



# 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**

#### EDUCATION

##### CORPORATE SERVICES

##### *Human Resources Management*

##### Human Resource Services

##### Injury Management

#### **Senior HR Consultant Injury Management (960257).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight (part-time hours will be considered).

Location:—South.

Description of Role:—To provide high level consultancy services and advice involving injury management (workers compensation and rehabilitation) processes, practices, policies and systems, to assist in effective human resources management services throughout the Department. Perform functions of an Injury Management Co-ordinator in accordance with legislative and departmental requirements as required.

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.

Injury Management Co-ordinator in accordance with the provisions of the Workers Rehabilitation and Compensation Act 1988.

Desirable Requirements:—Membership of a relevant professional organisation.

The completion of tertiary qualifications in human resources management or relevant field, or a significant background in human resources management.

Enquiries to Paul Gourlay, Director Human Resources, Department of Education, phone (03) 6165 6262, email *paul.gourlay@education.tas.gov.au*.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, fax (03) 6233 0566, email *recruitment@education.tas.gov.au*.

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

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

#### EDUCATION

##### EARLY YEARS AND SCHOOLS

##### *Child and Family Centre*

#### **Community Inclusion Worker, Ravenswood Child and Family Centre (964167)—Re-advertised.**

Applications Close:—Friday, 6 December 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

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

Location:—Ravenswood Child and Family Centre.

Duties:—In partnership with local communities, Community Inclusion Workers will assist with the establishment and development of Child and Family Centres (CFCs) and engage with the community to address identified barriers to social participation.

With the Centre Leader, work collaboratively with the community, parents/caregivers, local and state government agencies and service providers to increase the participation of local families in the planning and implementation of community activities/programs and integrated services that are responsive to the needs of families and young children. In particular, to connect with socially marginalised or at-risk children and families with a focus on improved outcomes in child development, education and health from 0 to 5 years.

Work with CFC project members to achieve effective approaches to engaging disadvantaged parents and families in designated communities.



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

Were you one of them? If not, make this year your year.

Contact us on **1800 622 631** to ask us a question,  
or to make an appointment for a face-to-face chat.

**Let's talk.**



The super fund **you can talk to**  
Call **1800 622 631** | Visit [www.rbf.com.au](http://www.rbf.com.au)

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:**—An appropriate qualification, such as a qualification in Child Care, Early Childhood Education, Health Care and/or Community Development, or a related discipline.

Current Driver Licence.

Enquiries to Lynn Wyllie-Watson, Department of Education, phone (03) 6336 5141, email [lynn.wyllie-watson@education.tas.gov.au](mailto:lynn.wyllie-watson@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, 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.

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## EDUCATION

### EDUCATIONAL PERFORMANCE SERVICES

#### ***Manager Administration and Policy (120929).***

Applications Close:—Friday, 6 December 2013.

Salary:—\$93,957 – \$100,355 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time from as soon as possible until 20 November 2015. 73.5 hours per fortnight.

Location:—South.

**Duties:**—Manage and co-ordinate policy and administrative support for Educational Performance Services (EPS), including co-ordinating staffing administrative processes, budget reporting, managing facilities, and procurement overview. Work collaboratively with stakeholders to support the achievement of the EPS Business Plan.

**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 Katrina Beams, Assistant Director EPS, Department of Education, phone (03) 6233 4864, email [katrina.beams@education.tas.gov.au](mailto:katrina.beams@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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## EDUCATION

### LEARNING SERVICES

#### ***School Psychologist (Behavioural) (965762, 965763, 965764).***

Applications Close:—Friday, 6 December 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 19 December 2014. 70.0 hours per fortnight.

Location:—965762 (South), 965763 (North), 965764 (North West).

**Description of the Role:**—Provide leadership to and work as part of multidisciplinary teams to provide a child and adolescent psychological service which supports schools, students and families, including a focus responsibility in behaviour as it affects schools, families and students. The role will contribute to capacity building of school communities to improve access, participation and achievement of students.

**Essential Requirements:**—Registration as a Psychologist within Tasmania in accordance with the provisions of the Psychologists Registration Act 2000 or possesses a degree with a fourth year qualification in Psychology which will enable registration following two years of supervised practice as a School Psychologist.

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

**Desirable Requirements:**—A current driver's licence.

Eligible for membership of the Australian Psychological Society.

Qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award.

Enquiries to Alan Green, General Manager Early Years, 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) 6165 6285, 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

#### *Child and Family Centres*

#### ***Community Inclusion Worker, Clarence Plains (964173).***

Applications Close:—Friday, 6 December 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 70 hours per fortnight.

Location:—Child and Family Centre, Clarence Plains.



# **AIRLINES OF TASMANIA**

## **1800 288 962**



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Launceston and Cape Barren Island  
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**Available for Charters  
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Aircraft based in Launceston and Hobart**

Description of the Role:—In partnership with local communities, Community Inclusion Workers will assist with the establishment and development of Child and Family Centres (CFCs) and engage with the community to address identified barriers to social participation.

With the Centre Leader, work collaboratively with the community, parents/caregivers, local and state government agencies and service providers to increase the participation of local families in the planning and implementation of community activities/programs and integrated services that are responsive to the needs of families and young children. In particular, to connect with socially marginalised or at-risk children and families with a focus on improved outcomes in child development, education and health from 0 to 5 years.

Work with CFC project members to achieve effective approaches to engaging disadvantaged parents and families in designated communities.

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:—An appropriate qualification, such as a qualification in Child Care, Early Childhood Education, Health Care and/or Community Development, or a related discipline.

Enquiries to Ian Brown, Department of Education, phone 0457 858 350, email [ian.brown@education.tas.gov.au](mailto:ian.brown@education.tas.gov.au).

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

#### **Principal Network Leader (964888).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$131,978 p.a.

Teaching Service (Tasmanian Public Sector) Award, Principal (Non Teaching) Band 3 Level 8.

Fixed-term full-time from 20 January 2014 until 31 December 2015. 73.5 hours per fortnight.

Location:—North.

Description of the Role:—Network Leaders will focus on improving the performance of all schools in the network through building collective capacity of Principals to lead and manage schools, to improve the quality of the educational offering and the performance of all students. Responsible for development and implementation of consistent state-wide educational policy, processes and reform.

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.

A current driver's licence.

Enquiries to Liz Banks, Deputy Secretary Early Years and Schools, Department of Education, phone (03) 6233 7985, email [liz.banks@education.tas.gov.au](mailto:liz.banks@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, 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)*

#### South George Town Primary School

#### **Teacher Assistant, South George Town Primary School (960672).**

Applications Close:—Friday, 6 December 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

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

Location:—South George Town Primary School.

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

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

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

Enquiries to Jennifer Maurer, Department of Education, phone (03) 6382 1564, email [jennifer.maurer@education.tas.gov.au](mailto:jennifer.maurer@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, 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.

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## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

East Tamar Primary School

#### ***Advanced Skills Teacher, East Tamar Primary School (965771).***

Applications Close:—Friday, 6 December 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:—East Tamar Primary School.

Description of 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; 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 Vicki Mackrill, Department of Education, phone (03) 6324 9000, email [vicki.mackrill@education.tas.gov.au](mailto:vicki.mackrill@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, 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-West)*

King Island District High School

#### ***Teacher (Primary), King Island District High School (200236).***

Applications Close:—Friday, 6 December 2013.

Salary:—\$53,659 – \$85,868 p.a.

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

Location:—King Island District 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 Jerome Pape, Department of Education, phone (03) 6462 1366, email [jerome.pape@education.tas.gov.au](mailto:jerome.pape@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, 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)*

School of Special Education, Burnie

***Advanced Skills Teacher, School of Special Education, Burnie (963589).***

Applications Close:—Friday, 6 December 2013.

Salary:—\$93,009 pro rata, per annum.

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

Permanent part-time 35 hours per fortnight.

Location:—School of Special Education, Burnie.

Description of the role:—To implement and manage appropriate learning programs for students with severe disabilities 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 Grace Brown, Department of Education, phone (03) 6433 3870, email [grace.brown@education.tas.gov.au](mailto:grace.brown@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, relevant personal details and work history.

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## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

School of Special Education, Burnie

***Bus Attendant, School of Special Education, Burnie (300976).***

Applications Close:—Friday, 6 December 2013.

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

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 20 hours per fortnight, up to 40 weeks per year.

Location:—School of Special Education, Burnie.

Description of the role:—Travel with students on school buses and supervise students with disabilities and/or developmental delays whilst they travel to and from school.

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

Desirable Requirements:—Basic first aid skills.

Enquiries to Grace Brown, Department of Education, phone (03) 6433 3870, email [grace.brown@education.tas.gov.au](mailto:grace.brown@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, 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)*

Table Cape Primary School

***Education Facility Attendant, Table Cape Primary School (301090).***

Applications Close:—Friday, 6 December 2013.

Salary:—\$38,063 – \$43,039 p.a.

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

Permanent full-time.

Location:—Table Cape Primary School.

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

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

Enquiries to Andrew Woodard, Department of Education, phone (03) 6442 3377, email [andrew.woodard@education.tas.gov.au](mailto:andrew.woodard@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, 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)*

Zeehan Primary School

#### ***School Business Manager, Zeehan Primary School (301164).***

Applications Close:—Friday, 6 December 2013.

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

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time 20 January 2014 to 19 December 2014, 66 hours per fortnight, up to 42 weeks per year.

Location:—Zeehan Primary School.

Description of the role:—Co-ordinate the operations of a school office and support the Principal in the management of school administrative service and resources. Direct and supervise assigned non teaching staff. Provide advice to the Principal and other school staff on administrative and resource matters.

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 Janet Mackenzie, Department of Education, phone (03) 6471 6133, email janet.mackenzie@education.tas.gov.au.

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

## EDUCATION

### LEARNING SERVICES

*Learning Services (South)*

Brighton Primary School

#### ***Education Facility Attendant, Brighton Primary School (964174).***

Applications Close:—Friday, 6 December 2013.

Salary:—\$37,063 – \$56,002 pro rata, per annum.

Education Facility Attendants Salaries and Conditions of Employment Industrial Agreement 2011.

Permanent part-time 64 hours per fortnight, 52 weeks per year.

Location:—Brighton Primary School.

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

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

Enquiries to Pam Noble, Department of Education, phone (03) 6268 8200, email pam.noble@education.tas.gov.au.

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

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

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

## EDUCATION

### LEARNING SERVICES

*Learning Services (South)*

Campania District High School

#### ***Laboratory Technician, Campana District High School (964693).***

Applications Close:—Friday, 6 December 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 14.70 hours per fortnight, 52 weeks per year.

Location:—Campania District High School.

Description of the Role:—Provide technical support to a school or college's science unit and undertake associated administrative duties.

Essential Requirements:—Diploma of Laboratory Technology, or equivalent TAFE or post-secondary qualification appropriate to the nature of the work.

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:—Post secondary studies in the fields of science and/or technology.

Enquiries to Anna Viney, Department of Education, phone (03) 6260 4133, email [anna.viney@education.tas.gov.au](mailto:anna.viney@education.tas.gov.au).

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

##### Rosny College

#### **Administrative Manager, Rosny College (953116).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.50 hours per fortnight.

Location:—Rosny College.

Description of the Role:—In conjunction with the principal, and as a member of the senior management team, undertake a leadership role in the management of the College's business functions and its administrative and support services.

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 Darryl Moir, Department of Education, phone (03) 6244 9201, email [darryl.moir@education.tas.gov.au](mailto:darryl.moir@education.tas.gov.au).

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

#### **Principal Network Leader (964889).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$131,978 p.a.

Teaching Service (Tasmanian Public Sector) Award, Principal (Non Teaching) Band 3, Level 8.

Fixed-term full-time From 20 January 2014 until 31 December 2015. 73.5 hours per fortnight.

Location:—South.

Description of the Role:—Network Leaders will focus on improving the performance of all schools in the network through building collective capacity of Principals to lead and manage schools, to improve the quality of the educational offering and the performance of all students. Responsible for development and implementation of consistent state-wide educational policy, processes and reform.

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.

A current driver's licence.

Enquiries to Liz Banks, Deputy Secretary Early Years and Schools, Department of Education, phone (03) 6233 7985, email [liz.banks@education.tas.gov.au](mailto:liz.banks@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, 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

#### *Programs, Students*

#### English as an Additional Language (EAL)

#### **Advanced Skills Teacher, English as an Additional Language (961661).**

Applications Close:—Friday, 6 December 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:—English as an Additional Language.

Description of the Role:—To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal Education Officer EAL Program in the educational leadership, management and administration of schools or colleges in relation to second and subsequent language acquisition.

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 Jennifer Barclay, Department of Education, phone (03) 6233 7719, email [jennifer.barclay@education.tas.gov](mailto:jennifer.barclay@education.tas.gov)

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

### NEWSTEAD COLLEGE

#### **Library Technician, Newstead College (966521).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.5 hours per fortnight. Employment Conditions are 42 weeks per year.

Location:—Newstead College.

Description of role:—Undertake a range of client-focused school library services including the provision of technical advice and assistance to staff and students about access to publications and information generally. Undertake technical duties including document delivery, acquisition of library materials, implementing collection management procedures and bibliographic tasks including cataloguing, record creation and amendment for library resources. Apply established solutions to procedural and related problems and issues. Resolve or refer client enquiries.

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:—Diploma in Library and Information Services.

Enquiries to Helen Brown, Department of Education, phone (03) 6332 3251, email [helen.brown@education.tas.gov.au](mailto:helen.brown@education.tas.gov.au).

Applications to Vacancy and Staffing Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6165 6285, 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.

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Children and Youth Services*

#### **Child Protection Worker (501542).**

Applications Close:—Friday, 6 December 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, North.

Please Note:—Alternative part-time hours may be available by negotiation.

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

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

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

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

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

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

and contributing to a supportive and collaborative team environment.

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

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

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

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

**Current Driver's Licence.**

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

Enquiries to Kai Kitchin, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2376, email kai.kitchin@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*

**Team Leader (CYS) (517684).**

Applications Close:—Friday, 6 December 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, SEE NOTE BELOW.

Location:—Children and Youth Services, North West.

Please Note:—Alternative part-time hours may be available by negotiation.

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

**Duties:**—Co-ordinate the service delivery, including the management of financial, human and physical resources, of Child Protection staff employed to perform all functions of the statutory Child Protection program.

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

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

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

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

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

**Current Driver's Licence.**

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

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Children and Youth Services*

Quality Improvement and Workforce Development

**Senior Quality and Practice Advisor (515723).**

Applications Close:—Friday, 6 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 work, See Note Below.

Location:—CYS, Quality Improvement and Workforce Development, Statewide.

Please Note:—The successful applicant/s may be located in Hobart, Launceston, Burnie or Devonport, depending on the area of the vacancy.

Full-time or 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 are current or may arise in the near future may also be filled from this selection process.

**Duties:**—In collaboration with line management take a lead role in the establishment of high standards of ethical and professional practice through the provision of professional improvement consultation, support and development; and to promote and contribute to quality improvement and assurance in services to children and families consistent with statutory requirements.

Selection criteria includes:—Minimum of five years experience in the delivery of human/family services.

Demonstrated understanding of the organization, delivery and management of complex human/family services in statutory public sector agency.

High level assessment, analytical and conceptual skills.

High level communication, interpersonal, liaison, advocacy, and leadership skills; including conflict resolution, debriefing, anger management and grief counselling.

Ability to formulate, implement and evaluate policy.

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

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

Enquiries to Angela McCrossen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7946, mobile 0419 345 861, email [angela.mccrossen@dhhs.tas.gov.au](mailto:angela.mccrossen@dhhs.tas.gov.au).

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

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

##### HEALTH AND HUMAN SERVICES

##### *Disability, Housing and Community Services*

##### Housing Tasmania

#### **Home Ownership and Sales Advisor (520531).**

Applications Close:—Friday, 6 December 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 (part-time hours may be considered by negotiation).

Location:—D,H and CS, Housing Tasmania, Hobart.

Duties:—Administer the Government's home ownership schemes and deliver the real property disposal program. Manage vacant land leases and provide support to management in relation to the disposal of real property.

Selection criteria includes:—Knowledge and proven experience in the implementation of programs and the tasks associated with the management of home ownership schemes, including the development and application of equitable eligibility criteria.

High level of expertise and understanding of the housing and real estate industries particularly in relation to the acquisition of mortgage finance and loan settlements.

Highly developed ability to interpret and analyse information, including financial information, legislation and policy directions and to decide or recommend appropriate action.

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 Kylie Fidanza, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 3607, email [kylie.fidanza@dhhs.tas.gov.au](mailto:kylie.fidanza@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

##### *Disability, Housing and Community Services*

##### Housing Tasmania

#### **Tenancy Officer (Multiple vacancies) (517031).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$53,203 – \$57,913 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3.

Permanent full-time day work, See Note Below.

Location:—D,H and CS, Housing Tasmania, Hobart.

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

Duties:—Provide a range of tenancy services to public housing clients in accordance with Housing Tasmania's service delivery policies, principles and standards.

Selection criteria includes:—Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change.

Demonstrated ability to interpret client circumstances and requirements including the identification of the need for support services and the use of initiative and utilisation of problem solving skills to make well-informed recommendations in relation to tenancy management, within legislation, policy and guidelines.

Demonstrated ability, both individually and as a member of a team, to plan, organise, set priorities to complete tasks to meet deadlines and achieve established benchmarks and standards.

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

Desirable Requirements:—Current Driver's Licence. Working towards or successful completion of qualifications relevant to the job.

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 Sherri McKenna, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8829, email [sherri.mckenna@dhhs.tas.gov.au](mailto:sherri.mckenna@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*

Office of the Chief Medical Officer

**Administrative Officer (500778).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$47,265 – \$51,332 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—The Pharmaceutical Services Branch is seeking an Administrative Officer with administrative skills in order to assist the Branch clerical area in the efficient and effective provision of services for the operational work of the Branch in the regulatory system for control of the manufacture, distribution, supply, prescribing and administration of drugs and poisons. Duties are to provide efficient operation of office functions for the Pharmaceutical Services Branch including the appropriate level IT, data base, document design and production, reception, clerical and related services.

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 Karen Dart, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 2064, email [karen.dart@dhhs.tas.gov.au](mailto:karen.dart@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*

Population Health Operations

Public and Environmental Health Services

**Public Health Medicine Trainee (521580).**

Applications Close:—Monday, 9 December 2013.

Salary:—p.a.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner in Training Level 1 (Salary commensurate with qualifications and experience).

Fixed-term full-time daywork, commencing 13 January 2014 to 13 January 2016.

Location:—Hobart.

Duties:—We are seeking a Public Health Medicine Trainee to train to complete requirements of Fellowship of Australasian Faculty of Public Health Medicine. The Public Health Medicine Trainee will lead or participate in a range of public health activities and projects as determined by the Director of Public Health and the Specialist Medical Advisor, Public and Environmental Health Services, in conjunction with other traineeship mentors and supervisors in the Communicable Diseases Prevention Unit, Environmental Health Unit, Epidemiology Unit, Population Health and Wellbeing or other Departmental or external settings (for example, the Menzies Research Institute Tasmania and the Cancer Council Tasmania).

Essential Requirement: General medical registration with the Medical 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 Dr Fay Johnson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6212 2659, email [fay.johnson@dhhs.tas.gov.au](mailto:fay.johnson@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

*Shared Services*

Payroll

**Manager Payroll Services (513933).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$102,068 – \$109,918 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 8.

Permanent full-time day work.

Location:—Hobart.

We are seeking a Manager for our Payroll Services who will be accountable to the General Manager Shared Services for the strategic management and delivery of payroll services for the Department of Health and Human Services (DHHS) and the Tasmanian Health Organisations (THOs).

This includes: Ensuring timely and accurate administration of all payroll related activities in compliance with Awards, Agreements operational policies and procedures; Managing key stakeholder relationships on general or complex payroll issues and leading broad process enhancement and system improvement initiatives; Developing and implementing quality

assurance systems and providing required information for financial reporting and audit purposes; Determining strategies, priorities, work standards and resource allocation to achieve quality service delivery outcomes.

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 Ross Smith, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6236 5891, email ross.j.smith@dhhs.tas.gov.au.

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

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

TASMANIAN HEALTH ORGANISATION, NORTH

##### **HR Advisor (515165).**

Applications Close:—Friday, 6 December 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, working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Anne O'Byrne Building, Launceston.

Duties:—To provide a quality Human Resource (HR) generalist service to senior managers and employees.

The position works closely with the HR Consultants and the Director Human Capital in developing and implementing human resource practices, policies and procedures while providing sound advice and support to managers and employees on contemporary employee management issues.

Desirable Requirements:—Relevant tertiary qualifications or equivalent experience.

Essential Requirements:—Nil.

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

Enquiries to Gino Fratangelo, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5553, email gino.fratangelo@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

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

##### **Community Mental Health Nurse (504927).**

Applications Close:—Friday, 6 December 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 day work.

Location:—Adult Community Mental Health Services, North.

Please note that access to the Grade 4 salary range is subject to successful application for progression to Grade 4.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Community Nurse:—Provides a specialist mental health service within the community setting for a designated client group, utilising evidence based practices and recovery principles.

Works within a multi-disciplinary team to deliver co-ordinated assertive case management including triage, crisis, intake and assessment and the development and implementation of individual service plans for designated clients.

Supports and works in collaboration with primary health care professionals within an identified region to provide care to clients in the community setting.

Selection criteria includes:—Demonstrated knowledge and expertise in mental health nursing including assertive case management, triage and mental health assessment, clinical risk management and crisis intervention within the community setting.

Demonstrated ability to establish and maintain effective therapeutic relationships with consumers, use recovery based principles, develop individual Service plans and provide evidence based treatment to client in the community setting.

Demonstrated written oral and interpersonal communication skills, including the ability to work effectively in a multi-disciplinary team environment, communicate effectively with other sectors of mental health services and primary health care providers.

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 Helen van der Molen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 2185, email [helen.vandermolen@dhhs.tas.gov.au](mailto:helen.vandermolen@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*

**Director of Surgery (513893).**

Applications Close:—Saturday, 14 December 2013.

Salary:—\$132,011 – \$184,815 p.a.

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

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

Location:—Launceston General Hospital, Charles Street, Launceston, Tasmania.

Please note that applications submitted by Recruitment Agencies on behalf of an individual applicant will not be accepted.

Other Information:—This senior role provides an outstanding opportunity to provide strategic and operational direction for Surgical Services at the Launceston General Hospital. Responsibilities will include the provision of effective and efficient surgical services, including financial and human resources, and responsibility for the maintenance of teaching and research.

As a senior clinician with recognised standing in your practice specialisation, you will demonstrate a commitment to enhancing the standard of clinical outcomes and provision of quality healthcare to patients. Operational management, evolved leadership skills and a collaborative approach to patient care will be reflected in your experience. You will also enjoy taking an active role in overseeing the clinical teaching service for UTAS students and other education programs at the LGH.

Applicants should have fellowship of the Royal Australasian College of Surgeons, or equivalent, as well as demonstrated excellence in clinical practice and knowledge of current professional issues, particularly as they relate to the provision of hospital patient care, teaching and research.

This vacancy has a base salary (see above) with other entitlements in accordance with the Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009.

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

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

Enquiries to Michael Holdway, Searchlight Group, phone (03) 9600 1137, email [Michael@searchlightgroup.com.au](mailto:Michael@searchlightgroup.com.au).

You are encouraged to apply by forwarding your application in Word format quoting the vacancy number to: [Michael@searchlightgroup.com.au](mailto:Michael@searchlightgroup.com.au). Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

**Staff Specialist (Medicine) (521165).**

Applications Close:—Friday, 13 December 2013.

Salary:—\$132,011 – \$184,815 p.a.

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

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

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

Please note that applications submitted by Recruitment Agencies on behalf of an individual applicant will not be accepted.

Duties:—Provide specialist medical care to patients attending the Launceston General Hospital. Additionally, to be involved in research and quality improvement activities, undergraduate and post graduate teaching at the Launceston General Hospital and to provide specialist advice to inpatient units as required.

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

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

Enquiries to Alasdair MacDonald, Director, Department of Medicine, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7190, email [alasdair.macdonald@dhhs.tas.gov.au](mailto:alasdair.macdonald@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*

**Staff Specialist, Neurology (521322).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$132,011 – \$184,815 p.a.

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

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

Location:—Dept. of Medicine, LGH Charles Street, Launceston.

Please note that applications submitted by Recruitment Agencies on behalf of an individual applicant will not be accepted.

Duties:—Provide a clinical management and consultation service to patients with conditions applicable to the specialty field of neurology. Provide education, supervision and support to junior medical staff. Participate in and contribute to quality assurance activities both at unit and hospital level.

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

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

Enquiries to Alasdair MacDonald, Director, Department of Medicine, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7190, email [alasdair.macdonald@dhhs.tas.gov.au](mailto:alasdair.macdonald@dhhs.tas.gov.au).

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

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

#### **Personal Care Assistant, Casual (507546).**

Applications Close:—Friday, 6 December 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 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:—Under the supervision of a Registered Nurse, the Personal Care Assistant will provide assistance to clients with a range of activities of daily living that a person would normally do for themselves.

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 3300, 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

*Mersey Community Hospital*

#### **Registered Nurse (Multiple Positions Available)**

Applications Close:—Friday, 6 December 2013.

Salary:—\$56,163 – \$76,859 p.a.

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

Vacancy No. 514646.

Permanent full-time and part-time shiftworkers, various hours available up to 76 hours per fortnight.

Location:—Mersey Community Hospital.

Who are we?

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

This role is based on the Medical Ward at the Mersey Community Hospital.

Who are we looking for?

We are seeking motivated and experienced Registered Nurses who are 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 Jill McCarthy on (03) 6426 5431 or email [jill.mccarthy@dhhs.tas.gov.au](mailto:jill.mccarthy@dhhs.tas.gov.au).

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

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

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

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

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Primary Health North West*

#### **Community Health Nurse (502616).**

Applications Close:—Friday, 6 December 2013.

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

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

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

Location:—Community Health Smithton.

Who are we?

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

This position is based out of the Smithton District Hospital.

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 Director of Nursing, 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 Sharan McLaren on (03) 6452 4650 or email [sharan.mclaren@dhhs.tas.gov.au](mailto:sharan.mclaren@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. -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 Sharan McLaren, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6452 4650, email [sharan.mclaren@dhhs.tas.gov.au](mailto:sharan.mclaren@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

*Primary Health North West*

#### **Gardener/Handyman (502452).**

Applications Close:—Friday, 6 December 2013.

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

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

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

Location:—Smithton District Hospital.

Who are we?

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

Who are we looking for?

We are seeking a motivated and experienced Gardener/Handyman undertakes a wide range of duties. Reporting to the Director of Nursing, this role encompasses a wide range of responsibilities including, but not limited to, maintenance of lawns, gardens, and general landscaping, performing outside cleaning and relief driving duties.

Do you have?

Current Driver's Licence.

Knowledge and experience in the safe use and maintenance of equipment, vehicles and tools.

Knowledge of Garden and lawn maintenance.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Sharan McLaren on (03) 6452 4650 or email [sharan.mclaren@dhhs.tas.gov.au](mailto:sharan.mclaren@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:—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 Sharan McLaren, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6452 4650, email [sharan.mclaren@dhhs.tas.gov.au](mailto:sharan.mclaren@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, SOUTH

*Statewide Mental Health Services*

#### **Community Mental Health Nurse (513711).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$72,765 – \$76,859 p.a.

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

Permanent full-time day work. Not withstanding hours per fortnight may be negotiated with the successful applicant.

Location:—Adult and Community Mental Health, Clarence.

Duties:—The Registered Nurse, Community Nurse:—Strengthens health outcomes through the provision of safe, quality, clinically appropriate general and/or specialist nursing knowledge and skills to provide effective nursing care in partnership with patients/clients, their families, and other health professionals within the defined community practice area.

Contributes to workplace activities and works collaboratively in assisting and supporting the Nurse Unit Manager/Team Leader and/or Clinical Co-ordinator/Clinical Nurse Consultant/Clinical Nurse Specialist in achieving the goals of the service by contributing to workplace activities beyond the immediate responsibility of delivering clinical care to clients. This may include active involvement in clinical education, clinical leadership and management, safety and quality, practice development and managing a clinical portfolio.

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 Vicki Polanowski, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6282 0700, email [vicki.polanowski@dhhs.tas.gov.au](mailto:vicki.polanowski@dhhs.tas.gov.au).

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Statewide Mental Health Services*

#### **Social Worker (514916).**

Applications Close:—Friday, 6 December 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. Not withstanding hours per fortnight may be negotiated with the successful applicant.

Location:—Community Forensic Mental Health, North.

Please Note: In addition to this you will receive a 6.5% correctional allowance.

Duties: The Community Forensic Health Services is seeking to employ an experienced Social Worker in a full-time capacity. Your duties will include:—Provide a specialist forensic social work service in the North and North West of the State.

Provide psycho-social assessment and treatment, including the design, development, implementation and evaluation of treatment programs.

Prepare formal reports for Community Corrections, Parole Board and Classification Board as required.

Work within the multidisciplinary team and participate in case management reviews to ensure continuity of care.

Desirable Requirements:—Current drivers licence.

Essential Requirements:—Degree in Social Work giving eligibility for membership of Australian Association of Social Workers.

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 Marita O'Connell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4561, email [marita.oconnell@dhhs.tas.gov.au](mailto:marita.oconnell@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*

**Senior Physiotherapist, Geriatric Rehabilitation (516206).**

Applications Close:—Friday, 6 December 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, working 30.4 hours per fortnight commencing as soon as possible for 12 months.

Location:—Physiotherapy, Royal Hobart Hospital.

The Tasmanian Health Organisation, South is seeking a Fixed-term part-time Senior Physiotherapist, Geriatric Rehabilitation to work at the Royal Hobart Hospital (RHH).

Duties:—In the role of Senior Physiotherapist – Geriatric Rehabilitation, you will provide holistic and evidence based community based physiotherapy care to patients on the community transitional care program (CTCP), and as required to related aged care/rehabilitation units (RHH). You will provide this care collaboratively with members of the multidisciplinary team (both allied health and case managers).

Your duties also include preparation and management of patient treatment and education programs, resource management, providing advice related to your geriatric rehabilitation expertise to other team members and/or agencies and leadership, supervision and professional support for other physiotherapists and physiotherapy assistants.

Essential Requirements:—Registered with the Physiotherapy 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 Dawn Simpson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8634, mobile 0418 862 196 (preferred), email [dawn.simpson@dhhs.tas.gov.au](mailto:dawn.simpson@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*

**Speech Pathologist (508271).**

Applications Close:—Friday, 6 December 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, working 76 hours per fortnight.

Location:—Southern Tasmania.

The Tasmanian Health Organisation – South is seeking a full-time permanent Speech Pathologist to join our service. The position will rotate between acute, rehabilitation and community teams, offering a broad range of experience in a supported environment. This role would be suitable for newly graduated as well as more experienced clinicians.

Duties:—In the role of Speech Pathologist you will assist patients and clients with communication and swallowing disorders to maximise their communication and nutritional outcomes, through:—assessment and diagnosis; direct intervention and provision of education, advice and support to patients/clients, family members, and relevant others, including the multi-disciplinary treating team.

You will be expected to behave in a manner consistent with the Speech Pathology Australia Code of Conduct and the State Service Code of Conduct, and in accordance with organisational policies.

Essential Requirements:—Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of Speech Pathology Australia (SPA).

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 Gudrun Barratt-Peacock, Manager, Speech Pathology Services, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8054, email [gudrun.peacock@dhhs.tas.gov.au](mailto:gudrun.peacock@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.

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

HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Complex Chronic and Community Services*

**Genetic Counsellor/Associate Genetic Counsellor (521680).**

Applications Close:—Friday, 6 December 2013.

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

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

Fixed-term part-time day work, working 60.8 hours per fortnight, commencing 20 January 2014 until 31 December 2014.

Location:—Level 4, 70 Collins Street, Hobart.

Duties:—The Genetic Counsellor/Associate Genetic Counsellor will play an integral role in the effective delivery of all aspects of the Genetic Services to individuals and families in Tasmania.

This process includes:—Identifying a client's needs.

Assessing the requirement for genetic counselling and testing.

Organising and co-ordinating clinics.

Planning and participating in genetic counselling.

Interpreting and explaining results of genetic analysis.

Recording outcomes of counselling sessions and reporting to referring doctors and other health professionals.

Working closely with other Genetic Counsellors' and visiting Clinical Geneticists.

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

Enquiries to Jo Burke, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8296, email jo.burke@dhhs.tas.gov.au.

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Complex Chronic and Community Services*

#### **Registered Nurse, Older Person Unit (520669).**

Applications Close:—Friday, 6 December 2013.

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

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

Permanent part-time shift work (fully rotational), working 24 hours per fortnight.

Location:—Royal Hobart 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.

Duties:—Tasmanian Health Organisation, South is seeking to employ an experienced Registered Nurse on a permanent part-

time basis in the Older Persons Unit, Royal Hobart Hospital. 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 Helen Fitzgerald, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7805, email helen.fitzgerald@dhhs.tas.gov.au.

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

*Complex Chronic and Community Services*

#### **Registered Nurse Persistent Pain (509497).**

Applications Close:—Friday, 6 December 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 day work, working 32 hours per fortnight.

Location:—Royal Hobart 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.

Duties:—Tasmanian Health Organisation, South is seeking to employ an experienced Registered Nurse to work within the Persistent Pain Unit, Royal Hobart Hospital. Your role will include helping to strengthen 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 Joanne Bratt, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7413, email joanne.bratt@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Medicine Services*

**Hospital Aide (520685).**

Applications Close:—Friday, 6 December 2013.

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

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

Permanent full-time and part-time shift-work; working up to 76 hours per fortnight (several vacancies). Hours to be negotiated with successful applicants.

Location:—Assessment Planning Unit, Royal Hobart Hospital.

Duties:—Decontaminate and sterilise general and specialised equipment within infection control guidelines. Maintain the cleanliness of specialised equipment, including cleaning of the surrounding environment within infection control guidelines. Operate sterilising equipment appropriate to specialty area. Monitor equipment and stock levels, initiating appropriate action as required. Assist in the delivery of basic patient care under direct supervision of a Registered Nurse. Undertake basic clerical duties 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 Jo Robertson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7012, email [jolene.carlton@dhhs.tas.gov.au](mailto:jolene.carlton@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

*Medicine Services*

**Senior Echocardiographer (510654).**

Applications Close:—Friday, 20 December 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.

Permanent full-time or part-time day worker (with on call). Working up to 76 hours per fortnight. Hours to be negotiated with the successful applicant.

Location:—Department of Cardiology, Royal Hobart Hospital.

Duties:—The Tasmanian Health Organisation, South is seeking a Senior Echocardiographer to join our team at the Royal Hobart Hospital.

The successful applicant will have experience in adult echocardiography and be eligible for accreditation with The Australian Sonographer Accreditation Registry (ASAR). Experience in stress echocardiography and/or paediatric echocardiography will be highly regarded but is not essential.

We offer a broad and interesting workload including an emerging paediatric and adult congenital outpatient service. We have close ties to the Menzies Research Institute headed by Professor Tom Marwick who has an international reputation in cardiovascular health research. We provide regular education meetings, including a weekly teaching session with Professor Marwick with opportunity to gain experience with strain, 3D and contrast echocardiography.

Desirable Requirements:—Eligibility for Registration in Australia by the Australian Sonographer Accreditation Registry.

Experience in paediatric echocardiography.

At least 3 years post-graduate experience.

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

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

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

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

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INFRASTRUCTURE, ENERGY AND RESOURCES

INFRASTRUCTURE STRATEGY DIVISION

**Policy/Planning Analyst (371787b).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake high quality research and analysis on a range of policy issues across the Strategy and Policy Group and provide general project support to key Departmental initiatives, as required.

Provide policy advice, including the identification and assessment of issues, recommendations and solutions, both individually and as part of a team.

Collaborate within the Agency, across government and externally to develop infrastructure policy and planning strategies, programs and projects according to the Government's strategic directions and priorities.

Prepare high level correspondence, reports, Cabinet Minutes and briefing material as required on key issues affecting the agency.

Work with a variety of internal and external stakeholders to achieve mutually beneficial outcomes.

Desirable Requirements:—A relevant tertiary qualification.

Enquiries to Angela Conway, Director Infrastructure Policy, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS, phone (03) 6233 6356, email Angela.Conway@dier.tas.gov.au.

Applications to Human Resources, HR Operations, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS, phone (03) 6166 3307, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

### LAND TRANSPORT SAFETY

#### **Administration Officer (370794).**

Applications Close:—Friday, 6 December 2013.

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

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time 9 months at 0.5 FTE.

Location:—Hobart.

Duties:—Input routine data into the Department's Motor Registry database to update demerit points, traffic infringements, disqualifications, court conviction information and other sanctions.

Assist staff in the opening and sorting of the Branch's daily mail, in accordance with established procedures.

Undertake and quality assure routine word processing of correspondence, related to driver medical assessments, ancillary certificates, demerit point and disqualification notices, within established departmental procedures and under direct supervision.

Use the Department's electronic records system, TRIM to maintain accurate records and retrieve resubmit information.

Support and assist in the maintenance of the Branch's central email inboxes, by receiving outside emails and referring them to appropriate officers to action.

Provide a reception service to the Branch, including greeting visitors, receiving and directing telephone inquiries to the appropriate officer and other associated tasks.

Enquiries to Anne-Maree Mills, Manager Driver Licensing Unit, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS, phone (03) 6233 5328, email Anne-Maree.Mills@dier.tas.gov.au.

Applications to Human Resources, HR Operations, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS, phone (03) 6166 3307, email recruitment@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

### LAND TRANSPORT SAFETY

#### **Service Delivery Consultant (371999).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$47,823 – \$51,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time 12 months.

Location:—Hobart.

Duties:—Providing a timely and accurate response to client enquiries relating to registration and licensing transactions.

Providing advice and information on Transport Access Scheme, Student Concessions and Conveyance Allowance.

Providing support to Vehicle Operations Branch through the Vehicle Inspection Booking System and advising clients on related requirements.

Undertaking a range of tasks such as processing mail transactions, change of address requests, and notices of disposal of motor vehicles.

Accessing, interpreting and updating information on a Motor Registry database including creating bookings on the Driver Test Booking System.

Checking source documents for accuracy and completing performance-monitoring reports when necessary.

Operating the TES equipment including the entering of statistical data relating to enquiry types.

Enquiries to Janet Bacorn, A/G Manager Client Services, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS, phone (03) 6233 5075, email Janet.Bacorn@dier.tas.gov.au.

Applications to Human Resources, HR Operations, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS, phone (03) 6166 3307, email recruitment@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

### RACING SERVICES TASMANIA

#### *Stewards*

#### **Stipendiary Steward (670164).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$60,530 – \$70,007 p.a.

Salary Range.

Fixed-term full-time 5 year appointment.

Location:—Launceston.

Duties:—Assist the Chief Stipendiary Stewards in the conduct of race meetings, including swabbing and identification of racing animals and persons, inquiries and the preparation of reports.

Adhere to set procedures in the conduct of swabbing activities.

Conduct stable and kennel inspections and race trials.

Check race field information for eligibility, general race conditions and accuracy and maintain registers of databases.

Supervise training at registered racecourses and training venues and assist the Chief Stipendiary Stewards with the conduct of apprentice/junior drivers' school, including the presentation of lectures when required.

Liaise with and provide advice to clubs, officials and industry participants on regulatory matters.

Guide and mentor RST staff in relation to regulatory matters and complex issues.

Undertake general office duties relating to the day-to-day administration of stewards' records.

Assist the Racing Operations Manager as required.

Essential Requirements:—Current Driver Licence.

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

The following checks are to be conducted: – Crimes involving dishonesty including illegal betting or gambling – Serious traffic offences – Crimes of violence.

Enquiries to Tony Murray, General Manager Racing Services Tasmania, Department of Infrastructure, Energy and Resources, Henty House, Civic Centre Launceston, phone (03) 6336 2451, email [Tony.Murray@dier.tas.gov.au](mailto:Tony.Murray@dier.tas.gov.au).

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart TAS 7001, phone (03) 6166 3307, fax (03) 6233 5337, email [recruitment@dier.tas.gov.au](mailto:recruitment@dier.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

### TRANSPORT INFRASTRUCTURE SERVICES

#### ***Cadet Business Support Officer (372195).***

Applications Close:—Friday, 13 December 2013.

Salary:—\$40,480 – \$61,629 p.a.

Tasmanian State Service Award, Cadet.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to and prepare identified business processes and procedures in consultation with Divisional staff.

Assist in the review and redesign on business practices and provide solutions, proposals and recommendations, either individually or as part of a project team.

Project manage the review of hard copy records held by the Division including: Liaison with Corporate Information Services (CIS) regarding hard copy records held in CIS, Organising review of files, in accordance with business needs and legislative requirements, Facilitate conversion of relevant hard copy records to TRIM and Arranging for authorisation for disposal.

Provide research and analysis support to approved business improvement opportunities within the Division including collaborating with stakeholders and performing research, investigation and business analysis.

Provide project management support to branch projects, including the development, monitoring and reporting on project schedules.

Support divisional information management tasks, including the use of electronic records management.

Contribute to and prepare a variety of correspondence including memos, meeting papers, business cases, Ministerial Replies, Briefs and Minutes.

Desirable Requirements:—Current Driver's Licence.

Essential Requirements:—Acceptance into, or currently studying towards, a three or four year Bachelor degree in Business Information Systems, Information Management, Business Management or a similar discipline.

Enquiries to Christie Carless, Manager Business Support and Analysis, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart TAS 7000, phone (03) 6166 3363, email [Christie.Carless@dier.tas.gov.au](mailto:Christie.Carless@dier.tas.gov.au).

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart TAS 7001, phone (03) 6166 3307, fax (03) 6233 5337, email [recruitment@dier.tas.gov.au](mailto:recruitment@dier.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

### TRANSPORT INFRASTRUCTURE SERVICES

#### ***Contract Manager Periodic Maintenance Bridges (372323).***

Applications Close:—Friday, 6 December 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—As the Superintendent's Representative, undertake contract administration duties for the delivery periodic maintenance bridge contracts.

Ensure works are delivered under contract for periodic maintenance bridge requirements in accordance with project management principals.

Apply technical knowledge and sound judgement to effectively scope and specify bridge maintenance requirements.

Plan and implement the delivery of bridge maintenance works ensuring value for money outcomes are achieved in accordance with both industry best practice and Agency and Government guidelines and policies.

Provide input to practical, innovative and technical initiatives for the improvement of relevant DIER specifications and periodic maintenance practices for bridges.

Effectively communicate with internal and external stakeholders.

Act as first point of contact in DIER for operational emergency management for bridge related incidents State-wide.

Essential Requirements:—A Current Driver Licence.

Desirable Requirements:—Qualifications and/or experience in project management, contract administration and risk management.

Enquiries to Bob Given, Manager Asset Management, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart TAS 7000, phone (03) 6166 3438, email [bob.given@dier.tas.gov.au](mailto:bob.given@dier.tas.gov.au).

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart TAS 7001, phone (03) 6166 3307, fax (03) 6233 5337, email [recruitment@dier.tas.gov.au](mailto:recruitment@dier.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

### TRANSPORT INFRASTRUCTURE SERVICES

#### ***Contract Manager Road Resurfacing North (371870).***

Applications Close:—Friday, 6 December 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Launceston.

Duties:—As the Superintendent's Representative, undertake contract administration duties for the delivery of road resurfacing periodic maintenance contracts.

Ensure works are delivered under contract for the road resurfacing periodic maintenance activities in line with project management principals.

Apply technical knowledge and sound judgement to effectively scope and specify road pavement repair and resurfacing requirements.

Plan and implement the delivery of road pavement repair and maintenance works ensuring value for money outcomes are achieved in accordance with both industry best practice and Agency and Government guidelines and policies.

Provide input to practical, innovative and technical initiatives for the improvement of relevant DIER specifications and periodic maintenance practices.

Provide leadership, instruction, guidance and mentoring support within a small team.

Effectively communicate with internal and external stakeholders.

Desirable Requirements:—Qualifications and/or experience in project management, contract administration and risk management.

Enquiries to Bob Given, Manager Asset Management, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart TAS 7000, phone (03) 6166 3438, email bob.given@dier.tas.gov.au.

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart TAS 7001, phone (03) 6166 3307, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

### TRANSPORT INFRASTRUCTURE SERVICES

#### **Contract Supervisor Road Resurfacing (372578, 372579 2 Vacancies).**

Applications Close:—Friday, 13 December 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time and Permanent full-time.

Location:—Hobart and Launceston.

Duties:—Undertake audit and surveillance duties as required to effect quality control in the contract administration of contracts delivering road resurfacing periodic maintenance, including preparation works.

Ensure works delivered under contract for the road resurfacing periodic maintenance activities are in line with project management principles.

Undertake field activities as required to effectively deliver the annual road resurfacing periodic maintenance program.

Assist with the planning and programming of all activities associated with the periodic maintenance needs of roads ensuring value for money outcomes are achieved in accordance with both industry best practice and Agency and Government guidelines and policies.

Apply technical knowledge and sound judgement to effectively scope and specify road pavement repair and resurfacing requirements.

Provide input to the practical, innovative and technical initiatives for the improvement of relevant DIER specifications and periodic maintenance practices.

Effectively communicate with internal and external stakeholders.

Essential Requirements:—Current Driver Licence.

Desirable Requirements:—Qualifications and/or experience in project management, contract administration and risk management.

Enquiries to Bob Given, Manager Asset Management, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart TAS 7000, phone (03) 6166 3438, email bob.given@dier.tas.gov.au.

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart TAS 7001, phone (03) 6166 3307, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

## JUSTICE

### COMMUNITY CORRECTIONS

#### **Senior Consultant (355348).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$93,957 – \$100,355 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time working 73.50 hours per fortnight from 2 January 2014 until 30 June 2014.

Location:—Hobart.

Duties:—Take a leading role in the further governance and further development and refinement of Safe at Home. Provide high level policy advice and support to the Director, Community Corrections and unit staff, regarding Safe at Home and family violence related initiatives, particularly in relation to service standards and development, information management, governance arrangements, and issues that have the potential to affect Safe at Home services and partners agencies. Manage the day-to-day operation of the Safe at Home Co-ordination Unit. Manage the financial and human resources of the Safe at Home Co-ordination Unit. Represent the Agency in high-level interdepartmental and inter-governmental forums related to Safe at Home and family violence. Undertake other high level tasks in relation to Safe at Home as required by the Director, Community Corrections.

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 Robyn Yaxley, Senior Consultant, Safe at Home, Department of Justice, phone (03) 6233 3134, email Robyn.Yaxley@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 Robyn Yaxley on (03) 6233 3134 or Robyn.Yaxley@justice.tas.gov.au.

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

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

## JUSTICE

## OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

**Supervising Law Clerk (356576).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time working 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Undertake a wide range of specialised clerical and administrative duties to support the efficient and effective delivery of services by the Office of the Director of Public Prosecutions including acting as a law clerk in indictable criminal matters; supervising and mentoring law clerks; exercising a financial delegation and developing and reporting on quality assurance measures.

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](mailto: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](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 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

## TASMANIAN ELECTORAL COMMISSION

**Graduate Information Technology Officer (354251).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$53,926 – \$64,927 p.a.

Tasmanian State Service Award, ICT Level 1, Graduate.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Manage and maintain the office network and IT infrastructure, including network security and the Tasmanian

Electoral Commission's IT disaster recovery procedures. Provide IT support including web development and coding, database design and administration, business analysis, testing and implementation.

Essential Requirements:—A bachelor degree majoring in information management, systems or technology.

Enquiries to Kate Roach, Operations Manager, Tasmanian Electoral Commission, Department of Justice, phone (03) 6233 3789, email [kate.roach@tec.tas.gov.au](mailto:kate.roach@tec.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 Kate Roach on (03) 6233 3789.

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

## JUSTICE

## TASMANIAN PLANNING COMMISSION

**Policy Officer (355856).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$79,087 – \$90,853 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time working 73.50 hours per fortnight until 14 October 2014.

Location:—Hobart.

Duties:—Provide strategic and policy advice to the Director Strategy and Business Services as required. Provide professional advice and support to the Director Strategy and Business Services. Assist in preparing advice for the Minister.

Enquiries to Stewart Johnson, Director, Strategy, Policy and Business Services, Tasmanian Planning Commission, Department of Justice, phone (03) 6233 2325, email [stewart.johnson@planning.tas.gov.au](mailto:stewart.johnson@planning.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 Bernie Van der Heyden on (03) 6233 2795 or [Bernie.vanderheyden@planning.tas.gov.au](mailto:Bernie.vanderheyden@planning.tas.gov.au).

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

## WORKSAFE TASMANIA

**General Manager, WorkSafe Tasmania (355813).**

Applications Close:—Friday, 13 December 2013.

Salary:—\$140,283 – \$154,311 p.a.

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

Fixed-term full-time contract for a period of 5 years.

Location:—Rosny.

Duties:—Manage and lead WorkSafe Tasmania so that workplace safety and industrial relations standards at Tasmania's workplaces are administered, regulated and developed in the best interests of the State. Set the strategic direction of WorkSafe Tasmania and ensure that services are delivered effectively, efficiently and in accordance with Government policies and Departmental objectives. Support the activities of the WorkCover Tasmania Board in relation to the Workers Rehabilitation and Compensation Act 1998, Work Health and Safety Act 2012 and the Asbestos, Related Diseases (Occupational exposure) Compensation Act 2011.

Desirable Requirements:—Tertiary qualifications in an appropriate discipline are considered important for this position, together with considerable experience at senior executive level.

Enquiries to Simon Overland, Secretary, Department of Justice, phone (03) 6233 3201, email [Simon.Overland@justice.tas.gov.au](mailto:Simon.Overland@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 Daphne Webb on (03) 6233 6809.

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.

## PREMIER AND CABINET

## TMD

*Service Delivery*

## Corporate Applications Support

**Business Consultant, Corporate Applications (000549).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Provide consulting services to customers on Finance, HR, Reporting and related systems. This will include working closely with customers and vendors to find solutions to business problems. Realising whole of government opportunities relating to identity management, enterprise

reporting and the HR Information Systems Review.

Participate in system projects with a view to implementing components or improving system usage on a Whole of Service basis. Play a lead role in change management tasks associated with new releases of products used and maintain appropriate user documentation.

Co-ordinate enhancement and support requests associated with the Technology One Enterprise Suite, Empower HR Suite, and associated applications covered by Crown or TMD contracts utilising ITIL service management principles with a focus on continuously improving service delivery.

Conduct product presentations on new or existing functions and ensure customers are abreast of new release features. Organise and facilitate user forums. Co-ordinate and or deliver training programs relating to Finance and Finance system administration, operator training, Self Service administration and Reporting services.

Assist in maintaining customer reporting solutions using contemporary distribution methods. Monitor and evaluate emerging reporting techniques. Assist in administration of the Workforce Analysis Comparison Application (WACA) and preparation of Whole of Government employment statistics using the WACA system.

Oversee the delivery of financial and payroll services, end of month and end of financial year accounting procedures involving some out of hours work or scheduling/job streaming. In collaboration with customers and TMD Technology staff, develop and test disaster recovery and contingency procedures.

Co-ordinate the development, maintenance and ongoing support of Finance One, Empower HR and other corporate systems including maintenance of System and User documentation and liaison with vendors.

Desirable Requirements:—Satisfactory completion of an appropriate course of study at a tertiary institution or relevant experience, particularly in relation to Financial Management systems, Human Resource systems and/or Enterprise Business Intelligence reporting.

Enquiries to Justin Giles-Clark, Team Manager, Corporate Applications Support, TMD, Department of Premier and Cabinet, phone (03) 6270 5609, email [Justin.Giles-Clark@dpac.tas.gov.au](mailto:Justin.Giles-Clark@dpac.tas.gov.au).

Applications to Cindy Davidson, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart, TAS, 7001, phone (03) 6232 7461, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

## CORPORATE SERVICES

*Office of the General Manager***Graduate Executive Support/Business Analyst (707120).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$53,926 – \$64,927 p.a.

Tasmanian State Service Award, Graduate.

Fixed-term full-time (for 12 months).

Location:—Hobart.

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

Duties:—Manage the operation of the office of the General Manager CSD by providing high-level executive support to the General Manager. Undertake research; prepare reports and recommendations for the Office of the General Manager and

divisional management team. Support senior management of the Corporate Services Division in the delivery of the Division's outputs in accordance with the Department's corporate policies and procedures and support the delivery of business and administrative services for the Division.

Essential Requirements:—A Bachelor degree in Business, relevant to the duties to be undertaken, as provided by a university.

Desirable Requirements:—A current motor vehicle driver's licence.

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

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

Enquiries to Adam Hinkley, phone (03) 6165 3169, email Adam.Hinkley@dpipwe.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas 7001, phone (03) 6165 3198, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

#### PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

##### RESOURCE MANAGEMENT AND CONSERVATION

##### *Wildlife Management*

#### **Ranger Wildlife Operations (707112).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Launceston (Prospect).

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

Duties:—As an individual or as part of a team, enforce legislation particularly applicable to wildlife protection; water; and cultural and natural heritage values. Conduct and assist with the implementation of management and conservation programs in relation to wildlife and wildlife incidents.

Essential Requirements:—A current motor vehicle driver's licence. A workplace Level 2 First Aid Certificate or equivalent or the ability to acquire prior to appointment.

Desirable Requirements:—Certificate IV Government (Investigation) and Certificate IV Government (Statutory Compliance) or equivalent. A current firearms licence or the ability to acquire one prior to appointment.

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 Matt Jones, mobile 0407 807 330, email matt.jones@dpipwe.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6165 3198, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

#### TREASURY AND FINANCE

##### REVENUE, GAMING AND LICENSING DIVISION

##### *Revenue Branch*

#### **Revenue Officer (724305).**

Applications Close:—Friday, 6 December 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—As an individual or as a member of a team, administer State taxation and other legislation that the State Revenue Office has responsibility for to ensure efficient and effective collection of revenue and payment of grants and concessions.

To oversee and undertake the financial processing and management aspects of the section.

In the context of the selection criteria, to be successful in the position applicants will have:—the ability to operate successfully in a high work flow area while maintaining a good standard of attention to detail and a focus on quality; a demonstrated understanding of contemporary information technology solutions as they relate to taxation and concessions administration and a demonstrated ability to analyse situations that fall outside of normal procedures and to show appropriate judgement in handling these situations.

Desirable Requirements:—Certificate III or IV in a relevant area or equivalent level.

Enquiries to Keri Pennicott, Manager, Revenue Operations, Department of Treasury and Finance, phone (03) 6233 3993, email keri.pennicott@treasury.tas.gov.au.

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

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

### Promotions without Advertising

#### TASTAFE

It is my intention to request the Head of the State Service to exercise discretion to not advertise the following duties in accordance with section 40 (2) of the State Service Act 2000 and to promote the following permanent employee —

J. Grant

to perform the duties of Business Centre Manager, Construction Allied Trades and Electrotechnology 966772, General Stream, Band 8.

Description of the Role:—The occupant is required to manage the delivery teams in the Business Centre by inspiring, leading and supporting them achieve the organisational strategic goals outlined in the Corporate Plan. The occupant will ensure that the Business Centre as a whole and the individual delivery teams have the capability to meet student

and industry needs within the allocated resources. A focus on compliance is important to ensure that the standards required by the VET Quality Framework and Australian Skills Quality Authority are met at all times. This role will also provide leadership in relation to regional operations by working closely with the Chair of the local Campus Operations Group.

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

**Desirable Requirements:**—A relevant post-secondary qualification. Experience at management level in a vocational education and training environment.

State Service employees aggrieved by this intention may make application to the Tasmanian Industrial Commission for a review under section 50(1)(b) of the State Service Act 2000. Applications for review are to be lodged with the Tasmanian Industrial Commission within 14 days of the publication date of this Gazette.

S. Conway.

#### TASTAFE

IT is my intention to request the Head of the State Service to exercise discretion to not advertise the following duties in accordance with section 40 (2) of the State Service Act 2000 and to promote the following permanent employee —

J. Dodd

to perform the duties of Business Centre Manager, Metals and Automotive 966771, General Stream, Band 8.

**Description of the Role:**—The occupant is required to manage the delivery teams in the Business Centre by inspiring, leading and supporting them achieve the organisational strategic goals outlined in the Corporate Plan. The occupant will ensure that the Business Centre as a whole and the individual delivery teams have the capability to meet student and industry needs within the allocated resources. A focus on compliance is important to ensure that the standards required by the VET Quality Framework and Australian Skills Quality Authority are met at all times. This role will also provide leadership in relation to regional operations by working closely with the Chair of the local Campus Operations Group.

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

**Desirable Requirements:**—A relevant post-secondary qualification. Experience at management level in a vocational education and training environment.

State Service employees aggrieved by this intention may make application to the Tasmanian Industrial Commission for a review under section 50(1)(b) of the State Service Act 2000. Applications for review are to be lodged with the Tasmanian Industrial Commission within 14 days of the publication date of this Gazette.

S. Conway.

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	IT Support Officer	E. Carson	6 months	25.11.13
Education	IT Support Officer	H. Cao	6 months	25.11.13
Education	Education Facility Attendant	N. Blackwell	6 months	20.01.14
Health & Human Services & Tasmanian Health Organisations	Cook	W. Butterworth	Nil	04.11.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	S. Honess	6 months	24.11.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	S. Kaye	6 months	24.11.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	C. Fenwick	6 months	24.11.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	N. Hickey	6 months	24.11.13
Health & Human Services & Tasmanian Health Organisations	Community Mental Health Nurse - CAT	S. Schmidt	6 months	18.11.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	C. Downer	6 months	24.11.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	R. Dickson	6 months	24.11.13
Health & Human Services & Tasmanian Health Organisations	Cleaner	S. Waller	6 months	18.11.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	A. Gardner	6 months	24.11.13
Infrastructure, Energy & Resources	Project Officer	A. Poate	6 months	04.11.13
Justice	Enforcement Officer	B. Phillips	6 months	25.11.13
Police & Emergency Management	Planning Officer Community Protection	L. Dean	6 months	18.11.13

### *Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Aboriginal Heritage Register (AHR) Development Program Manager, 706859	P. England	18 months	28.02.14

### *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	D. Haynes	Principal Analyst, Performance Monitoring and Evaluation	25.11.13
Health & Human Services & Tasmanian Health Organisations	A. Fisher	Executive Support Officer	18.11.13
Health & Human Services & Tasmanian Health Organisations	R. Pearce	Clinical Lead	02.12.13
Health & Human Services & Tasmanian Health Organisations	E. Shepherd	Nurse Unit Manager	25.11.13
Justice	A. Balmforth	Correctional Supervisor	25.11.13
Justice	M. Flanagan	Correctional Supervisor	25.11.13
Justice	J. Bell	Correctional Supervisor	25.11.13
Primary Industries, Parks, Water & Environment	B. Hill	Ranger	21.11.13
Tasmanian Audit Office	J. Penfold	Principal Financial Auditor	18.11.13

*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	Nursing Director - Medicine	C. Austen	22.11.13
Justice	Crown Counsel	S. Gates	22.11.13
Premier & Cabinet	Information Technology Consultant	S. Honson	01.12.13

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Admissions Clerk	M. Wilson	15.11.13



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