



TASMANIAN STATE SERVICE NOTICES

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

Tasmanian Government Gazettes are available for perusal at the 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 Mercury Walch Pty Ltd, 5 Bowen Road, Moonah, Tasmania 7009.

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Tasmanian Government Gazette

Email text copy to

govt.gazette@mercurywalch.com.au

or fax to (03) 6232 2138. All copy must be typed in upper and lower case not ALL CAPS, if unsure please telephone (03) 6232 2128

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 Mercury Walch Pty Ltd on (03) 6232 2138

Deadlines

Government Gazette :—

Copy must be received by Mercury Walch 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) 6232 2137.

Gazette and State Service Online

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

EDUCATION

CORPORATE SERVICES

Facility Services

Business Services Co-ordinator (966795).

Applications Close:—Friday, 30 August 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Description of the Role:—Co-ordinate the provision of high level, efficient, effective and client focused facility and building management service, including data analysis, strategic management and development of processes that facilitate effective and efficient information management, utility management and climate change reporting for the Department's asset portfolio. Develop and advise on strategies to support and enhance management of the portfolio.

In collaboration with the Facilities Operations Co-ordinator manage and support the Facility Services Team to ensure successful operations and service provision.

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.

Desirable Requirements:—A current drivers licence.

Membership of a relevant professional organisation and/or relevant academic qualifications.

Enquiries to Mark Bowerman, Acting Manager Facility Services, Department of Education, phone (03) 6233 4674, email **mark.bowerman@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

EARLY YEARS AND SCHOOLS

Education and Care Unit

Administration Officer (963916).

Applications Close:—Friday, 30 August 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time 73.5 hours per fortnight. From as soon as possible until 14 July 2014.

Location:—Wirksworth Bellerive.

Description of the Role:—Within a team environment, provide administrative support to the functions of the Early Years Branch, Education and Care Unit including the maintenance of the Unit's databases and information systems. Provide a comprehensive level of executive assistance to the Unit.

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 Gail Bell, Executive Support Officer, Department of Education, phone (03) 6233 3893, email **gail.bell@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

EARLY YEARS AND SCHOOLS

*Education and Care Unit***Manager Education and Care Unit (965220).**

Applications Close:—Friday, 30 August 2013.

Salary:—\$102,976 – \$110,919 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time 73.5 hours per fortnight.

Location:—Wirsworth Bellerive.

Description of the Role:—Manage the operations and resources of the Education and Care Unit including provision of specialist support, high level advice, and the development of Unit strategic plans. Manage and co-ordinate child care licensing, and education and care regulation under the National Quality Framework, to build quality improvement in Tasmanian services. Ensure that national requirements for regulatory delivery and consistency are met and maintain effective relationships with key stakeholders.

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.

Desirable Requirements:—A current drivers licence.

Enquiries to Alan Green, General Manager Early Years and Schools, Department of Education, phone (03) 6233 7410, email alan.green@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)

Brooks High School

Canteen Supervisor (305078).

Applications Close:—Friday, 30 August 2013.

Salary:—\$47,823 – \$51,998 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time up to 40 hours per fortnight. Employment Conditions are 40 weeks per year.

Location:—Brooks High School.

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.

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)

Norwood Primary School

Teacher Assistant, Norwood Primary School (305503).

Applications Close:—Friday, 30 August 2013.

Salary:—\$47,823 – \$51,998 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time up to 10 hours per fortnight. Employment Conditions 40 weeks per year.

Location:—Norwood Primary School.

Description of Role:—Provide assistance to the teacher(s) by assisting with the supervision and learning of students. Provide support and assistance to students with high and/or additional needs including but not limited to students with physical and/or intellectual disabilities and students with behavioural issues.

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.

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

Enquiries to Ann Howard, Department of Education, phone (03) 6344 2533, email ann.howard@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)

Hellyer College

Teacher (Maths/Science), Hellyer College (966553).

Applications Close:—Friday, 30 August 2013.

Salary:—\$53,659 – \$85,868 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher.
Permanent full-time.

Location:—Hellyer College.

Description of the role:—To implement and manage appropriate learning programs for students and to assess individual student progress.

This role involves teaching Maths Methods 3 or Maths Applied 3, Physical Science 3 and either Chemistry 3 or Physics 3.

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

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

The 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.

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

Enquiries to Kathy Cameron, Department of Education, phone (03) 6435 5200, email kathy.cameron@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)

Elizabeth College

Assistant Principal, Elizabeth College (965974).

Applications Close:—Friday, 30 August 2013.

Salary:—\$104,093 p.a.

Teaching Service (Tasmanian Public Sector) Award, Assistant Principal, Band 3, Level 3.

Fixed-term full-time 70 hours per fortnight from 7 October 2013 until 12 December 2014.

Location:—Elizabeth College.

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

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

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

The 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.

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

Enquiries to Dianne Purnell, Principal, Department of Education, phone (03) 6235 6555, email dianne.purnell@education.tas.gov.au.

All interested applicants are strongly encouraged to discuss specific details of the vacancy with the Contact Officer.

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 up to 1500 words, 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. Receipt of your electronic application will be acknowledged by return email within two working days.

EDUCATION

LEARNING SERVICES

Learning Services (South)

South Hobart Primary School

School Executive Officer, South Hobart Primary School (953619).

Applications Close:—Friday, 30 August 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—South Hobart Primary School.

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

Essential Requirements:—The 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.

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

Enquiries to Cathy Franz, Department of Education, phone (03) 6223 6040, email cathy.franz@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)

Windermere Primary School

School Executive Officer, Windermere Primary School (954806).

Applications Close:—Friday, 30 August 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Windermere Primary School.

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

Essential Requirements:—The 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.

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

Enquiries to Jenny Leppard, Department of Education, phone 0409 596 826, email jenny.leppard@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. Receipt of your electronic application will be acknowledged by return email within two working days.

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Ambulance Tasmania

Emergency and Medical Services

Regional Manager (510725).

Applications Close:—Friday, 30 August 2013.

Salary:—\$120,718 p.a.

Tasmanian Ambulance Service Award, Ambulance Manager, Level 3 (Base).

Permanent full-time daywork.

Location:—Launceston.

Manage the provision of ambulance services in the geographical region. Provide strategic and operational planning management for the Deputy Chief Executive Officer/Director Emergency and Medical Services in accordance with Ambulance Tasmania (Business Plan 2013-2016). Assist the Deputy Chief Executive Officer/Director Emergency and Medical Services in conjunction with other regional management personnel in: Setting and monitoring performance standards, including operational, clinical and financial. Planning objectives- Information feedback systems. Comparing actual performance with the predetermined standards. Ensuring that all the regional resources are used in the most effective and efficient way possible in achieving the Service's objectives. Manage statewide portfolios as directed by the Deputy Chief Executive Officer/Director Emergency and Medical Services.

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

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 and disciplinary action in previous employment check.

Enquiries to Kevin Bate, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 8011, email kevin.bate@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Child Protection Worker (501529).

Applications Close:—Friday, 30 August 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.

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing As soon as possible for a period of 6 months.

Location:—Children and Youth Services, Hobart.

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 and disciplinary action in previous employment check.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Senior Analyst, Planning and Program Development (521324).

Applications Close:—Friday, 30 August 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

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

Location:—CYS, Program Support Unit, Hobart.

Duties:—The Strategy, Program Development and Evaluation unit in Children and Youth Services (CYS) undertakes a range of duties that collectively contribute to the development of an effective and efficient service system for children and young people in Tasmania and the unit works closely with other Program Support areas in Children and Youth Services to ensure that programs and services delivered through Children and Youth Services are aimed at achieving enduring positive outcomes for clients and meet agreed quality standards.

This position is for a Senior Analyst in the Planning and Program Development team in Strategy, Program Development and Evaluation unit in Children and Youth Services. As a Senior Analyst Planning and Program Development you will be part of a team that provides specialist analytic advice to support the development of an effective and efficient Children and Youth Services service system.

Selection criteria includes:—High level expertise in strategy, planning, service development, program design, performance monitoring and evaluation.

High level expertise in research and quantitative and qualitative information analysis.

High level project and change management skills including the capacity to lead and manage complex activity, solve complex problems, negotiate effectively with the full range of stakeholders and proactively ensure all project KPI's are achieved.

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

Desirable Requirements:—A suitable tertiary qualification.

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 and disciplinary action in previous employment check.

Enquiries to Mark Mason, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8542, email mark.mason@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Children and Youth Services

Support Worker (513373).

Applications Close:—Friday, 30 August 2013.

Salary:—\$44,602 – \$46,672 pro rata, per annum.

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

Permanent part-time day work (40.0 hours per fortnight), See note below.

Location:—Children and Youth Services, Hobart.

Please note:—Other permanent part-time vacancies, and fixed term 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:—Under the supervision of the Co-ordinator, provide support to children, young persons and families with the aim to enable children to grow up in a safe and supportive environment including providing transport and supervision of client access visits.

Selection criteria includes:—A good knowledge of the tasks performed by Children and Youth Services or the ability to quickly acquire that knowledge.

Demonstrated personal qualities including sensitivity and perseverance and the ability to work in an environment subject to work pressure and change and maintain a high level of confidentiality.

Good written, verbal and interpersonal skills including conflict resolution and negotiation skills.

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

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

Essential Requirements:—Current Driver's Licence.

The 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 and disciplinary action in previous employment check.

Enquiries to Michelle Davey, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2376, email michelle.davey@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Strategic Control, Workforce and Regulation

Government Relations and Strategic Policy

Policy Analyst (521559).

Applications Close:—Friday, 30 August 2013.

Salary:—\$71,665 – \$74,932 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—We are looking for someone to join our team as a Policy Analyst! The Government Relations and Strategic Policy Unit (GRASP) is responsible for supporting the portfolio Ministers, Secretary, Agency and Tasmanian Health Organisations regarding the negotiation, management and reporting requirements associated with intergovernmental agreements. GRASP also plays a lead role in analysing the impact on the Agency of Commonwealth and State policy initiatives and has responsibility for overseeing the implementation of some of these initiatives across the Agency, such as National Health Reform. The role of GRASP in supporting the Agency's government relations and strategic policy agenda is further defined in the GRASP Operational Plan. The Policy Analyst is expected to work under direction within the GRASP team and contribute and support the development of written advice, reports, other documentation and projects.

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 and disciplinary action in previous employment check.

Enquiries to Cheryl Garrett, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 2483, email cheryl.garrett@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

Strategic Control, Workforce and Regulation

Workplace Relations and Safety

Employee Relations Advisor (515061).

Applications Close:—Friday, 30 August 2013.

Salary:—\$71,665 – \$74,932 p.a.

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

Fixed-term full-time for 12 months.

Location:—Hobart.

Duties:—The Employee Relations Advisor provides high-level industrial and employee relations consultancy and advisory services to managers and Human Resources (HR) staff.

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 and disciplinary action in previous employment check.

Enquiries to Jane Fitton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3690, email jane.fitton@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

System Purchasing and Performance

Service Purchasing and Performance

Data Analyst (520160).

Applications Close:—Friday, 30 August 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, commencing as soon as possible.

Location:—Hobart.

Duties:—Focus of Duties:—Provide data analysis services across Mental Health Services and Alcohol and Drug Services to System Purchasing and Performance (SPP) including the provision and management of relevant, high quality community, inpatient and residential activity and performance information.

Support a range of activities relating to implementation of a model of funding based on activity across Mental Health Services covering areas including financial and information management.

Work extensively with the Team Leader, Data Standards and Integrity and senior SPP managers to promote and support the effective use of data through development of data analysis and reporting services that reflect the business needs of Mental Health Services and Alcohol and Drug Services.

Produce regular reports that reflect performance information for all Mental Health and Alcohol and Drug Services business units to assist ongoing in service planning and performance monitoring activities.

Desirable Requirements:—Holds, or is working towards, appropriate tertiary qualifications.

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 and disciplinary action in previous employment check.

Enquiries to Peter Mansfield, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 2287, email peter.mansfield@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

Launceston General Hospital

After Hours Nurse Manager (503334).

Applications Close:—Friday, 30 August 2013.

Salary:—\$91,458 – \$95,726 pro rata, per annum.

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

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

Location:—Nursing Services.

Duties:—The After Hours Nurse Manager:—provides leadership, oversight and management of the activities of the health service/facility after-hours and supports the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework, by co-ordinating patient flow and management functions within the health service/facility.

Desirable Requirements:—Relevant post graduate qualifications.

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

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 and disciplinary action in previous employment check.

Enquiries to Helen Bryan, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7002, email helen.bryan@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Clinical Nurse Educator-Operating Room Suite (503870).

Applications Close:—Friday, 30 August 2013.

Salary:—\$81,689 – \$87,328 pro rata, per annum.

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

Permanent part-time day work, working 36 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Operating Room Suite.

Duties:—The Clinical Nurse Educator, Operating Room Suite:—Provision of clinical education support to the staff employed within the Operating Room Suite at the Launceston General Hospital.

Provides clinical education support for novice and intermediate perioperative nurses to ensure they meet their portfolio requirements and competencies.

Formulation, development and implementation of clinical education and professional development programs for staff employed in the Operating Room Suite at the Launceston General Hospital.

Provides clinical education support for participants in the Transition to Practice (TtP) Program to ensure they meet their portfolio requirements and competencies during their placement in the suite.

Encourages exposure to the perioperative environment for undergraduate students of nursing to facilitate succession planning for future perioperative nurses.

Desirable Requirements:—Holds or is working towards relevant post graduate qualifications in a relevant field or qualifications that are deemed equivalent.

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

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 and disciplinary action in previous employment check.

Enquiries to Cassandra Sampson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8707, email cassandra.sampson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

Launceston General Hospital

Registered Nurse (520579).

Applications Close:—Friday, 30 August 2013.

Salary:—\$56,163 – \$76,859 pro rata, per annum.

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

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

Location:—Acute Medical Unit, LGH Charles Street, Launceston.

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:—The Registered Nurse strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with patients/clients, their families and other health professionals.

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

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 and disciplinary action in previous employment check.

Enquiries to Robyn Hayes, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8063, email robyn.hayes@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Mersey Community Hospital

After Hours Nurse Manager (516324).

Applications Close:—Friday, 30 August 2013.

Salary:—\$91,458 – \$95,726 pro rata, per annum.

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

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

Location:—Mersey Community Hospital.

Who are we?

The Tasmanian Health Organisation, North West (THO-North West) is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community in Tasmania's beautiful North West. We are committed to providing the highest levels of healthcare and services and our values are Partnership, Respect, Integration, Development/Support, and Excellence.

The Mersey Community Hospital is the only hospital in the country owned and funded by the Commonwealth Government and by arrangement is operated by the Tasmanian Government.

Who are we looking for?

We are seeking a motivated and experienced After Hours Nurse Unit Manager to work in a casual capacity, bringing their existing skills and knowledge to this opportunity, in which you will leadership and complete after hour's management of our 100 bed facility offering general and specialist health services to the region.

Reporting to the Co-Director of Nursing, this role encompasses a wide range of responsibilities, including patient transfers, bed allocation, physical and human resource management and maintenance of risk and emergency management strategies.

Do you have?

Current AHPRA registration.

Relevant clinical expertise and management.

Well-developed communication skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Great team environment.

Commitment to professional development.

This is a fantastic opportunity to progress your career, don't miss out! Call Julie Duff, Co-Director of Nursing, on (03) 6426 5468 or email julie.duff@dhhs.tas.gov.au for a confidential discussion about your application.

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

Desirable Requirements:—Relevant post graduate qualifications.

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

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 and disciplinary action in previous employment check.

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Mersey Community Hospital

Clinic Receptionist (514501).

Applications Close:—Friday, 30 August 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 worker, working 68.4 hours per fortnight.

Location:—Mersey Community Hospital.

The Tasmanian Health Organisation-North West (THO-NW) is seeking to recruit an enthusiastic and motivated person with excellent communication and interpersonal skills. As a Clinic Receptionist you will be responsible for the provision of a customer focused general reception and telephone service to the Outpatient Services at Mersey Community Hospital.

This is a dynamic position within Outpatient and Specialist Clinics. Core duties will include but are not limited to front line reception services, processing referrals, preparing patient documentation, making appointments, answering enquiries and supporting clinical staff.

Communication skills are instrumental for this role as you will be liaising with multiple stakeholders such as clients, staff and consultants. Your ability to maintain a high level of confidentiality in your day to day dealings with patient details and personal medical records is invaluable.

For more information or to discuss your application today please contact Ally Clark, Supervisor PIMS on (03) 6426 5656 or email allyson.clark@dhhs.tas.gov.au or Rosemary Ryan on (03) 6426 5133 or rosemary.ryan@dhhs.tas.gov.au.

In order to be considered for this position it is a requirement that you address the selection criteria which are located in the Statement of Duties.

Desirable Requirements:—Completion of a recognised course in office administration and medical terminology or demonstrated experience in a health setting.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

Mersey Community Hospital

Enrolled Nurse (514603).

Applications Close:—Friday, 13 September 2013.

Salary:—\$50,713 – \$56,163 pro rata, per annum.

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

Permanent part-time day worker, working 43 hours per fortnight.

Location:—Mersey Community Hospital.

Who are we?

The Tasmanian Health Organisation, North West is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community in Tasmania's beautiful North West. We are committed to providing the highest levels of healthcare and services and our values are Partnership, Respect, Integration, Development/Support, and Excellence.

This position is based in the Theatre at the Mersey Community Hospital.

Who are we looking for?

We are seeking a motivated and experienced Enrolled Nurse who is passionate about the greatest quality of care, ensuring that you collaborate with members of the multidisciplinary healthcare team. Within the dynamic multidisciplinary team, you will contribute to a strong professional team approach through open communication and a positive supportive environment.

Reporting to the Nurse Unit Manager, you will contribute to the health outcomes of your patients through excellence in practice, fostering a learning culture, excellent communication skills and working effectively within a multidisciplinary team.

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Grace Kamphuis on (03) 6426 5206 or email grace.kamphuis@dhhs.tas.gov.au.

In order to be considered for this position it is a requirement that you address the selection criteria which are located in the Statement of Duties.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as an Enrolled Nurse. (holds Board approved qualification in administration of medicine).

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 and disciplinary action in previous employment check.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Clinic Receptionist (501822).

Applications Close:—Friday, 30 August 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 worker, working 40 hours per fortnight.

Location:—North West Regional Hospital.

The Tasmanian Health Organisation-North West (THO-North West) is seeking to recruit an enthusiastic and motivated person(s) with excellent communication and interpersonal skills. As a Clinic Receptionist you will responsible for the delivery of customer focused Outpatient Services at the North West Regional Hospital.

This is a dynamic position within Outpatient and Specialist Clinics. Core duties will include but are not limited to front line reception services, processing referrals, preparing patient documentation, making appointments, answering enquiries and supporting clinical staff.

Communication skills are instrumental for this role as you will be liaising with multiple stakeholders such as clients, staff and clinicians. Your ability to maintain a high level of confidentiality in your day to day dealings with patient details and personal medical records is essential.

For more information or to discuss your application today please contact Dan McCarthy, Acting Nurse Unit Manager on 6430 6523 or email dan.mccarthy@dhhs.tas.gov.au.

In order to be considered for this position it is a requirement that you address the selection criteria which are located in the Statement of Duties.

Desirable Requirements:— Completion of a recognised course in office administration and medical terminology or demonstrated experience in a health setting.

Enquiries to Daniel McCarthy, Department of Health and Human Services and Tasmanian Health Organisations, phone 6430 6523, email dan.mccarthy@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Enrolled Nurse (Medication Endorsed) (502110).

Applications Close:—Wednesday, 4 September 2013.

Salary:—\$50,713 – \$56,163 pro rata, per annum.

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

Permanent part-time shift worker, working 60 hours per fortnight.

Location:—North West Regional Hospital.

Who are we?

The Tasmanian Health Organisation, North West is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community in Tasmania's beautiful North West. We are committed to providing the highest levels of healthcare and services and our values are Partnership, Respect, Integration, Development/Support, and Excellence.

Who are we looking for?

We are seeking a motivated and experienced Enrolled Nurse who is passionate about the greatest quality of care, ensuring that you collaborate with members of the multidisciplinary healthcare team. Within the dynamic multidisciplinary team, you will contribute to a strong professional team approach through open communication and a positive supportive environment.

Reporting to the Nurse Unit Manager, you will contribute to the health outcomes of your patients through excellence in practice, fostering a learning culture, excellent communication skills and working effectively within a multidisciplinary team.

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Jo Lodge on (03) 6430 6558 or email johanna.lodge@dhhs.tas.gov.au.

In order to be considered for this position it is a requirement that you address the selection criteria which are located in the Statement of Duties.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as an Enrolled Nurse. (holds Board approved qualification in administration of medicine).

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 and disciplinary action in previous employment check.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Physiotherapy Assistant (521489).

Applications Close:—Friday, 6 September 2013.

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

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

Permanent part-time day worker, working 40 hours per fortnight.

Location:—North West Regional Hospital.

Who are we?

The Tasmanian Health Organisation, North West is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community in Tasmania's beautiful North West. We are committed to providing the highest levels of healthcare and services and our values are Partnership, Respect, Integration, Development/Support, and Excellence.

Who are we looking for?

We are seeking a motivated and experienced Physiotherapy Assistant to assist the Physiotherapists in the provision of optimal care for in-patients admitted with diagnoses including, but not restricted to, respiratory conditions, neurological disorders, falls, surgical and orthopaedic conditions.

Reporting to the Deputy Manager, Inpatient Services, this role encompasses a wide range of responsibilities including, but not limited to, directly assisting Physiotherapists with the management of patients, preparing, cleaning and maintaining physiotherapy equipment and assisting in the collection of statistical data.

Do you have?

Physiotherapy Assistant /Allied Health Assistant Certificate or equivalent/ relevant qualifications and/or.

Equivalent competencies, experience and skills within a hospital or therapy setting.

Current Driver's Licence.

Demonstrated interpersonal and communication skills.

Demonstrated computer literacy skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Edwin Roberts on (03) 6430 6608 or email edwin.roberts@dhhs.tas.gov.au.

In order to be considered for this position it is a requirement that you address the selection criteria which are located in the Statement of Duties.

Desirable Requirements:— Current Driver's Licence.

Essential Requirements:—Nil.

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 and disciplinary action in previous employment check.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

North West Regional Hospital

Registered Nurse (2 Vacancies).

Applications Close:—Friday, 30 August 2013.

Salary:—\$56,163 – \$76,859 p.a.

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

Vacancy No. 502166.

Permanent full-time shift worker, working 76 hours per fortnight.

Location:—North West Regional Hospital.

Vacancy No. 502266.

Permanent full-time shift worker, working 76 hours per fortnight.

Location:—North West Regional Hospital.

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

Who are we?

The Tasmanian Health Organisation, North West is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community in Tasmania's beautiful North West. We are committed to providing the highest levels of healthcare and services and our values are Partnership, Respect, Integration, Development/Support, and Excellence.

Who are we looking for?

We are seeking a motivated and experienced Registered Nurse who is passionate about the greatest quality of care, ensuring that you collaborate with members of the multidisciplinary healthcare team. Within the dynamic multidisciplinary team, you will contribute to a strong professional team approach through open communication and a positive supportive environment.

Reporting to the Nurse Unit Manager, you will contribute to the health outcomes of your patients through excellence in practice, fostering a learning culture, excellent communication skills and working effectively within a multidisciplinary team.

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Jo Lodge on (03) 6430 6558 or email johanna.lodge@dhhs.tas.gov.au.

In order to be considered for this position it is a requirement that you address the selection criteria which are located in the Statement of Duties.

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

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 and disciplinary action in previous employment check.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Statewide Mental Health Services

Nurse Unit Manager-LRC/AYDC (520867).

Applications Close:—Friday, 6 September 2013.

Salary:—\$85,411 – \$91,458 p.a.

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

Permanent full-time day work (with oncall).

Location:—Ashley Youth Detention Centre and Launceston Remand Prison.

Duties:—The Tasmanian Department of Health and Human Services seeks to appoint Nurse Unit Manager to join the Launceston Remand Prison and Ashley Youth Detention Centre (LRP/AYDC) Team in Tasmania, based at Launceston and Deloraine. These services are part of Correctional Primary Health Services (CPHS) which is a unit of Forensic Health Services (FHS). The Nurse Unit Manager will work within a multidisciplinary team framework, to lead and support the development and management of the primary health nursing team in providing clinical based services to our clients across the two sites on a day shift/On-call basis.

Desirable Requirements:—Relevant post graduate qualifications for Forensic Health, Drug and Alcohol, Adolescent or Mental Health. It is desirable that the applicant have at least five (5) years post graduate experience preferable some of which has been in a correctional environment working with adolescents in drug and alcohol treatment centres'. Relevant post graduate qualifications in management.

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

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 and disciplinary action in previous employment check.

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

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

Enquiries to Ann Marie Mallett, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 8240, email annmarie.mallett@dhhs.tas.gov.au or Barry Nicholson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 8007, email barry.nicholson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Statewide Mental Health Services

Registered Nurse (521125).

Applications Close:—Friday, 6 September 2013.

Salary:—\$56,163 – \$76,859 pro rata, per annum.

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

Fixed-term full-time day work (with oncall). Commencing As soon as possible to 7 January 2014.

Location:—Launceston Remand Prison and Ashley Youth Detention Centre.

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

Duties: The Tasmanian Department of Health and Human Services seeks to appoint a Registered Nurse for a fixed term, full-time basis, to join the Launceston Remand Prison and Ashley Youth Detention Centre (LRP/AYDC) Team in Tasmania, based at Launceston and Deloraine. These services are part of Correctional Primary Health Services (CPHS) which is a unit of Forensic Health Services (FHS). The Registered Nurse will work within a multidisciplinary team framework, in providing clinical based services to our clients across the two sites on a day shift/On-call basis. The position provides a unique opportunity to exercise all your skills in a challenging and sometimes confronting environments. Applicants need to be resilient, willing to adapt their practice to unique and changing situations, have excellent leadership, clinical and risk assessment skills, whilst being compassionate and non judgemental.

Desirable Requirements:—Holds or is working towards relevant post graduate/tertiary qualification in primary health care, psychiatric, adolescent, forensic and/or correctional health.

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

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 and disciplinary action in previous employment check.

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

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

Enquiries to Ann Marie Mallett, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 8240, email annmarie.mallett@dhhs.tas.gov.au or Barry Nicholson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6216 8007, email barry.nicholson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Clinical Co-ordinator (521531).

Applications Close:—Friday, 30 August 2013.

Salary:—\$78,061 – \$81,689 p.a.

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

Permanent full-time day worker (with on-call), not working weekends but working public holidays.

Location:—Renal Nursing Unit, Royal Hobart Hospital.

Duties:—Working in partnership with the Nurse Unit Manager, Clinical Nurse Educator and Clinical Nurse Consultants, the Clinical Co-ordinator is responsible for providing clinical leadership and quality patient management within a multidisciplinary team at the Nephrology Department of the Royal Hobart Hospital.

This includes:—leading the ongoing co-ordination of nursing team activities, patient flow and complex case management in accordance with best practice principles;

developing systems and approaches to contribute to improving the effectiveness of the Renal Unit's delivery of care and nursing processes to maintain a commitment to ongoing service improvement resulting from quality improvement and research activities;

planning and assisting in the management of human and financial resources, including setting and aiming to meet Key Performance Indicators (KPI's), performance development appraisals, recruitment, project management and planning, staff education and development;

providing advisory support and educational services to patients and staff within the Royal Hobart Hospital and external health care providers.

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

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 and disciplinary action in previous employment check.

Enquiries to Colin Banks, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 5040, email colin.banks@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Health Care Assistant (517340).

Applications Close:—Friday, 6 September 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

Permanent full-time day work, part-time hours will be considered by negotiation.

Location:—Central Highlands Community Health Centre, Ouse.

Duties:—The Central Highlands Community Health Centre is seeking to employ a Health Care Assistant in a permanent full-time or part-time capacity. Your duties will include providing assistance to clients with a range of activities of daily living that a person would normally do for themselves. This will include assisting with personal grooming, hygiene and environmental care activities.

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 and disciplinary action in previous employment check.

Enquiries to Donna Gallagher, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6287 2010, email donna.gallagher@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

ICC Program Co-ordinator (520154).

Applications Close:—Friday, 30 August 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

Fixed-term full-time day work commencing as soon as possible for a period of 2 years.

Location:—Clarence Community Health Centre.

Duties:—The ICC Program Co-ordinator will contribute as part of the Continuing Care Team to the integration of THO-South by working to ensure service linkages are developed across Southern Tasmania to improve access for the population to health services. The position will support the Group Manager Complex, Chronic and Community Service in leading the development of the Integrated Care Centre Projects, including the associated change management processes. You will be responsible for the management of day-to-day operations of the ICCs, including: tenancy arrangements including leases, room allocation, co-tenancy forums, contracts (eg. cleaning, clinical waste), facility maintenance and improvements, implementation of relevant Work, Health and Safety (WHS), clinical governance and quality improvement systems.

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 and disciplinary action in previous employment check.

Enquiries to Fred Howard, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 6703, email fred.howard@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Quality Assurance Officer (517948).

Applications Close:—Friday, 30 August 2013.

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

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

Fixed-term full-time day work, commencing as soon as possible until 16 March 2014.

Location:—Oral Health Services Tasmania, South.

Duties:—The role of the Quality Assurance Officer is to undertake internal reviews using contemporary audit methods to assess the efficiency and effectiveness of internal control

systems within Oral Health Services Tasmania (OHST). As a member of the Quality and Clinical Standards Unit your duties will include undertaking quality assurance activities in respect to equipment in use at OHST. Ensuring compliance with relevant standards and legislation and your contribution to data collection, aggregation, and reporting of service delivery activities.

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 and disciplinary action in previous employment check.

Enquiries to Robyn Nikolai, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6214 5402, email robyn.nikolai@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Complex Chronic and Community Services

Staff Specialist (Geriatric Medicine) (515931).

Applications Close:—Friday, 30 August 2013.

Salary:—To be negotiated.

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

Fixed-term full-time day work, commencing as soon as possible until 27 December 2013.

Location:—Royal Hobart Hospital.

Duties:—The Tasmanian Health Organisation, South is urgently seeking to employ a locum Staff Specialist (Geriatric Medicine) to provide services in Geriatric Medicine including diagnosis, treatment and care of patients, both inpatient and outpatient at the Royal Hobart Hospital and associated campuses.

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 and disciplinary action in previous employment check.

Enquiries to Dr Frank Nicklason, Department of Health and Human Services and Tasmanian Health Organisations, mobile 0439 651 272, email frank.nicklason@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

Medicine Services

Cardiac Technologist/Echocardiographer (510303).

Applications Close:—Friday, 30 August 2013.

Salary:—\$49,785 – \$79,877 p.a.

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

Permanent full-time day worker (with on-call), working 76 hours per fortnight.

Location:—Department of Cardiology, Royal Hobart Hospital.

Duties:—Assist in the management of patients of the Royal Hobart Hospital through provision of a quality cardiac technology service in the fields of cardiac implantable device technology, echocardiography and associated diagnostic investigations.

Perform echocardiograms under general professional guidance, in accordance with the imaging protocols of the Australian Society of Ultrasound in Medicine and the Cardiac Society. Assist physicians with transoesophageal echocardiograms, including care and cleaning of equipment. Support reporting cardiologists by organising images for review and providing written provisional reports.

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 and disciplinary action in previous employment check.

Enquiries to Janette Power, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8436, email janette.bain@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Medicine Services

Registered Nurse, Cardiology Research (519177).

Applications Close:—Friday, 30 August 2013.

Salary:—\$56,163 – \$76,859 pro rata, per annum.

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

Fixed-term part-time day worker, commencing as soon as possible until 15 August 2015.

Location:—Department of Cardiology, Royal Hobart Hospital.

Access to the Grade 4 salary range, \$72,675 to \$76,859 is subject to successful application for progression to Grade 4.

Duties:—The Pulmonary Hypertension Clinical Research Unit is located within the Royal Hobart Hospital Cardiology Department and provides tertiary services to pulmonary hypertension patients statewide. The unit is actively participating in a number of multi-centre international trials and is looking to recruit a part-time clinical trial nurse with a genuine interest in clinical research.

The pulmonary hypertension research nurse is responsible for the recruitment, monitoring, evaluation and education of patients entering the clinical trials. We are looking for an enthusiastic individual with the ability to learn and co-ordinate the relevant clinical trials. You will possess a strong focus on attention to detail and ideally have previous trial experience with medium to high level data collection and computer and skills.

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

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 and disciplinary action in previous employment check.

Enquiries to Jane Mitchell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8236, email jane.b.mitchell@dhhs.tas.gov.au or Dr Nathan Dwyer, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8620, email nathan.dwyer@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Oral Health Services (Statewide)

Oral Health North

Dental Therapist (501235).

Applications Close:—Friday, 6 September 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.

Fixed-term part-time working up to 60.8 hours per fortnight (hours to be negotiated with successful applicants) commencing as soon as possible for a period of 12 months.

Location:—Oral Health Services Tasmania, Northern Region.

Please note, Applications are welcomed from qualified Dental Therapists and Oral Health Therapists.

Additionally, flexible working options allow this vacancy to be filled by more than one applicant. Hours to be negotiated with successful applicants.

Duties:—Provision of dental care for eligible clients of the Children's Dental Service of Oral Health Services Tasmania

in accordance with the scope of practice outlined by the Australian Health Practitioners Regulation Agency (Dental Board of Australia).

Provision of health education and health promotion and preventative programs for clients, their families or carers, communities and other relevant stakeholders.

Provision of dental services for eligible adults in accordance with the scope of practice outlined by the Australian Health Practitioners Regulation Agency (Dental Board of Australia) as prescribed by a Dental Officer.

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 and disciplinary action in previous employment check.

Enquiries to Gail White, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 4196, email gail.white@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Oral Health Services (Statewide)

Oral Health South

Customer Service Officer (several vacancies) (512658).

Applications Close:—Friday, 30 August 2013.

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

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

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

Location:—Oral Health Services South.

Duties:—Oral Health Services Tasmania is seeking suitably enthusiastic and experienced Customer Service Officers to join our team. The Customer Service Officer Oral Health Services Tasmania provides an efficient and effective reception service to all clients and centre based staff as well as administrative and clerical support to staff and external service providers.

They liaise and assist in the co-ordination of the day to day functions of the Dental Centre and community clinics. They provide a clerical support service in relation to the administrative functions associated with primary patient care.

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 and disciplinary action in previous employment check.

Enquiries to Jodie Nichols, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6214 5473, email jodie.nichols@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

Surgical Services

Executive Support Officer (508759).

Applications Close:—Friday, 30 August 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

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

Location:—Surgical Services, Royal Hobart Hospital.

Duties:—As a member of the Surgical Services Group, Royal Hobart Hospital to provide high-level executive administration, secretarial and clerical support to the Surgical Services Leadership Group.

Draft, co-ordination and management of a variety of correspondence and documentation for the Surgical Services Leadership Group including routine letters, preparation of minutes, tracking of correspondence, contract support documentation and assist in the research for Ministerial and Question Time Briefs and background notes regarding matters related to the activities of the Unit.

Participate in projects and provide executive co-ordination and support for the various working groups and committees within the Surgical Service. Manages the efficient flow of information and correspondence relating to department activities, including medical staff rosters, co-ordination of applications and claims for conferences and travel, and co-ordination and implementation of ongoing education and training sessions.

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 and disciplinary action in previous employment check.

Enquiries to Adrienne Belchamber, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8216, email adrienne.belchamber@dhhs.tas.gov.au.

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

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MACQUARIE POINT DEVELOPMENT CORPORATION

Communications Officer (251009).

Applications Close:—Friday, 30 August 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Provide strong administrative, communications and event management support within the Strategic Communications team to enable the Corporation to achieve its objectives. Support the Manager to lead and manage the Corporation's multi-faceted information, marketing and communications programs to promote awareness of the Corporation and its objectives.

Desirable Requirements:—Achievement of, or progression towards, either a vocational or tertiary qualification in a relevant field, with particular focus on social media skills.

Enquiries to Pene Snashall, Manager Strategic Communications, Macquarie Point Development Corporation, phone (03) 6166 4008, email pene.snashall@macquariepoint.com.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Pene Snashall on (03) 6166 4008. The Corporation 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

TASMANIA FIRE SERVICE

*Operations***District Officer, readvertised (521272).**

Applications Close:—Monday, 2 September 2013.

Salary:—\$101,076 p.a.

Tasmania Fire Fighting Industry Employees Award 2000, District Officer.

Permanent full-time non-rostered shift worker.

Location:—Learning and Development South.

Duties:—As a part of the Regional Management Team, contribute to the achievement of regional objectives through the management of career and volunteer members, and the physical resources within the Region as well as the performance of regional duties allocated by the Regional Chief.

Essential Requirements:—Attained the rank of Senior Station Officer in accordance with the Tasmanian Fire Fighting Industry Employees Award qualifications (or equivalent).

Desirable Qualifications:—Post secondary/tertiary qualifications in management or a similar field.

Evidence of ongoing professional development.

A broad range of fire service experience particularly in the areas of district management, training, fire safety, and community education.

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 Paul Salter on (03) 6434 6720 or from www.jobs.tas.gov.au.

Enquiries to Paul Salter on (03) 6214 8800 or mobile 0409 132 541.

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

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

*Operations***District Officer, readvertised (520288).**

Applications Close:—Monday, 2 September 2013.

Salary:—\$101,076 p.a.

Tasmania Fire Fighting Industry Employees Award 2000, District Officer.

Permanent full-time non-rostered shift worker.

Location:—Launceston Fire Brigade.

Duties:—As a part of the Regional Management Team, contribute to the achievement of regional objectives through the management of career and volunteer members, and the physical resources within the Region as well as the performance of regional duties allocated by the Regional Chief.

Essential Requirements:—Attained the rank of Senior Station Officer in accordance with the Tasmanian Fire Fighting Industry Employees Award qualifications (or equivalent).

Desirable Qualifications:—Post secondary/tertiary qualifications in management or a similar field.

Evidence of ongoing professional development.

A broad range of fire service experience particularly in the areas of district management, training, fire safety, and community education.

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 Paul Salter on (03) 6434 6720 or from www.jobs.tas.gov.au.

Enquiries to Paul Salter on (03) 6214 8800 or mobile 0409 132 541.

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

PREMIER AND CABINET

POLICY DIVISION

Assistant Director (001426).

Applications Close:—Friday, 30 August 2013.

Salary:—\$102,976 – \$110,919 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—From a whole of government perspective, and consistent with the strategic priorities of the Premier and of the Government, analyse, assess and make recommendations on policy proposals and initiatives.

Lead and manage staff within the Division to develop, implement and evaluate a broad range of policies, programs and initiatives in accordance with the Government's and the Premier's strategic priorities. Undertake day to day staff management responsibilities, including professional development and performance management of the Division's staff.

Support State Agencies to develop, implement and evaluate policies and initiatives that progress the Government's and the Premier's strategic priorities.

Liaise, consult and negotiate at chief executive and senior management levels with other Agencies (both State and Federal), local government, private enterprises and community organisations, as required.

Represent the Division, the Department and/or the State government in intergovernmental and public forums.

Desirable Requirements:—Tertiary qualifications in a major policy field and demonstration of an advanced level of skills in analysis and comment.

Economic qualifications will be highly regarded.

Enquiries to Emma Read, Executive Officer, Policy, Department of Premier and Cabinet, phone (03) 6232 7184, email emma.read@dpac.tas.gov.au.

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

PREMIER AND CABINET

TMD

Human Capital Development Manager (001984).

Applications Close:—Friday, 30 August 2013.

Salary:—\$102,976 – \$110,919 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—Develop and facilitate the implementation of human resource strategies and tactical plans in support of TMD's business direction with a particular emphasis on workforce skills management, employee performance and management, career path development, recruitment strategies for short, medium and long term requirements and staff succession planning.

Provide high level support and expertise to TMD Senior Management in relation to job design and classification,

recruitment and selection, contractor engagement, industrial and employee relations, performance management, training and development and legislative and policy compliance.

Respond to complex queries, conduct and co-ordinate employee related investigations and prepare high level correspondence, reports and recommendations.

Provide coaching and mentoring support to managers and supervisors to build effective people management capability and organise training and development programs to meet specific needs.

Provide guidance and support to TMD Senior Management in respect to the management of work health and safety, injury management and return to work programs.

Desirable Requirements:—Tertiary qualifications in a relevant discipline.

Enquiries to Piero Peroni, General Manager, TMD, Department of Premier and Cabinet, phone (03) 6232 7667, email piero.peroni@dpac.tas.gov.au.

Applications to Sarah Warner, HR Consultant, Department of Premier and Cabinet, G.P.O. BOX 123, Hobart TAS 7000, phone (03) 6270 5599, email job.application@dpac.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

BIOSECURITY AND PRODUCT INTEGRITY

*Plant Biosecurity and Diagnostics****Seed Analyst (707068).***

Applications Close:—Friday, 30 August 2013.

Salary:—\$37,511 – \$46,233 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time.

Location:—Launceston.

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

Duties:—To provide Seed Testing Services to all facets of the Tasmanian Agricultural Industry, Departmental Research Programs and other clients.

Desirable Requirements:—An AQF Certificate III in Laboratory Skills, AQF Certificate III in Horticulture or progress towards.

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 Ken Cunliffe, phone (03) 6336 5248, email ken.cunliffe@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 6390, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

TREASURY AND FINANCE

ECONOMIC AND FINANCIAL POLICY DIVISION

*Intergovernment and Financial Policy Branch***Principal Policy Analyst (722501).**

Applications Close:—Friday, 6 September 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time (preferable), may consider part-time (no less than 0.8 FTE).

Location:—Hobart.

Duties:—Working both individually and as a member of a small team the Principal Policy Analyst will undertake complex research, investigations and analysis on economic and financial issues to support the formulation of policy proposals and advice in relation to intergovernment and financial policy issues.

In the context of the selection criteria, to be successful in the position applicants will:—demonstrate the ability to understand

complex issues and identify possible solutions; be able to communicate precisely and succinctly to internal and external stakeholders and demonstrate initiative when undertaking complex research and investigation.

Highly Desirable Requirements:—completion or partial completion of relevant tertiary or industry qualifications, and/or professional affiliation.

Enquiries to Damien Febey, Assistant Director, Intergovernment and Financial Policy Branch, Department of Treasury and Finance, phone (03) 6233 2094, email damien.febey@treasury.tas.gov.au.

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart Tas 7001, phone (03) 6233 3483, fax (03) 6233 3851, email recruitment@treasury.tas.gov.au.

Applications MUST address the selection criteria outlined in the Statement of Duties. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6233 3483.

Staff Movements

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	N. Porsbro	School Executive Officer	05.08.13
Education	A. Kendall	Customer Services Officer	22.08.13
Education	R. Oldham	Principal	08.07.13
Education	M. Lee	Principal	14.08.13
Health & Human Services & Tasmanian Health Organisations	D. Gavin	Executive Support Officer	19.08.13
Health & Human Services & Tasmanian Health Organisations	S. McBeath	Director of Nursing & Group Manager, Women's, Adolescent & Children's Services	12.08.13
Health & Human Services & Tasmanian Health Organisations	J. Poltera	Principal Project Officer	26.08.13
Health & Human Services & Tasmanian Health Organisations	F. Hall	Manager Corporate Services	19.08.13
Treasury & Finance	T. Patterson	Manager Intergovernmental Financial Relations	19.08.13

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	K. Salter	Education	Manager Finance, Facilities and Business Services	19.08.13
Justice	R. Friend	Health & Human Services & Tasmanian Health Organisations	Psychologist	27.08.13

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Executive Assistant	A. Procter	6 months	15.08.13
Education	Education Facility Attendant	T. Wickham	6 months	08.07.13
Education	School Administration Clerk	K. Rushton	6 months	02.09.13
Education	Teacher Assistant	K. Harpham	6 months	22.07.13
Education	Education Facility Attendant	M. Witts	6 months	11.07.13
Education	School Psychologist	K. Bull	12 months	15.08.13
Education	School Psychologist	H. Percey	12 months	19.08.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	D. Curtis	6 months	19.08.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	S. Kaur	6 months	18.08.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	C. Reid	6 months	12.08.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Cunningham	6 months	18.08.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Francis	6 months	18.08.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	Q. Zhang	6 months	18.08.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	L. Curran	6 months	18.08.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	H. Su	6 months	18.08.13
Health & Human Services & Tasmanian Health Organisations	Hospital Aide	R. Cornelius	6 months	13.08.13
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	A. Taylor	6 months	12.08.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	E. Booth	6 months	01.09.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	N. Norek	6 months	18.08.13
Health & Human Services & Tasmanian Health Organisations	Perioperative Technician	K. Terry	6 months	23.07.13
Health & Human Services & Tasmanian Health Organisations	Public Health Nurse Immunisation	D. Marston	6 months	19.08.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	N. Munden	6 months	18.08.13
Health & Human Services & Tasmanian Health Organisations	Dental Assistant	K. Lockwood	6 months	12.08.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	O. Lansdell	6 months	18.08.13
Health & Human Services & Tasmanian Health Organisations	Dental Assistant	K. Ogden	6 months	12.08.13
Infrastructure, Energy & Resources	Design Officer	A. Saralabai Ramadas	6 months	12.08.13
Justice	Court Clerk	J. Batchelor	6 months	26.08.13
Public Trustee	Executive Assistant	A. Newbury	6 months	14.08.13

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Justice	Crown Counsel	J. Wade	2 years	19.08.13

Appointment of Officers

<i>Agency</i>	<i>Officers Name</i>	<i>Duties Assigned</i>	<i>Date of Appointment</i>	<i>Duration</i>
Primary Industries, Parks, Water & Environment	R. Gott	Director (Marine Resources)	07.08.13	5 years
Primary Industries, Parks, Water & Environment	B. Goodsir	Director (Rural and Urban Water)	04.08.13	5 years

Termination of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Justice	Correctional Officer	A. Parker	12.08.13

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 - Radiation Oncology	J. Morgan	10.08.13
Health & Human Services & Tasmanian Health Organisations	Pharmacist	T. Azar	30.06.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	M. Weeks	10.08.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	G. Knock	15.08.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	S. Anderson	07.08.13
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	S. Tomlinson	14.08.13
Justice	Correctional Officer (Processing)	R. O'Beirne	22.08.13
Police & Emergency Management	Senior Firefighter	G. Kokkoris	31.07.13
Primary Industries, Parks, Water & Environment	Air Monitoring Assistant	M. Hyland	28.06.13

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	S. Clark	19.07.13
Education	Teacher	J. Pearce	19.07.13
Education	School Executive Officer	K. Bell	27.07.13



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