



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
SALES \$1-10  
INCLUDING G.S.T.

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

## Vacancies—General Information

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

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

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

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

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

Tasmanian Government Gazettes are available for sale from 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](http://www.jobs.tas.gov.au) site or the enquiries person specified in the vacancy concerned. In addition there is information available on the selection process, interviews, post-selection counselling and conditions of employment from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) site or the enquiries person. Application forms are available from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) site and from the Agency that has advertised the vacancy.

### Submission of Applications

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

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

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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

## 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**

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, TAS 7001, phone (03) 6165 5193, email *applications@development.tas.gov.au*.

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

#### EDUCATION

#### *School Business Manager, Trevallyn Primary School (952840).*

Applications Close:—Friday, 29 November 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight. Employment Conditions are 52 weeks per year.

Location:—Trevallyn Primary School.

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 Marcus Cramp, Department of Education, phone (03) 6331 9657, email *marcus.cramp@education.tas.gov.au*.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, 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

##### CORPORATE SERVICES

#### *Human Resources Management*

#### HR Operations Systems and Reporting

#### *HR Operations Officer (968278).*

Applications Close:—Friday, 29 November 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.5 hours per fortnight.

Location:—Letitia House.

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

##### TOURISM TASMANIA

#### *Marketing*

#### *Distribution Operations Officer (2 Vacancies).*

Applications Close:—Friday, 29 November 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Vacancy No. 425001.

Permanent full-time.

Location:—Hobart.

Vacancy No. 705980.

Fixed-term full-time for 12 months.

Location:—Hobart.

Duties:—As a key support role in Tourism Tasmania's Distribution team, this position provides high level project, research and administrative support to enable Tourism Tasmania to achieve its marketing objectives.

Enquiries to Victoria Langford, Distribution Partnerships Co-ordinator, phone (03) 6165 5313, email *Victoria.Langford@tourism.tas.gov.au*.



In the last 12 months we saw 20,000 members around the state.

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Description of the Role:—To deliver an efficient and effective personnel and payroll service through the use of an integrated, computerised HRM system for the Department.

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 Talia Puskaric, Senior HR Consultant HR Operations, Department of Education, phone (03) 6165 6290, email [talia.puskaric@education.tas.gov.au](mailto:talia.puskaric@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto: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

#### ***Behavioural Learning Leader (965745, 965748, 965749).***

Applications Close:—Friday, 29 November 2013.

Salary:—\$93,009 p.a.

Teaching Service (Tasmanian Public Sector) Award, Advanced Skills Teacher, Band 2.

Fixed-term full-time From (03) February 2014 until 22 December 2014. 70 hours per fortnight.

Location:—965745 (South), 965748 (North), 965749 (North-West).

Description of the Role:—To provide strategic educational leadership that builds the capacity of classroom teachers, school leaders and support staff to incorporate the Respectful Schools Framework and positive behaviour support approaches into their implementation of the Australian Curriculum. Work with a multi-disciplinary Learning Service Support Team.

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

Current certificate of registration issued by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000.

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 Alan Green, General Manager Early Years and Schools, Department of Education, phone (03) 6233 7410, email [alan.green@education.tas.gov.au](mailto: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 3806, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto: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)*

#### ***Autism Consultant, Learning Services North (962482).***

Applications Close:—Friday, 29 November 2013.

Salary:—\$93,009 p.a.

Teaching Service (Tasmanian Public Sector) Award, Advanced Skills Teacher Band 2.

Permanent full-time 70 hours per fortnight.

Location:—Learning Services North.

Description of role:—Support Departmental staff on a statewide basis in relation to the assessment, educational programming and management of students with Autism Spectrum Disorder.

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 Craig Tyeson, Department of Education, phone (03) 6336 2594, email [craig.tyson@education.tas.gov.au](mailto:craig.tyson@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto: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.



# **AIRLINES OF TASMANIA**

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Aircraft based in Launceston and Hobart**

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)****Autism Consultant, Learning Services North (962592).***

Applications Close:—Friday, 29 November 2013.

Salary:—\$93,009 pro rata, per annum.

Teaching Service (Tasmanian Public Sector) Award, Advanced Skills Teacher Band 2.

Permanent part-time 28 hours per fortnight.

Location:—Learning Services North.

Description of role:—Support Departmental staff on a statewide basis in relation to the assessment, educational programming and management of students with Autism Spectrum Disorder.

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 Craig Tyeson, Department of Education, phone (03) 6336 2594, email [craig.tyeson@education.tas.gov.au](mailto:craig.tyeson@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto: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)*

## Campbell Town District High School

***Teacher (Maths/Science), Campbell Town District High School (205091).***

Applications Close:—Friday, 29 November 2013.

Salary:—\$53,659 – \$85,868 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher.

Fixed-term full-time from 3 February 2014 to 19 December 2014. 70 hours per fortnight.

Location:—Campbell Town District High School.

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

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 Stephen Plowright, Department of Education, phone (03) 6381 1166, email [stephen.plowright@education.tas.gov.au](mailto:stephen.plowright@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto: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)*

## Launceston College

***Advanced Skills Teacher, Launceston College (205418).***

Applications Close:—Friday, 29 November 2013.

Salary:—\$93,009 p.a.

Teaching Service (Tasmanian Public Sector) Award, Advanced Skills Teacher, Band 2.

Permanent full-time 70 hours per fortnight.

Location:—Launceston College.

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

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

Current certificate of registration issued by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000.

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 Keith Wenn, Department of Education, phone (03) 6332 7799, email keith.wenn@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 3806, 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.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

St Helens District High School

#### ***School Administration Clerk, St Helen's District High School (306007).***

Applications Close:—Friday, 29 November 2013.

Salary:—\$47,823 – \$51,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time 73.50 hours per fortnight, from 28 January 2014 until 2 May 2014. Employment Conditions are 42 weeks per year.

Location:—St Helens District High School.

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

Essential Requirements:—The 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 Christine Treloggen, Department of Education, phone (03) 6376 7100, email christine.treloggen@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, 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)*

#### ***School Support Consultant, School Support North-West (964950).***

Applications Close:—Friday, 29 November 2013.

Salary:—\$104,093 p.a.

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

Fixed-term full-time 1 January 2014 until 31 December 2015, 73.5 hours per fortnight.

Location:—School Support North-West.

Description of the role:—Provide high-level specialised expertise to Network Leaders, Principals and staff of schools and colleges in the management of performance issues with the aim of developing and maintaining a leading for high level support to principals and schools in the development and implementation of designated support programs. Provide high level advice and support across the Learning Service in the resolution of issues involving staff, students and families. Provide high level policy advice to Learning Services management regarding the resolution of complex organisational issues.

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

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 Russell Horton, Department of Education, phone (03) 6434 6253, email russell.horton@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, 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)*

Burnie High School

#### ***Teacher (Health and PE), Burnie High School (200070).***

Applications Close:—Friday, 29 November 2013.

Salary:—\$53,659 – \$85,868 p.a.

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

Location:—Burnie HS.

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

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 Judith Fahey, Department of Education, phone (03) 6431 2744, email [judith.fahey@education.tas.gov.au](mailto:judith.fahey@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto: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.

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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)*

##### Forest Primary School

#### **Teacher, Forest Primary School (200144).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$53,659 – \$85,868 p.a.

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

Location:—Forest Primary School.

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

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 Andrew Starick, Department of Education, phone (03) 6458 3141, email [andrew.starick@education.tas.gov.au](mailto:andrew.starick@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto: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)*

##### Don College

#### **Teacher (Cert II Hospitality), Don College (967156).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$53,659 – \$85,868 p.a.

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

Location:—Don College.

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

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 Heather Rawding, Department of Education, phone (03) 6424 0200, email [heather.rawding@education.tas.gov.au](mailto:heather.rawding@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

Don College

#### **Teacher (Maths and Science), Don College (965443).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$53,659 – \$85,868 p.a.

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

Location:—Don College.

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

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 Michelle Best, Department of Education, phone (03) 6424 0200, email [michelle.best@education.tas.gov.au](mailto:michelle.best@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 3806, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto: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)*

Brighton Primary School

#### **Advanced Skills Teacher, Brighton Primary School (202529).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$93,009 p.a.

Teaching Service (Tasmanian Public Sector) Award, Advanced Skills Teacher, Band 2.

Permanent full-time 70 hours per fortnight, from 3 February 2014.

Location:—Sorell School.

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

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

Current certificate of registration issued by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000.

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 Tony, Fagan, Department of Education, phone (03) 6268 8200, email [tony.fagan@education.tas.gov.au](mailto:tony.fagan@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](mailto: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.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

Clarence High School

#### **Advanced Skills Teacher, Clarence High School**

Applications Close:—Friday, 29 November 2013.

Salary:—\$93,009 p.a.

Teaching Service (Tasmanian Public Sector) Award, Advanced Skills Teacher Band 2.

Vacancy No. 953185.

Permanent full-time 70 hours per fortnight.

Location:—Clarence High School.

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

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

Current certificate of registration issued by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000.

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 Marcelle Watts, Department of Education, phone (03) 6244 2544, email marcelle.watts@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, 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)*

Dodges Ferry Primary School

#### ***Advanced Skills Teacher, Dodges Ferry School (201848).***

Applications Close:—Friday, 29 November 2013.

Salary:—\$93,009 p.a.

Teaching Service (Tasmanian Public Sector) Award, Advanced Skills Teacher, Band 2.

Permanent full-time 70 hours per fortnight.

Location:—Dodges Ferry Primary School.

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

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

Current certificate of registration issued by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000.

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 Andrew Bennett, Department of Education, phone (03) 6265 8116, email andrew.bennett@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, 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)*

Sorell School

#### ***Advanced Skills Teacher, Sorell School (202193).***

Applications Close:—Friday, 29 November 2013.

Salary:—\$93,009 p.a.

Teaching Service (Tasmanian Public Sector) Award, Advanced Skills Teacher Band 2.

Permanent full-time 70 hours per fortnight, from 3 February 2014.

Location:—Sorell School.

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

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

Current certificate of registration issued by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000.

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 Rosanne, McDade, Department of Education, phone (03) 6269 1100, email rosanne.mcdade@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](mailto: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.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

Southern Support School

#### **Teacher, Southern Support School (203201).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$53,659 – \$85,868 p.a.

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

Location:—Southern Support School.

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

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 Sherry Edwards, Department of Education, phone (03) 6233 2100, email [sherry.edwards@education.tas.gov.au](mailto:sherry.edwards@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 3806, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria and local task list, 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)*

Woodbridge School

#### **Advanced Skills Teacher, Woodbridge School (204541).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$93,009 p.a.

Teaching Service (Tasmanian Public Sector) Award, Advanced Skills Teacher, Band 2.

Permanent full-time.

Location:—Woodbridge School.

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

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

Current certificate of registration issued by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000.

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 Hamish Cunningham, Department of Education, phone (03) 6267 4667, email [hamish.cunningham@education.tas.gov.au](mailto:hamish.cunningham@education.tas.gov.au).

An allowance for the management of the Marine Discovery Centre is payable on this role.

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 3806, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto: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.

## EDUCATION

### SKILLS, COMMUNITY AND EDUCATION SERVICES

#### *Government Education and Training International*

#### **Marketing Manager (966616).**

Applications Close:—Friday, 29 November 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:—South.

Description of the Role:—Manage all aspects of international education marketing in line with the Government Education and Training International Unit (GETI) goals and objectives through strategic development and implementation of a marketing plan.

Essential Requirements:—Ability to hold an Australian Passport.

Drivers Licence.

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 and/or experience in sales and marketing.

Experience working in an international context.

Enquiries to Alice Procter, Executive Assistant, Department of Education, phone (03) 6233 7443, email [alice.procter@education.tas.gov.au](mailto:alice.procter@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, GPO Box 169, Hobart 7001, phone (03) 6233 3806, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto: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.

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Receipt of your electronic application will be acknowledged by return email within two working days.

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

##### HEALTH AND HUMAN SERVICES

##### *Children and Youth Services*

#### **Child Protection Liaison Officer, RHH (516973).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$76,505 – \$87,754 p.a.

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

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

Location:—Children and Youth Services, Hobart.

Duties:—The Child Protection Liaison Officer RHH facilitates the provision of information, advice, assistance and support to Royal Hobart Hospital staff in child protection cases of a complex and critical nature, to ensure that a professional service is delivered in a timely manner and in line with practice standards and Agency protocols. This includes:—Working with hospital staff to assist them in decision making and duty of care considerations before proceeding to notify statutory authorities of children considered to be at risk; Helping to facilitate and improve access to statutory child protection services and other services designed to support vulnerable children and Identifying

work practice issues and training requirements to promote and ensure best practice between the services.

The Child Protection Liaison Officer RHH also co-ordinates a paediatric assessment clinic for children in out of home care, aimed at improving the health and well being of these children.

Selection criteria includes:—Demonstrated comprehensive understanding and application of theory relevant to the development and delivery of child protection and family support services.

Demonstrated skills and experience in working with children and families at risk, including the ability to provide advice on complex and critical cases.

Demonstrated understanding of the social, emotional and health needs of children at risk of abuse and neglect.

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

Desirable Requirements:—Significant experience working in the field of child protection.

Current Driver's Licence.

Essential Requirements:—University acquired degree or diploma in a humanities field.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check 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](mailto:leeann.russell@dhhs.tas.gov.au).

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

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

##### HEALTH AND HUMAN SERVICES

##### *Children and Youth Services*

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

Applications Close:—Friday, 29 November 2013.

Salary:—\$49,785 – \$79,877 p.a.

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

Permanent full-time day work, SEE NOTE BELOW.

Location:—Children and Youth Services, Hobart.

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

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

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

Duties:—The Children, Young Persons and their Families Act 1997 provides the legal mandate for the department to take action to protect children and young people from abuse and

neglect and promote their safety stability and development. Child Protection Workers have a specific statutory role in protecting children and young people from harm and promoting their rights and healthy development. In Tasmania Child Protection Workers work within a legislative framework, the Child Protection Practice Framework and the Child Protection Professional Practice Standards.

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

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

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

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

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](mailto:leeann.russell@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Population Health*

#### **Senior Public Health Advisor (501030).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$87,754 – \$97,057 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS and THO Allied Health Professional, Level 4.

Permanent full-time daywork.

Location:—Public and Environmental Health, Hobart.

Duties:—This position will work closely with key emergency management and health system stakeholders to facilitate effective PHE management planning, preparedness and response to public health risks, including pandemic influenza. The position provides specialist policy and strategic advice and implements relevant parts of the Agency's legislation, guidelines and policy concerning public and environmental health, including emergency management.

Desirable Requirements:—Appropriate tertiary qualifications in environmental health, emergency management or a related discipline. Current Driver's Licence.

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

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

Enquiries to Stuart Heggie, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7729, email [stuart.heggie@dhhs.tas.gov.au](mailto:stuart.heggie@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *System Purchasing and Performance*

#### *Service Planning and Design*

#### **Financial Officer (521650).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$59,720 – \$69,055 p.a.

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

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

Location:—Launceston.

The position of Financial Officer is a new and interesting role involving a variety of activities, working with a friendly and professional team. The position requires someone with solid 'people' skills along with experience and knowledge of financial and business processes, especially within government. A proven collaborative team player, the Financial Officer will support the Rural Health program and the Better Access to Palliative Care program, to ensure effective program implementation and reporting.

The successful applicant will have the opportunity to undertake professional development activities, and to collaborate on new projects within Service Planning and Design as the need arises.

Applicants are strongly advised to telephone Dr Kim Atkins on 6336 5144 or 0400 178 332 before preparing their application.

Duties include:—Provide key support to the Rural Health Program Manager and staff in the development of the annual budgets for clinical outreach programs. Work collaboratively with the Project Officer – Outreach Administration on the development and maintenance of the in-house database of statistical and financial information and reconcile financial records with information extracted from the Department of Health and Human Services (DHHS) financial management system Finance One, on a monthly basis. Support financial and business processes for the better Access to Palliative Care Program.

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 Kim Atkins, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5144, mobile 0400 178 332, email kim.atkins@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

*Tasmanian Health Organisation, North, Statewide Mental  
Health Services*

#### **Clinical Nurse Consultant (CNC), Perinatal Mental Health (520632).**

Applications Close:—Friday, 29 November 2013.

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

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

Fixed-term part-time day work (68.4 hours per fortnight) commencing 06 January 2014 until 27 June 2014.

Location:—Mental Health Services, North.

Please Note:—This vacancy is also advertised as a Perinatal Mental Health Clinician (520632d) There is only one vacancy and only one vacancy will be filled based on merit.

Duties:—The CNC Perinatal Mental Health will be actively involved in the National Perinatal Depression Initiative. This initiative is a collaboration between the State and Territory Governments and the Australian Government that aims to improve the prevention and early detection of antenatal and postnatal depression, while providing better care, support and treatment for expectant and new mothers experiencing perinatal depression.

An immediate priority for the occupant will be to work collaboratively and liaise with all key stakeholders across the region to achieve the objectives of the National Perinatal Depression Initiative.

The occupant will facilitate access and provide care for

women, infants and their families identified at risk of or having moderate to severe perinatal mental health disorders within their designated region.

The CNC Perinatal Mental Health will work in accordance with shared care principles, within a multidisciplinary treatment team which will include a range of internal and external health practitioners to support perinatal mental health in accordance.

Desirable Requirements:—Relevant post graduate qualifications.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse. 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 Shani Tattam, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2867, email shani.tattam@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

*Tasmanian Health Organisation, North, Statewide Mental  
Health Services*

#### **Perinatal Mental Health Clinician (520632d).**

Applications Close:—Friday, 29 November 2013.

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

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

Fixed-term part-time day work (68.4 hours per fortnight) commencing 06 January 2014 until 27 June 2014.

Location:—Mental Health Services, North.

Please Note:—This vacancy is also advertised as a Clinical Nurse Consultant (CNC), Perinatal Mental Health (520632) There is only one vacancy and only one vacancy will be filled based on merit.

Duties:—The Perinatal Mental Health Clinician will be actively involved in the National Perinatal Depression Initiative. This initiative is a collaboration between the State and Territory Governments and the Australian Government that aims to improve the prevention and early detection of antenatal and postnatal depression, while providing better care, support and treatment for expectant and new mothers experiencing perinatal depression.

An immediate priority for the occupant will be to work collaboratively and liaise with all key stakeholders across the region to achieve the objectives of the National Perinatal Depression Initiative.

The occupant will facilitate access and provide care for women, infants and their families identified at risk of or having moderate to severe perinatal mental health disorders within their designated region.

The Perinatal Mental Health Clinician will work in accordance with shared care principles, within a multidisciplinary treatment team which will include a range of internal and external health practitioners to support perinatal mental health in accordance with the Code of Conduct of the Department of Health and Human Services.

**Desirable Requirements:**—Relevant post graduate qualifications.

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

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 Shani Tattam, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2867, email shani.tattam@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*

#### **Clinical Nurse Educator (2 Vacancies).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$81,689 – \$87,328 p.a.

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

Vacancy No. 503949.

Permanent full-time day work, working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—LGH Charles Street, Launceston.

Vacancy No. 520346.

Permanent full-time day work, working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—LGH Charles Street, Launceston.

**Duties:**—The role of the clinical nurse educator is to facilitate and support the development of the nursing workforce by planning, promoting, co-ordinating, implementing and evaluating education programs in the clinical setting/ward/unit.

**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 Lorinda Upton-Greer, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7875, email lorinda.upton-greer@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*

#### **Nursing Director, Medicine Ambulatory Care (504687).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$109,000 p.a.

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

Permanent full-time day work, working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—LGH Charles Street, Launceston.

**Duties:**—Responsible for the effective leadership and management of the nursing staff and services within the Department of Medicine of the Launceston General Hospital (LGH). This includes: a) Renal Unit, North, b) Renal Unit, North West, c) Specialist Clinic, d) Holman Clinic, e) Angiography Unit, f) Northern Cardiac Care Unit (NCCU), g) Cardiology/Neurology, h) Medical Ward 5D, i) Medical Ward 6D. Additionally, is responsible for leading the delivery of patient care in an inter-professional environment to achieve the defined objectives of the service.

**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 Mrs Helen Bryan, EDON, THO-North, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7005, 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*

**Quality and Safety Advisor (521622).**

Applications Close:—Friday, 29 November 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. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital.

The THO-North is committed to ensuring the principles of patient safety and continuous quality improvements are applied in the delivery of the services across the organisation.

Under the direction of the Nursing Director, Quality and Safety Service Improvement, the Quality and Safety Advisor will review the current policy frameworks across THO-North and integrate them into a combined system. This will require the incumbent to:—provide specialist advice to THO-North Executive about policies and procedures; co-ordinate the accreditation activities related to policies and procedures; liaise with multiple disciplines and departments across the organisation to provide support and assistance with policy and procedure development and provide a contact point for communication with external organisations around THO-North policies and procedures.

Desirable Requirements:—Relevant 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 Jo Lawton, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7863, email jo.lawton@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 (3 Vacancies) (520607).**

Applications Close:—Friday, 29 November 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), various hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—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 Scott Rigby, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7392, email [scott.rigby@dhhs.tas.gov.au](mailto:scott.rigby@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

*Primary Health Services North*

**Enrolled Nurse (2 Vacancies).**

Applications Close:—Friday, 29 November 2013.

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

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

Vacancy No. 517800.

Permanent part-time day work, working 32 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Day Procedure Unit, Launceston General Hospital.

Vacancy No. 520486.

Permanent part-time day work, working 32 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Day Procedure Unit, Launceston General Hospital.

Duties:—The enrolled nurse provides direct patient/client centered nursing care to assigned patients/clients, within the scope of practice of an enrolled nurse and under the direction and supervision of a registered nurse/midwife to achieve planned patient outcomes.

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.

Enquiries to Sharon Stuart, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 8723, email [dpunum@dhhs.tas.gov.au](mailto:dpunum@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

*Primary Health Services North*

##### **Enrolled Nurse (Relief), Casual (504289).**

Applications Close:—Friday, 29 November 2013.

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

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

Fixed-term casual shift work (fully rotational), as and when required, commencing as soon as possible to 15 November 2015.

Location:—George Town Hospital and Community Centre.

Duties:—The enrolled nurse provides direct patient/client centered nursing care to assigned patients/clients, within the scope of practice of an enrolled nurse and under the direction and supervision of a registered nurse/midwife to achieve planned patient outcomes.

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.

Enquiries to Karyn Parker, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6380 3620, email [karyn.parker@dhhs.tas.gov.au](mailto:karyn.parker@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

*Primary Health Services North*

##### **Registered Nurse (Relief), Casual (505964).**

Applications Close:—Friday, 29 November 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 casual shift work (fully rotational), as and when required, commencing as soon as possible to 5 December 2015.

Location:—Campbell Town Health and Community Service.

Duties:—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 Priya Jose, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6381 3360, email [priya.jose@dhhs.tas.gov.au](mailto:priya.jose@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 WEST

*Mental Health North West*

##### **Registered Nurse (502792).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$56,163 – \$76,859 p.a.

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

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

Location:—Spencer Clinic, 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 Chris Chaston on (03) 6430 6577 or email [chris.chaston@dhhs.tas.gov.au](mailto:chris.chaston@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 and possesses specialist graduate tertiary graduate or post graduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia, New Zealand, Canada or the United Kingdom.

The 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 Chris Chaston, Department of Health and Human Services and Tasmanian Health Organisations, phone 6430 6577, email [chris.chaston@dhhs.tas.gov.au](mailto:chris.chaston@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

*Mental Health North West*

### **Registered Nurse (Post Grad) (512914).**

Applications Close:—Friday, 29 November 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 shift worker, working 38 hours per fortnight.

Location:—Spencer Clinic, 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.

This role is a Post Grad position for a Registered Nurse who is in enrolled post-graduate mental health nursing course or has been accepted as a student in the relevant diploma or certificate program. This is a 2 year fixed term program commencing 20 January 2014.

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 Chris Chaston on (03) 6430 6577 or email [chris.chaston@dhhs.tas.gov.au](mailto:chris.chaston@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. Enrolment in a post-graduate mental health nursing course. Acceptance as a student in the relevant diploma or certificate program.

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 Chris Chaston, Department of Health and Human Services and Tasmanian Health Organisations, phone 6430 6577, email [chris.chaston@dhhs.tas.gov.au](mailto:chris.chaston@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*

**Diabetes Specialist Dietitian (519189).**

Applications Close:—Friday, 13 December 2013.

Salary:—\$87,754 – \$97,057 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DHHS and THO Allied Health Professional, Level 4.

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

Location:—Diabetes Centre, North West Regional Hospital.

Who are we?.

The Tasmanian Health Organisation (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.

Who are we looking for?

We are seeking a motivated and experienced Diabetes Specialist Dietitian to join the friendly and professional team at the Diabetes Centre in THO-North West.

The primary duties of this role are to provide a chronic disease focused specialist nutrition and dietetic service at the North West Regional Hospital (NWRH) Diabetes Centre and to clients from the THO-North West. Within this clinical role you will be responsible for promoting preventative health measures, co-ordination of nutrition and dietetic services provided by the NWRH Diabetes Centre, and, the planning and development of innovative best practice strategies in the area of medical nutritional therapy for people with diabetes. The role presents much variety and encompasses multiple clinics/areas of diabetes management including; paediatrics, insulin pump therapy, pregnancy, obesity, high risk foot and complex type 1 and 2 diabetes.

This position also undertakes an authoritative leadership role and maintains specialised knowledge to ensure nutrition and dietetic services provided are in accordance with organisational policies, best practice standards and the Dietitians Association of Australia (DAA) code of conduct.

You will have proven ability to function autonomously and within a team environment, exercise a high degree of independent professional judgement in the resolution of complex and critical problems and act as a specialised diabetes dietetic resource for health professionals within the organisation.

Do you have?

Extensive clinical experience and expertise.

Proven ability to function autonomously.

Demonstrated ability to be able to work effectively as part of a multidisciplinary team.

Proven high level of negotiation and conflict resolution 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 Giuliana Murfet on 0419 568 176 or email [giuliana.murfet@dhhs.tas.gov.au](mailto:giuliana.murfet@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:—Holds or is working towards Credentialed Diabetes Educator status.

Essential Requirements:—Approved Bachelor of Science degree, or equivalent, from a University or other tertiary institution, majoring in appropriate subjects, and a graduate diploma or post graduate degree course in dietetics of one or two years, or an approved four year undergraduate degree majoring in nutrition and dietetics at a recognised Australian tertiary institution, or a pass in the Dietitians Association of Australia (DAA) examination in dietetics for overseas trained dietitians.

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, transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences; c)serious drug offences; and d) crimes involving dishonesty. Identification Check.) and disciplinary action in previous employment check.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

**Hydrotherapy Assistant (501997).**

Applications Close:—Friday, 29 November 2013.

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

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

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

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 Hydrotherapy Assistant to organise and maintain the smooth and efficient day-to-day operation of the hydrotherapy pool on a casual basis.

Reporting to the Manager, Physiotherapy Services, this role encompasses a wide range of responsibilities including, but not limited to direct client assistance and revenue collection.

Do you have?

A current national accredited lifesaving certificate equivalent to the Royal Life Saving Certificate (Bronze medallion).

High Standard of communication skills and ability to work as a team member.

Ability to undertake general pool maintenance and monitor water purification system.

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 6609 or email [edwin.roberts@dhhs.tas.gov.au](mailto: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.

Essential Requirements:—Bronze Medallion Life Saving Certificate.

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.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

### ***Nurse Unit Manager, Cancer Services (502297).***

Applications Close:—Friday, 6 December 2013.

Salary:—\$91,458 – \$95,726 p.a.

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

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

Location:—Cancer Centre, 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.

This role is based at the Cancer Centre, North West Regional Hospital at Burnie. The new Cancer Centre is currently under construction and will be a state of the art facility for the delivery of Radiology Oncology Services. The incumbent can look forward to transitioning our fantastic team of Nursing staff from the existing facility to the new centre.

Who are we looking for?

We are seeking a motivated and experienced Nurse Manager looking to bring their existing skills and knowledge to this exciting leadership position, in which you will provide leadership, strategic direction, and operational management to a friendly and dynamic Cancer Service.

Reporting to the Co-Director of Nursing, this role encompasses a wide range of responsibilities, from ensuring exceptional clinical care is provided to each patient, providing leadership, and managing budgets as key aspects of this exciting opportunity.

Do you have?

Current AHPRA registration.

Recent Management experience.

Relevant clinical experience within Oncology.

A consultative leadership style and ability to build rapport.

Ability to manage budgets, rosters, KPI's and commitment to quality management.

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, please don't miss out! Call the Co-Director of Nursing Hayley Elmer on (03) 6430 6503 or email [hayley.elmer@dhhs.tas.gov.au](mailto:hayley.elmer@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.

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*

### ***Enrolled Nurse (516937).***

Applications Close:—Friday, 29 November 2013.

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

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

Fixed-term casual shift work (fully rotational), working as and when required for a period of 2 years.

Location:—St Johns Park, New Town.

The Alcohol and Drug Services South is currently seeking to employ experienced Enrolled Nurses in a casual capacity. Under the direct supervision of a registered nurse/midwife, the enrolled nurse will provide direct patient/client centred nursing care to assigned patients/clients. Your duties will include:

Contribute to the development of patient/client nursing care plans, the evaluation of care and healthcare information in collaboration with the registered nurse/midwife.

Participate in decision making, with the multidisciplinary team to achieve planned patient outcomes.

Assist in the collection of comprehensive clinical data from the patient/client and/or family.

Provide information to the patient/client and/or family in accordance with the nursing care plan.

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.

Enquiries to Wendy Woodman, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7904, email wendy.woodman@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

##### *Clinical Support Services*

#### **Client Services Officer (505494).**

Applications Close:—Friday, 29 November 2013.

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

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

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

Location:—Community Allied Health Services, Repatriation Centre.

The Tasmanian Health Organisation, South is seeking a permanent part-time Client Services Officer to work in the Community Allied Health Services.

Duties:—In the role of Client Services Officer you will provide a confidential, efficient and effective receptionist and clerical support service to Community Allied Health Professional Services including Community Occupational Therapy, Community Physiotherapy and Community Speech Pathology Services based at the Repatriation Centre. You will also provide an efficient account processing service for Community Allied Health Services based at the Repatriation Centre as required.

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 Linda Osborne, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7280, email linda.osborne@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 7011.

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Clinical Support Services*

#### **Senior Occupational Therapist (508243).**

Applications Close:—Friday, 29 November 2013.

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

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

Fixed-term full-time day work, working 76 hours per fortnight commencing as soon as possible until 14 March 2014.

Location:—Occupational Therapy, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is seeking a Fixed-term full-time Senior Occupational Therapist to work in Occupational Therapy.

Duties:—We are seeking a Senior Occupational Therapist to work in the acute healthcare setting. The working environment may include the acute wards, emergency department and working in people's homes for post discharge intervention. In the role of Senior Occupational Therapist you are responsible for specialised Occupational Therapy client centred assessment and interventions to address occupational goals. Your duties include provision of clinical advice to the Manager and Team Leaders, resource development for the specialised clinical areas and support and supervision to level 1/2 occupational therapists and occupational therapy assistants. As part of the team you will assist with the development of the occupational therapy service through planning, evidence based practice, quality improvement and research activities and clinical placements for undergraduate students. At all times you will maintain the Code of Ethics of Occupational Therapy Australia Limited the Australian Association of Occupational Therapists.

Essential Requirements:—Registered with the Occupational Therapy 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 Christy Dorward, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8633, email [christy.dorward@dhhs.tas.gov.au](mailto:christy.dorward@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 7011.

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

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## JUSTICE

### COMMUNITY CORRECTIONS

#### *Northern Region*

#### **Probation Officer (350827).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time working 73.50 hours per fortnight.

Location:—Launceston.

All Probation Officer applicants are required to undergo psychological and aptitude testing as part of the selection process.

Duties:—Conduct interviews and undertake assessments of offenders in order to provide accurate and timely advice to the Courts and the Parole Board in accordance with statutory requirements. Identify and explore offending behaviours with the aim of assisting offenders to reduce the risk of re-offending.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Desirable Requirements:—A Current Drivers Licence.

Enquiries to Annette Carr, Team Leader Community Corrections, Department of Justice, phone (03) 6336 2389, email [Annette.Carr@justice.tas.gov.au](mailto:Annette.Carr@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Annette Carr on (03) 6336 2389.

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

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

## JUSTICE

### CONSUMER AFFAIRS AND FAIR TRADING

#### *Advisory and Compliance*

#### **Investigation Officer (2 Vacancies).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Vacancy No. 356391.

Permanent full-time working 73.5 hours per fortnight (part-time hours maybe considered).

Location:—Hobart.

Vacancy No. 356225.

Fixed-term full-time working 73.5 hours per fortnight commencing Feb/March 2014 until 24 December 2014.

Location:—Hobart.

Duties:—On behalf of the Residential Tenancy Commissioner, perform functions under the Residential Tenancy Act 1997. Receiving notices of disputes relating to residential tenancy security deposits and boarding premises. Conducting such investigations as are required to prepare a recommendation for the Commissioner.

Desirable Requirements:—Current Drivers Licence, Bachelor of Laws or similar qualification.

Enquiries to Jennifer Lee, Acting Director Consumer Affairs and Fair Trading, Department of Justice, phone (03) 6233 4821, email [Jennifer.Lee@justice.tas.gov.au](mailto:Jennifer.Lee@justice.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03)6233 6089, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Johanna Garrard on (03) 6233 4545.

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

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

## JUSTICE

### CROWN LAW

#### *Office of the Crown Solicitor*

#### **Legal Practitioner (354345).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$74,067 – \$94,180 p.a.

Legal Practitioners Agreement 2010, Level 2.

Fixed-term full-time working 73.50 hours per fortnight from 1 January 2014 until 31 December 2015.

Location:—Hobart.

Duties:—To act as the legal representative for and on behalf of the State and its instrumentalities in routine property, corporate and commercial matters. To undertake negotiations and consultation relevant to the work performed. To undertake independent drafting of routine and commercial legal documentation.

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

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Enquiries to Kerry Worsley, Manager Crown Law, Department of Justice, phone (03) 6233 8732, email Kerry.Worsley@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Kerry Worsley on (03) 6233 8732.

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

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

## JUSTICE

### LEGAL AID COMMISSION OF TASMANIA

#### **Legal Practitioner (356336).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$49,453 – \$62,308 p.a.

Legal Practitioners Agreement 2010, Level 1.

Fixed-term full-time 73.5 hours per fortnight for a period of up to twelve months.

Location:—Hobart.

Duties:—To appear in the Magistrates Court on bail applications and pleas of guilty for adults and young people, and to conduct hearings. Engage in community legal education activities fostered by the Legal Aid Commission as directed. To perform such other professional work in the civil, family and criminal law areas as directed from time to time.

Essential Requirements:—Admitted as a Barrister and Practitioner of the Supreme Court of Tasmania and the relevant Federal Courts.

Desirable Requirements:—Some experience in the practice of Criminal Law.

Contact:—A Statement of Duties, Information for Applicants and an Application for Employment are available at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au), or by contacting Leesa Bevan on (03) 6236 3820 or [Leesa.Bevan@legalaid.tas.gov.au](mailto:Leesa.Bevan@legalaid.tas.gov.au).

Enquiries to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 1422, Hobart, Tas, 7001, phone (03) 6236 3820, fax (03) 6236 3811, email [Leesa.Bevan@legalaid.tas.gov.au](mailto:Leesa.Bevan@legalaid.tas.gov.au).

Applications to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 1422, Hobart, Tas, 7001, phone (03) 6236 3820, fax (03) 6236 3811, email [Leesa.Bevan@legalaid.tas.gov.au](mailto:Leesa.Bevan@legalaid.tas.gov.au).

## JUSTICE

### WORKSAFE TASMANIA

#### **Records Services Team Leader (355779).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time working 73.50 hours per fortnight.

Location:—Rosny.

Duties:—Provide leadership to the Records Services Unit so as to ensure the timely delivery of record and information services for WorkSafe Tasmania. Perform record keeping tasks and other tasks required of the Record Services Unit.

Desirable Requirements:—Certificate or equivalent level in records management or willingness to undertake.

Enquiries to John Hitchcock, Helpline and Business Services Manager, WorkSafe Tasmania, Department of Justice, phone (03) 6336 5172, email [John.Hitchcock@justice.tas.gov.au](mailto:John.Hitchcock@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact John Hitchcock on (03) 6336 5172.

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

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

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### INFORMATION AND LAND SERVICES

#### *Service Tasmania Operations*

#### **Client Service Officer (340937).**

Applications Close:—Friday, 29 November 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time for 36 hours and 45 minutes per fortnight, from as soon as possible until 24 October 2014, or until the substantive occupant returns, whichever is sooner.

Location:—Southern Region/Hobart.

The role will be located within the Southern Region and initially located in Hobart, however the occupant may be required to work at other Service Tasmania shops within the Southern Region.

The occupant will work Monday to Friday on a rational roster. The work pattern may change from time to time to meet the business needs.

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

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

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

**Essential Requirements:**—The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment National Criminal History Police Check before taking up the appointment, promotion or transfer. The following check is to be conducted: Checks for criminal charges, convictions or findings of guilt for: crimes involving dishonesty, crimes of violence, sex related offences, serious drug offences, traffic violations, criminal or traffic charges (but not including parking infringements).

**Desirable Requirements:**—12 months experience in a customer service environment.

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 Dean Kane, phone (03) 6233 5447, email dean.kane@dpiipwe.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@dpiipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

*Service Tasmania Operations*

**Client Service Officer (341098).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Launceston.

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

The role will be located within the Northern Region and initially located at Launceston, however the occupant may be required to work at other Service Tasmania shops within the Northern Region.

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

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

**Essential Requirements:**—The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment National Criminal History Police Check before taking up the appointment, promotion or transfer. The following check is to be conducted: Checks for criminal charges, convictions or findings of guilt for: crimes involving dishonesty, crimes of violence, sex related offences, serious drug offences, traffic violations, criminal or traffic charges (but not including parking infringements).

**Desirable Requirements:**—12 months' experience in a customer service environment.

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 Sue Quarrell, phone (03) 6336 2870, email Sue.Quarrell@dpiipwe.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@dpiipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

*Operations*

**Engineer (Assets and Information Systems) (707107).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$53,926 – \$87,771 p.a.

Tasmanian State Service Award, Professional Stream, Band 1-2.

Fixed-term full-time from as soon as possible until 27 November 2015.

Location:—Hobart.

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

Applicants should note that while this vacancy has been advertised as full-time, DPIPWE may be prepared to negotiate a part-time arrangement with the successful applicant at not less than 80%.

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

**Duties:**—To provide state-wide professional engineering services relating to the development and management of PWS infrastructure and engineering support to the Asset and Information Systems team.

**Essential Requirements:**—A degree in Civil Engineering relevant to the professional duties to be undertaken, as provided by a university. A current motor vehicle drivers licence.

**Desirable Requirements:**—Workplace Level 2 First Aid Certificate. Several years experience in an engineering field.

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 Tim Chappell, phone (03) 6165 4211, mobile 0437 683 702, email Tim.Chappell@parks.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44 Hobart Tas 7001, phone (03) 6233 6390, fax (03) 6233 3682, email job.applications@dpiipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

*Operations and Performance*

Northern Region

**Business Enterprise Co-ordinator, Tamar Island Wetlands Centre (705715).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$60,530 – \$70,007 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 4.

Permanent part-time (44 Hours and 6 minutes per fortnight).

Location:—Northern region, initially located at Tamar Island Wetlands Centre.

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

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

Duties:—Co-ordinate the day-to-day business activities and lead the business development of the Tamar Island Wetlands Centre, including the supervision of volunteer staff, and undertaking marketing and promotional activities, with the objective of providing a high quality visitor experience.

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 Marie Pearton, phone (03) 6336 5312, email Marie.Pearton@parks.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 6390, fax (03) 6233 3682, email job.applications@dPIPWE.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

*Operations and Performance*

Northern Region

**Visitor Reception Officer (2 positions) (707108 and 707109).**

Applications Close:—Friday, 29 November 2013.

Salary:—\$37,511 – \$46,233 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time (minimum 350 hours per annum), 36.75 hours per fortnight from December to April, lower number of hours from May to November, in accordance with an approved roster for 2 years.

Location:—Northern Region, initially located at Freycinet Field Centre.

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

Duties:—Receive and service visitors and general enquiries. To collect and account for park fees from visitors to the Freycinet National Park and provide advice and information on recreational opportunities, facilities and use of local reserves managed by the Parks and Wildlife Service.

Desirable Requirements:—A current motor vehicle driver's licence. A current Workplace Level 2 First Aid Certificate.

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

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

Enquiries to David Adams, phone (03) 6256 7005, email David.Adams@parks.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3690, fax (03) 6233 3682, email job.applications@dPIPWE.tas.gov.au.

**Tasmanian Government  
Senior Executive Service**

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

**Group Manager Corporate Services (521700).**

Applications Close:—Friday, 6 December 2013.

Salary:—See Below.

Senior Executive.

Contract Position, Fixed term full-time day work commencing as soon as possible for a period of 5 years.

Location:—Tasmanian Health Organisation, South.

Salary:—A salary package in the region of \$160,000, plus superannuation and access to the tax benefits of salary packaging.

Duties:—This key senior management role provides the unique opportunity to lead Corporate Services across the Tasmanian Health Organisation, South (THO, South).

THO, South brings together hospital and community health services to deliver effective and efficient of patient centred healthcare services to the people of southern Tasmania and has recently enacted its four year Strategic Plan which is underpinned by an engaged, vibrant, well-equipped workforce.

As the Group Manager, Corporate Services you will provide strategic leadership and management to the Corporate Services Group, which includes human resources and financial services. You will be an integral part of the executive leadership team, providing high-level strategic leadership and direction, ensuring resources are well utilised and high standards of service delivery are achieved.

Desirable Requirements:-

Appropriate professional and/or tertiary qualifications for example in business and/or hospital administration.

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 Holden, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8500, email jane.holden@dhhs.tas.gov.au.

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Program Officer (Aboriginal Arts)	D. Robinson	6 months	19.11.13
Health & Human Services & Tasmanian Health Organisations	Policy Officer	E. Taylor	6 months	06.01.14
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	V. Nickson	6 months	20.11.13
Health & Human Services & Tasmanian Health Organisations	Medical Scientist	A. Hodges	6 months	21.10.13
Health & Human Services & Tasmanian Health Organisations	Hospital Aide	J. England	6 months	27.10.13
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	N. Beattie	6 months	20.11.13
Health & Human Services & Tasmanian Health Organisations	Laboratory Technician	D. Page	6 months	04.11.13
Health & Human Services & Tasmanian Health Organisations	Specialist Radiographer	S. Piercey	6 months	11.11.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	E. Rawlings	6 months	18.11.13
Health & Human Services & Tasmanian Health Organisations	Ward Clerk	S. Murphy	6 months	04.11.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	M. Hill	6 months	14.11.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	J. Sherriff	6 months	18.11.13
Health & Human Services & Tasmanian Health Organisations	Pharmacy Technician	B. Cooper	6 months	11.11.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	A. Ivers	6 months	18.11.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	V. Bate	6 months	17.11.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	S. Starbuck	6 months	11.11.13
Health & Human Services & Tasmanian Health Organisations	Child Protection Worker	A. Jaworanski	6 months	20.11.13
Premier & Cabinet	Human Capital Development Manager	C. Keightley	6 months	19.11.13
Primary Industries, Parks, Water & Environment	Fisheries Licensing and Monitoring Officer	K. Bowe	Nil	12.11.13
Primary Industries, Parks, Water & Environment	Seed Analyst	C. Davie	6 months	18.11.13
Public Trustee	Chief Financial Officer	G. Lucas	6 months	18.11.13

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	R. Riley	Senior Occupational Therapist	18.11.13
Health & Human Services & Tasmanian Health Organisations	K. Strong	Manager, Strategy and Projects	18.11.13
Health & Human Services & Tasmanian Health Organisations	M. Goodrick	Policy Analyst	18.11.13
Justice	R. Garth	Probation Officer	18.11.13
Primary Industries, Parks, Water & Environment	B. Griggs	Regional Administration Officer	07.11.13
Primary Industries, Parks, Water & Environment	J. Scott	Fisheries Licensing and Monitoring Officer	12.11.13

*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	House Services Assistant	H. Maung	09.11.13
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	R. Fleming	13.11.13
Health & Human Services & Tasmanian Health Organisations	Child and Family Health Nurse	M. Byard	08.11.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Flett	09.11.13
Health & Human Services & Tasmanian Health Organisations	Dental Therapist	K. Coles	08.11.13

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Premier & Cabinet	Systems Support Officer	C. Mathias	19.11.13
Premier & Cabinet	Project Officer	M. Bratt	06.11.13



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