water & Environment	Relief Client Service Officer	S. Walker	6 months	08.04.13

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	N. Krelling	Senior Dietitian	08.04.13
Justice	G. Clarke	Team Leader Audit and Investigation	08.04.13
Primary Industries, Parks, Water & Environment	G. Mielke	Technical Surveyor	25.03.13
Treasury & Finance	P. Scholwin	Senior Research Officer	03.04.13

### *Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Senior Client Manager	W. Wright	29.03.13
Health & Human Services & Tasmanian Health Organisations	Director Of Nursing (DON)	S. Bucher	05.04.13
Health & Human Services & Tasmanian Health Organisations	Community Nurse	L. Webb	30.03.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Butler	21.03.13
Infrastructure, Energy & Resources	Library Services Manager	J. Jensen	29.03.13

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Hart	28.03.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	S. Payne	09.03.13
Health & Human Services & Tasmanian Health Organisations	Purchasing Officer	R. Panton	01.02.13
Health & Human Services & Tasmanian Health Organisations	Branch Station Officer ICP	A. Scholten	31.03.13
Health & Human Services & Tasmanian Health Organisations	Occupational Therapist	L. Powell	08.02.13
Infrastructure, Energy & Resources	Driver Assessor	K. Wells	04.04.13
Treasury & Finance	Manager, Compliance	I. Gullidge	05.04.13
Tasmanian Audit Office	Principal Performance Analyst	A. Irwin	27.03.13



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