

# TASMANIAN STATE SERVICE NOTICES

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

## CONTENTS

### VACANCIES—

Economic Development, Tourism and the Arts.....	1674
Education.....	1675
Health and Human Services .....	1683
Infrastructure, Energy and Resources.....	1691
Justice .....	1692
Premier and Cabinet .....	1693
Port Arthur Historic Site Management Authority .....	1693
Primary Industries, Parks, Water and Environment.....	1694
Treasury and Finance.....	1695

### STAFF MOVEMENTS—

Appointments .....	1696
Promotions.....	1697
Resignations .....	1696
Retirements.....	1696

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

## Vacancies—General Information

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

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

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

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

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

Tasmanian Government Gazettes are available for sale from Mercury Walch Pty Ltd, 5 Bowen Road, Moonah, Tasmania 7009.

### Further Information

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

### Submission of Applications

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

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

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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

## Tasmanian Government Gazette

Email text copy to

**govt.gazette@mercurywalch.com.au**

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

### State Service Notices

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

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

#### Order Information

When using this facility please ensure your order and a copy of the material or vacancy reference are faxed to Mercury Walch Pty Ltd on (03) 6232 2138

#### Deadlines

*Government Gazette* :—

Copy must be received by Mercury Walch Pty Ltd by **last mail or 4pm Friday** prior to publication.

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

**Deadlines will be strictly adhered to  
Subscription or account enquiries phone  
(03) 6232 2137.**

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

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 656, Hobart, TAS 7001, phone (03) 6233 5910, fax (03) 6233 5703, email *applications@development.tas.gov.au*.

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

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

*Tasmanian Museum and Art Gallery*

#### **Retail Assistant (Visitor Services Officer) (2 Vacancies).**

Applications Close:—Friday, 25 October 2013.

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

Tasmanian State Service Award, General Stream, Band 1.

Vacancy No. 425302.

Fixed-term part-time (0.5 FTE) until 7 May 2015.

Location:—Hobart.

Vacancy No. 425301.

Fixed-term part-time (0.5 FTE) until 7 May 2015.

Location:—Hobart.

Duties:—Working as part of the retail operations team to provide assistance and information to visitors and customers about shop products, museum services and its programs; promote the museum's mission, exhibitions and brand; deliver a high quality customer service and effectively interact with customers to maximise sales revenue.

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

Desirable Requirements:—Current drivers licence with the ability to operate manual vehicles.

Enquiries to Matthew Spencer, Co-ordinator Retail Operations, phone (03) 6211 4201, email *Matthew.Spencer@tmag.tas.gov.au*.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 656, Hobart, TAS 7001, phone (03) 6233 5910, fax (03) 6233 5703, email *applications@development.tas.gov.au*.

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

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

STRATEGY, ENTERPRISE AND REGIONS

*Enterprise Development*

#### **Project Manager (425258).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$79,087 – \$90,853 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time until 1 December 2014.

Location:—Hobart.

Duties:—To lead the review of regulatory compliance burden for Tasmanian businesses, identify industry priorities, provide recommendations for reducing complexity, assist

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CORPORATE SUPPORT DIVISION

*Property and Compliance*

#### **Senior Property and Facilities Officer (424994).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time for 12 months.

Location:—Hobart.

Duties:—Assist the Manager Property and Facilities with day-to-day property and facilities management activities for the Department, specifically, provide assistance in the areas of contract management, capital and minor works, project management, tenancy liaison and leasing.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and affiliations.

Drivers licence.

Enquiries to Shaun Willie, Manager Property and Facilities, phone (03) 6237 6413, email *Shaun.Willie@development.tas.gov.au*.

agencies in streamlining processes, and oversee the delivery of support to state government regulatory agencies to address recommendations.

Desirable Requirements:—Drivers licence.

Tertiary qualifications in a relevant discipline and proven experience in the field.

Enquiries to Joanne Freeman, Director Enterprise Development, phone (03) 6233 5474, email Joanne.Freeman@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 656, Hobart, TAS 7001, phone (03) 6233 5910, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

#### EDUCATION

##### CORPORATE SERVICES

##### *Human Resources Management*

##### Human Resource Services

##### Injury Management

#### **HR Injury Management Officer (960259).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 73.5 hours per fortnight. From as soon as possible for a period of 12 months.

Location:—Letitia House.

Description of the Role:—To assist in the maintenance of a prompt, efficient and equitable service to all departmental staff by ensuring the accurate and timely case management of workers compensation claims and related transactions. Provide general advice on workers compensation 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:—Eligibility to be recognised as an Injury Management Co-ordinator as per the Workers Rehabilitation and Compensation Act 1988.

Enquiries to Teresa Berry, Senior HR Consultant Injury Management, Department of Education, phone (03) 6233 4624, email teresa.berry@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.

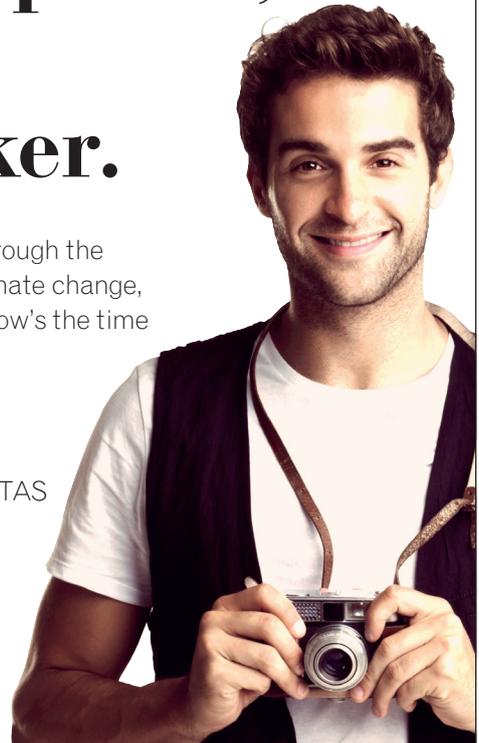
Receipt of your electronic application will be acknowledged by return email within two working days.

# Free your inner explorer, humanitarian, or documentary-maker.

You'll be surprised by how many short courses are available through the Faculty of Arts this Spring. Whether it's travel and tourism, climate change, media training or documentary making you are interested in, now's the time to tap into your creative side and explore your curiosity.

**Tomorrow starts today.**

**APPLICATIONS NOW OPEN** [utas.edu.au/spring/arts](http://utas.edu.au/spring/arts) | 13UTAS



## EDUCATION

## CORPORATE SERVICES

*Human Resources Management*

## Human Resource Services

## Vacancy and Staffing Services

***HR Vacancy and Staffing Officer (960269 and 960278).***

Applications Close:—Friday, 25 October 2013.

Salary:—\$60,530 – \$70,007 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.5 hours per fortnight.

Location:—Letitia House.

Description of the Role:—To deliver an efficient and effective quality vacancy control, recruitment, selection, staffing and establishment service to clients.

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 Shari Rieder, Manager Vacancy and Staffing Services, Department of Education, phone (03) 6233 7357, email shari.rieder@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.

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## EDUCATION

## EARLY YEARS AND SCHOOLS

*Education and Care Unit****Education and Care Assessor (962012, 951194, 962017, 962021).***

Applications Close:—Friday, 25 October 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Bellerive.

Description of the Role:—To undertake complex regulatory activities that support compliance and continuous improvement in the quality of education and care services and specified child care services provided to children. Educate and inform education and care services and the community in relation to the National Quality Framework (NQF).

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:—Early childhood and/or tertiary qualifications in a relevant field.

Current drivers licence.

Enquiries to Vivienne Mitchell, Team Leader Education and Care, Department of Education, phone (03) 6233 5650, email vivienne.mitchell@education.tas.gov.au.

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

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

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

## EDUCATION

## EARLY YEARS AND SCHOOLS

*Education and Care Unit****Education and Care Assessor (951193, 962020).***

Applications Close:—Friday, 25 October 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Devonport.

Description of the Role:—To undertake complex regulatory activities that support compliance and continuous improvement in the quality of education and care services and specified child care services provided to children. Educate and inform education and care services and the community in relation to the National Quality Framework (NQF).

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:—Early childhood and/or tertiary qualifications in a relevant field.

Current drivers licence.

Enquiries to Vivienne Mitchell, Team Leader Education and Care, Department of Education, phone (03) 6233 5099, email vivienne.mitchell@education.tas.gov.au.

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

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

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

EDUCATION  
EARLY YEARS AND SCHOOLS  
*Education and Care Unit*

**Education and Care Assessor (951195, 951196).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Launceston.

Description of the Role:—To undertake complex regulatory activities that support compliance and continuous improvement in the quality of education and care services and specified child care services provided to children. Educate and inform education and care services and the community in relation to the National Quality Framework (NQF).

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:—Early childhood and/or tertiary qualifications in a relevant field.

Current drivers licence.

Enquiries to Vivienne Mitchell, Team Leader Education and Care, Department of Education, phone (03) 6233 5099, email [vivienne.mitchell@education.tas.gov.au](mailto:vivienne.mitchell@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  
EARLY YEARS AND SCHOOLS  
*Education and Care Unit*

**Education and Care Assessor (965717, 965719).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time 73.5 hours per fortnight. From as soon as possible for a period of 12 Months.

Location:—Bellerive.

Description of the Role:—From a policy focus to undertake complex regulatory activities that support compliance and continuous improvement in the quality of education and care services and specified child care services provided to children. Educate and inform education and care services and

the community in relation to the National Quality Framework (NQF).

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:—Early childhood and/or tertiary qualifications in a relevant field.

Current drivers licence.

Enquiries to Lyn Chapman, Manager Education and Care, Department of Education, phone (03) 6233 5693, email [lyn.chapman@education.tas.gov.au](mailto:lyn.chapman@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)*

**Teacher Assistant, Newstead College (2 Vacancies).**

Applications Close:—Friday, 25 October 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 968359.

Permanent part-time up to 12 hours per fortnight.

Employment Conditions are 40 weeks per year.

Location:—Newstead College.

Vacancy No. 968360.

Permanent part-time up to 12 hours per fortnight.

Employment Conditions are 40 weeks per year.

Location:—Newstead College.

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 Rachael Spencer, Department of Education, phone (03) 6332 3279, email [rachael.spencer@education.tas.gov.au](mailto:rachael.spencer@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)*

Cape Barren Island School

#### **School Administration Officer, Cape Barren Island School (964059).**

Applications Close:—Friday, 25 October 2013.

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

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time up to 36 hours per fortnight.

Location:—Flinders Island District High School (based at).

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

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

Enquiries to Monicka Lee, Department of Education, phone (03) 6359 3564, email monicka.lee@education.tas.gov.au.

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

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

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

#### EDUCATION

##### LEARNING SERVICES

*Learning Services (North)*

Northern Support School

#### **Principal, Northern Support School (209104).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$117,628 p.a.

Teaching Service (Tasmanian Public Sector) Award, Principal, Level 2.

Permanent full-time 70 hours per fortnight.

Location:—Northern Support School.

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

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 Laurie Andrew, Department of Education, phone (03) 6336 2330, email laurie.andrew@education.tas.gov.au.

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

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

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. Receipt of your electronic application will be acknowledged by return email within two working days.

#### EDUCATION

##### LEARNING SERVICES

*Learning Services (North-West)*

*Burnie High School*

#### **Advanced Skills Teacher, Burnie High School (200055).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$93,009 p.a.

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

Permanent full-time.

Location:—Burnie High School.

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

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

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

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

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

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

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

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

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### LEARNING SERVICES

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

#### Burnie Primary School

#### ***Education Facility Attendant, Burnie Primary School (964858).***

Applications Close:—Friday, 25 October 2013.

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

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

Permanent part-time 48 hours per fortnight.

Location:—Burnie 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 Jeffrey Triffitt, Department of Education, email [jeffrey.triffitt@education.tas.gov.au](mailto:jeffrey.triffitt@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).

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## EDUCATION

### LEARNING SERVICES

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

#### Early Childhood Intervention Services, Burnie

#### ***Teacher Assistant, Early Childhood Intervention Service Burnie (956019).***

Applications Close:—Friday, 25 October 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 12 hours per fortnight, up to 42 weeks per year.

Location:—Early Childhood Intervention Service Burnie.

Description of the 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 Cathy Bester, Department of Education, phone (03) 6430 4200, email [cathy.bester@education.tas.gov.au](mailto:cathy.bester@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-West)*

#### Havenview Primary School

#### ***School Administration Clerk, Havenview Primary School (963623).***

Applications Close:—Friday, 25 October 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 14 hours per fortnight, up to 42 weeks per year.

Location:—Havenview Primary School.

Description of the role:—As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice

and operation of school based accounting, maintenance and records systems.

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

Enquiries to Leeanne Spinks, Department of Education, phone (03) 6431 3995, email leanne.spinks@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.

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## EDUCATION

### LEARNING SERVICES

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

##### Table Cape Primary School

#### **Principal, Table Cape Primary School (200631).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$124,921 p.a.

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

Permanent full-time from 1 January 2014.

Location:—Table Cape Primary School.

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

Essential Requirements:—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 Bruce Cameron, Department of Education, phone (03) 6434 6350, email bruce.cameron@education.tas.gov.au.

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

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

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### LEARNING SERVICES

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

##### Wynyard High School

#### **Principal, Wynyard High School (200599).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$124,921 p.a.

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

Permanent full-time from 1 January 2014.

Location:—Wynyard High School.

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

Essential Requirements:—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 Bruce Cameron, Department of Education, phone (03) 6434 6350, email bruce.cameron@education.tas.gov.au.

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

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

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### LEARNING SERVICES

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

##### Penguin District School

#### **Assistant Principal, Penguin District School (965527).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$104,093 p.a.

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

Permanent full-time from 3 February 2014.

Location:—Penguin District School.

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

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

Current certificate of registration 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 Chris Nichols, Department of Education, phone (03) 6437 2379, email christopher.nichols@education.tas.gov.au.

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

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

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail. Receipt of your electronic application will be acknowledged by return email within two working days.

## EDUCATION

### LEARNING SERVICES

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

Port Sorell Primary School

#### ***School Business Manager, Port Sorell Primary School (965148).***

Applications Close:—Friday, 25 October 2013.

Salary:—\$72,571 – \$75,893 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Port Sorell Primary School.

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

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

Enquiries to Samantha Abblitt, Department of Education, mobile 0408 363 147, email samantha.abblitt@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)*

Glenora District High School

#### ***Teacher Assistant, Glenora District High, Readvertised (965209).***

Applications Close:—Friday, 25 October 2013.

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

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 20 hours per fortnight, pro-rata, per annum, 42 weeks per year.

Location:—Glenora District High.

Description of the 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 Phillips Wells, Department of Education, phone (03) 6286 1301, email phillip.wells@education.tas.gov.au.

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

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

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

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

Elizabeth College

**Administrative Officer, Elizabeth College (968169).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.50 hours per fortnight.

Location:—Elizabeth College.

Description of the role:—Provide high level administrative, secretarial and organisational support to the Principal and Assistant Principals, including effective liaison and co-ordination between the Principal Team and external bodies.

Manage the efficient flow of information and correspondence to and from the office including confidential correspondence and reports.

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 Phillip Ward, Department of Education, phone (03) 6235 6504, email [phillip.ward@education.tas.gov.au](mailto:phillip.ward@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

*Programs, Students*

Aboriginal Education

**Senior Policy Officer (L961587).**

Applications Close:—Friday, 25 October 2013.

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

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 73.5 hours per fortnight. From as soon as possible until 12 March 2014.

Location:—Hobart.

Description of the Role:—Assist with policy research, analysis, development and review at a strategic level and facilitate the provision of advice on policy matters for consideration by senior management and government.

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 Chris Keightley, Manager Aboriginal Education, Department of Education, phone (03) 6233 7968, email [chris.keightley@education.tas.gov.au](mailto:chris.keightley@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

*Tasmanian eSchool*

Southern Campus

**Advanced Skills Teacher, Tasmanian eSchool (964495).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$93,009 p.a.

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

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

Location:—Tasmanian eSchool.

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

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

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

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

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

Enquiries to Lynn Dunn, Department of Education, phone (03) 6282 8181, email [lyn.dunn@education.tas.gov.au](mailto:lyn.dunn@education.tas.gov.au).

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

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

OFFICE OF THE SECRETARY

*Skills, Community and Education Services*

### **Manager Strategic Media Marketing and Communications (965728).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$121,319 – \$139,517 p.a.

Tasmanian State Service Award, General Stream, Band 9.

Fixed-term full-time 73.5 hours per fortnight for a period of 3 years.

Location:—Hobart.

Description of the Role:—Lead and manage the provision of a responsive and innovative organisation-wide communications and marketing service, including the development of short and long-term strategic approaches in relation to emerging social and online media, and state and national educational 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.

Extensive experience at a senior level involving media, communication and marketing processes together with relevant tertiary qualifications.

Desirable Requirements:—Membership of relevant professional organisations.

Enquiries to Paul Murphy, A/Deputy Secretary FET, Department of Education, phone (03) 6233 7865, mobile 0459 814 661, email [paul.murphy@education.tas.gov.au](mailto:paul.murphy@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.

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Ambulance Tasmania*

Aero-Medical and Medical Retrieval

### **Flight Paramedic, Fixed Wing (521439).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$72,167 p.a.

Tasmanian Ambulance Service Award, Fixed Wing Flight Paramedic (Base).

Permanent full-time shiftwork (fully rotational).

Location:—North.

Duties:—The provision of an advanced level of pre-hospital clinical care to the Tasmanian Community including the transport of patients by ambulance or other means. Attend to members of the community requiring clinical care and treatment via ambulance services. Independently or as part of a team deliver an advanced level of pre-hospital clinical care in accordance with approved clinical practice guidelines for Flight Paramedics.

Essential Requirements:—Intensive Care Paramedic with a Graduate Certificate in Emergency Health (Aero-medical Retrieval) or equivalent as determined by the Service. Current Driver's Licence.

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

Enquiries to Wolfgang Rechberger, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5770, email [wolfgang.rechberger@dhhs.tas.gov.au](mailto:wolfgang.rechberger@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*

Operations

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

Applications Close:—Friday, 25 October 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.

Fixed-term full-time daywork, commencing as soon as possible to 17 April 2015.

Location:—North.

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.

Child Protection Workers have sound self-management skills, self-awareness, and emotional maturity, with the ability to understand the personal impacts of child protection work and strategies for managing stress and building resilience. It is important that Child Protection Workers have the ability to conduct work with integrity and honesty; adhere to confidentiality requirements; and demonstrate a commitment to working with children, young people and their families.

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

*Population Health*

Population Health Operations

Public and Environmental Health Services

***Specialist Medical Advisor, Population Health Operations (517733).***

Applications Close:—Friday, 25 October 2013.

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

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

Permanent part-time day work, 68.4 hours per fortnight.

Location:—Hobart.

Duties:—The Specialist Medical Advisor – Population Health Operations is a public health medical specialist whose primary objectives are to; Provide public health medicine advice and support to Population Health, particularly in the Communicable Diseases Prevention Unit; Provide strategic leadership and oversight of the blood borne viruses and sexually transmissible infections agenda; Support the Senior Medical Advisor – Public and Environmental Health Services in providing high-level advice to Government and the Agency regarding public health matters.

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

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

Enquiries to Dr Mark Veitch, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 6618, email mark.veitch@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Strategic Control, Workforce and Regulation*

***Communications and Media Advisor (518519).***

Applications Close:—Friday, 25 October 2013.

Salary:—\$78,181 – \$90,026 pro rata, per annum.

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

Fixed-term full-time daywork, commencing as soon as possible to 21 April 2014.

Location:—Strategic Communications and Media, Hobart.

Guide and support development, implementation and evaluation of service/program/project-specific communications strategies and plans throughout the Agency. Participate in the determination of Strategic Communications and Media Unit priorities, including the development of policy, quality initiatives and strategies. Respond to media inquiries, as directed.

Desirable Requirements:—Relevant tertiary qualifications (in communications, public relations, marketing or the media) or equivalent experience in a relevant role or roles. A knowledge of and interest in the health and human services sector.

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 Russell Kelly, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4581, email russell.kelly@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Strategic Control, Workforce and Regulation*

Government Relations and Strategic Policy

**Manager, Government Relations and Strategic Policy  
(517120).**

Applications Close:—Friday, 25 October 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.

Duties:—Government Relations and Strategic Policy (GRASP) is responsible for supporting the portfolio Ministers, Secretary, Department of Health and Human Services (DHHS) and Tasmanian Health Organisations (THOs) regarding the negotiation, management and reporting requirements associated with intergovernmental agreements. GRASP also plays a lead role in analysing the impact on the DHHS and THOs of Commonwealth and State policy initiatives and has responsibility for overseeing the implementation of some of these initiatives across the DHHS and THOs, such as national health reform.

The Manager has a lead role in managing the DHHS responsibilities associated with supporting the portfolio Ministers, Secretary and relevant Departmental Executive members regarding the provision of strategic advice such as for Ministerial and Advisory Councils and Committees. The Manager is also responsible for providing direction and support to the GRASP Team regarding the development of high level strategic policy advice to support the portfolio Ministers, Secretary and DHHS and THOs senior officials.

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

Enquiries to Julie Crowe, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 8082, email julie.crowe@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Strategic Control, Workforce and Regulation*

Strategic Financial Control

**Taxation Analyst (521556).**

Applications Close:—Friday, 1 November 2013.

Salary:—\$71,665 – \$74,932 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

In conjunction with the Strategic Taxation Analyst and other members of the team: Assist in the preparation and reconciliation of returns required to ensure compliance with the Departments taxation obligations. Support the senior members of the Taxation Unit to identify improvements in taxation and superannuation compliance. Provide advice, analysis, research and assist with the development of information for inclusion in submissions, reports and other briefing documents. Assist in the preparation and development of training and information guides for delivery to Departmental staff in respect of taxation and superannuation issues.

Desirable Requirements:—An appropriate tertiary qualification with an accounting major. Suitable for eligibility for membership of CPA Australia or similar.

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 Teena Mills, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6236 5815, email teena.mills@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*Strategic Control, Workforce and Regulation*

Workplace Relations and Safety

**HR Advisor (515062).**

Applications Close:—Monday, 28 October 2013.

Salary:—\$71,665 – \$74,932 p.a.

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

Fixed-term full-time daywork, commencing as soon as possible for a period of 12 months.

Location:—Hobart.

In this role, you will enjoy a diverse workload with a range of responsibilities. You will need to be able to work autonomously and as a member of a close knit team. You will be working closely with our policy team to develop, maintain and support a range of HR policies, procedures and their associated resources. You will have the opportunity to implement strong processes to support these policies, and assist in approving communication of relevant information to a wide audience through a range of channels, including our intranet.

You will be involved in a range of HR tasks, including supporting the development and maintenance of a best practice workplace health and safety program. You will also have the opportunity to undertake a variety of other HR related tasks, and act as our HR representative in a variety of forums 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 Bel Stevanovich, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 4889, email [bel.stevanovich@dhhs.tas.gov.au](mailto:bel.stevanovich@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*System Purchasing and Performance*

Service Purchasing and Performance

***Assistant Director of Nursing-Clinical Systems Improvement  
(521610).***

Applications Close:—Friday, 25 October 2013.

Salary:—\$104,190 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 8, Level 3.

Permanent full-time daywork.

Location:—Hobart.

Duties:—The Assistant Director of Nursing, Clinical Systems Improvement, in accordance with Departmental policies, legal and ethical requirements will: Provide senior leadership and specialist expert advice on clinical systems improvement initiatives, service models and models of care, to inform statewide purchasing decisions through service planning and design and the development of indicators for acute health care. Research and analyse state, national and international clinical care delivery reform, best practice improvement and clinical redesign initiatives and provide specialist advice on clinical systems improvement opportunities for the Tasmanian health system to drive clinical redesign programs within Tasmanian Hospitals. Leads the monitoring and evaluation of clinical systems and service delivery, with specific reference to improving the efficiency and effectiveness of systems and processes for the benefit of the patient. Develop productive relationships, networks and linkages between the Acute Health Services Planning and Design Unit, other Departmental units,

the THOs, relevant state and national organisations and other key stakeholders in relation to acute health services systems improvement.

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 Mulcahy, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 7456, email [helen.mulcahy@dhhs.tas.gov.au](mailto:helen.mulcahy@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*System Purchasing and Performance*

Strategic Planning

***Assistant Director of Nursing, Clinical Advisory Groups  
(521635).***

Applications Close:—Friday, 25 October 2013.

Salary:—\$95,726 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 8, Level 1.

Permanent full-time day work.

Location:—Hobart.

Functions of System Purchasing and Performance (SPP) include service improvement and supporting the Tasmanian Health Organisations to develop consistent, collaborative models of care and supporting the Tasmanian Lead Clinician Group (TLCG).

SPP's Assistant Director of Nursing, Clinical Advisory Groups is a senior role responsible for undertaking planning, co-ordination, monitoring and reporting functions required to facilitate the activities of clinical advisory groups to guide strategic planning and reform initiatives. This includes: Providing high level management, clinical policy advice and support to assist the clinical advisory groups and the TLCG in its contribution to significant and strategic clinical policy decisions; Providing a strategic link between the clinical advisory groups, the TLCG, the SPP Units and other relevant internal and external stakeholders; Leading the co-ordination and administration of the clinical advisory groups; Collaborating with other SPP Units to promote partnership opportunities with clinical engagement; Ensuring effective professional governance and collaborative partnerships to maximise the success of initiatives and achievement of outcomes.

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

Current Driver's Licence.

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

Enquiries to Martin Hensher, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 6420, email martin.hensher@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

HEALTH AND HUMAN SERVICES

*System Purchasing and Performance*

Strategic Planning

**Manager, Strategic Planning (517683).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$102,068 – \$109,918 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

The Manager, Strategic Planning provides strategic leadership and direction for strategic planning activities and in managing major projects and initiatives of state-wide significance. The role provides specialist high level support and advice to the Director, Strategic Planning and other stakeholders. As a key member of the Strategic Planning management team, the Manager Strategic Planning is responsible for managing: The development of Tasmania's Health Planning Framework and subsequent Health Plan for Strategic Planning. The secretariat functions to support the Tasmanian Lead Clinician Group (TLCG) and co-ordinating the work of the TLCG within the Department of Health and Human Services (DHHS) priorities and processes. The effective delivery of planning inputs as required under the DHHS Purchasing Framework. Assigned high level projects within Strategic Planning and the Department of Health and Human Services (DHHS) as well as the effective management of assigned human, physical and financial resources.

Desirable Requirements:—Relevant tertiary qualifications.

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

Enquiries to Martin Hensher, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 6420, email martin.hensher@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

**Manual Handling Clinical Nurse Co-ordinator (503794d).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$81,689 – \$87,328 p.a.

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

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

Location:—Anne O'Byrne Building.

PLEASE NOTE: This vacancy is also advertised as Manual Handling Co-ordinator (503794), Allied Health Professional, Level 3. There is only one vacancy and one vacancy will be filled, based on merit.

Duties:—To act as the lead for THO-North on all issues relating to manual handling, including developing, recommending, reviewing and implementing changes to policies and procedures and influence management and worker thinking in order to prevent work related musculoskeletal disorders and to ensure staff, patient and visitor safety within the THO-North.

To provide a manual handling consultancy service that supports senior management, department heads, supervisors and workers in the elimination and/or safe control of manual handling hazards in their work areas.

To work collaboratively with the Work, Health and Safety Team to ensure that the manual handling program is integrated into THO-North's overall strategy for Work, Health and Safety.

To develop key performance indicators and manual handling objectives that are regularly monitored, evaluated and reported on.

Desirable Requirements:—Current Certificate 4 – Workplace Trainer and Assessor or an equivalent qualification.

Evidence in undertaking relevant clinical research and quality improvement projects that have focused on workplace safety in a clinical environment.

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 Greg Collier, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5560, email greg.collier@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

**Manual Handling Co-ordinator (503794).**

Applications Close:—Friday, 25 October 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. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Anne O'Byrne Building.

PLEASE NOTE: This vacancy is also advertised as Manual Handling Clinical Nurse Co-ordinator (503794d), Registered Nurse Grade 6. There is only one vacancy and one vacancy will be filled, based on merit.

Duties:—To act as the lead for THO-North on all issues relating to manual handling, including developing, recommending, reviewing and implementing changes to policies and procedures and influence management and worker thinking in order to prevent work related musculoskeletal disorders and to ensure staff, patient and visitor safety within the THO-North.

To provide a manual handling consultancy service that supports senior management, department heads, supervisors and workers in the elimination and/or safe control of manual handling hazards in their work areas.

To work collaboratively with the Work, Health and Safety Team to ensure that the manual handling program is integrated into THO-North's overall strategy for Work, Health and Safety.

To develop key performance indicators and manual handling objectives that are regularly monitored, evaluated and reported on.

Desirable Requirements:—Current Certificate 4 – Workplace Trainer and Assessor or an equivalent qualification.

Evidence in undertaking relevant clinical research and quality improvement projects that have focused on workplace safety in a clinical environment.

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 Greg Collier, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6336 5560, email greg.collier@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

**Registered Nurse (521413).**

Applications Close:—Friday, 25 October 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 55 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 3R, Rehabilitation Unit, LGH Charles Street, Launceston.

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

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

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

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

Enquiries to Polly Showell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7094, email polly.showell@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

**Clinical Coding Manager (517921).**

Applications Close:—Friday, 8 November 2013.

Salary:—\$78,181 – \$90,026 p.a.

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

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

Location:—North West Regional Hospital or 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.

Who are we looking for?

We are seeking a motivated, experienced and suitably qualified Clinical Coding Manager to join the team within Health Information Management Services. This position is responsible for the effective and efficient management of the clinical coding team and the provision of clinical coding audit and education activities within THO-North West.

You will be able to exercise initiative, discretion, judgment and care in the performance of duties including, provision of specialised training, support and mentoring and continuous implementation of quality improvement initiatives.

Do you have?

Tertiary qualifications in Health Information Management.

Experience in Clinical Classification and Australian Refined Diagnosis Related Group (ARDRG).

Highly developed interpersonal communication skills.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

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

Desirable Requirements:—Tertiary qualifications in Health Information Management with substantial knowledge of and experience in Clinical Classification, AR-DRGs and ABF, as well as high level staff management in a tertiary level hospital.

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 Barbara Ringeisen, Department of Health and Human Services and Tasmanian Health Organisations, phone 6440 8016, email [barbara.ringeisen@dhhs.tas.gov.au](mailto:barbara.ringeisen@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

### **Ward Clerk (Theatre) (501860).**

Applications Close:—Friday, 1 November 2013.

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

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

Fixed-term part-time day worker, working 60.8 hours per fortnight.

Location:—Theatre Department, North West Regional Hospital.

Who are we?

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

Partnership, Respect, Integration, Development/Support, and Excellence.

Who are we looking for?

We are seeking a motivated and experienced Clerk to provide and maintain a high standard of customer focused clerical, administrative and reception services for the Theatre Department at the North West Regional Hospital. We are seeking to appoint a person with a high level of confidentiality and the ability to work according to all Hospital policies, procedures and guidelines.

Reporting to the Nurse Unit Manager, this role encompasses a wide range of responsibilities including, but not limited to, direct all incoming telephone calls, answer patients inquiries, arrange patients' transport as well as providing administrative and clerical support to the NUM.

Do you have?

Comprehensive knowledge of medical terminology.

Experience with iPM software program.

Experience of working in the acute health care setting such as the Operating Rooms.

Highly developed communication and interpersonal skills.

Ability to be flexible and work as part of a team.

Ability to work shift work including weekends.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information please contact Bill Kerr on (03) 6430 6652 or email [william.kerr@dhhs.tas.gov.au](mailto:william.kerr@dhhs.tas.gov.au) or Mike Parker on (03) 6430 6652 or email [michael.parker@dhhs.tas.gov.au](mailto:michael.parker@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:—Nil.

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### **Clinical Nurse Educator/Clinical Midwife Educator (518832).**

Applications Close:—Friday, 25 October 2013.

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

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

Grade 6, Year 4.

Fixed-term part-time working, working 45.6 hours per fortnight commencing as soon as possible until 6 September 2014.

Location:—Practice Development Unit Nursing and Midwifery.

The Tasmanian Health Organisation, South is seeking a fixed term part-time Clinical Nurse Educator to work in Cancer Services, Royal Hobart Hospital.

Duties:—As the Clinical Nurse Educator (CNE) for Acute Oncology Services your role is to facilitate and support the development of the nursing and midwifery workforce. Working within a Practice Development framework that fosters, research, the implementation of evidence based knowledge and person centred care to support education and professional development.

You are expected to provide ongoing education and development opportunities to clinical nursing staff primarily across the cancer services precinct of at Royal Hobart Hospital. You will also work as part of the overall nursing education and leadership team for the service and THO-South.

Your role requires clinical expertise and experience in cancer services nursing, strong communication, team work and leadership skills, as well as having an understanding and experience in education and practice development principles. In consultation with the NUMs and CNCs in cancer services you will work to identify, plan, implement and evaluate learning needs for the nursing workforce.

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 Erin McLeod, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8786, email erin.mcleod@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*

##### **Domestic Services Officer (514250).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$40,286 – \$42,027 pro rata, per annum.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 2.

Permanent part-time day work, working 16 hours per fortnight.

Location:—Occupational Therapy and Equipment Scheme.

The Tasmanian Health Organisation, South is seeking a part-time Domestic Services Officer to work in Occupational

Therapy and Equipment Scheme.

Duties:—In the role of Domestic Services Officer you are expected to maintain a high standard of cleaning of Southern Community Equipment Scheme equipment and cleaning facilities. Your duties will include clean and maintain equipment, report faults, follow infection control procedures, and actively participate in and contribute to the organisation's Quality and Safety and Work, Health and Safety processes.

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

Enquiries to Linda Osborne, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7280, email linda.osborne@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: StaffLink HR, Tasmanian Health Organisation – South, G.P.O. Box 1061, Hobart, Tasmania 7011.

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Medicine Services*

##### **Clinical Nurse Consultant, Organ and Tissue Donation (518730).**

Applications Close:—Friday, 25 October 2013.

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

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

Fixed-term part-time day worker (with on-call), working 38 hours per fortnight for the period 01 December 2013 until 30 June 2014.

Location:—Royal Hobart Hospital.

Duties:—In collaboration with the Medical Director and the State Manager, DonateLife Tasmania facilitate and co-ordinate organ and tissue donation in Tasmania, including the provision of a 24 hour, on call, statewide Organ and Tissue Donation service. Develop expertise and assume responsibility for the Australian Organ and Tissue Authority (AOTA) assigned portfolios including, but not limited to, donor family support, data and auditing, and client education.

Desirable Requirements:—Post-registration qualifications in a specialty field relevant to organ and tissue donation, extensive post registration experience and a strong interest/working knowledge of organ and tissue donation and its legal and ethical aspects.

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 Susan Towns, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6270 2209, mobile 0417 206 942, email susan.towns@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### *Surgical Services*

#### **Clinical Nurse Specialist, Acute Pain Service (509496).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$78,061 – \$81,689 pro rata, per annum.

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

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

Location:—Perioperative Services Unit, Royal Hobart Hospital.

Duties:—Within a multidisciplinary environment provide a specialist consultancy service and co-ordinates/delivers advanced nursing care relating to acute pain management. Undertake education for patients and nursing staff relating to acute pain management.

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

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

Enquiries to Geoff Wiczorski, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7045, email geoffrey.wiczorski@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.

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

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, SOUTH

### *Women and Children Services*

#### **Hospital Aide (518822).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$42,625 – \$43,601 p.a.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 3.

Permanent full-time day worker (76 hours per fortnight).

Location:—Paediatric Outpatient Clinic, Royal Hobart Hospital.

Duties:—The Hospital Aide working within the Paediatric Outpatient Clinic will have demonstrated knowledge of the standards required to prevent infection, the ability and willingness to work as part of a team in promoting a harmonious work environment and demonstrated ability to communicate effectively with hospital staff and public.

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 Janine Sawford, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 8332, email janine.sawford@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink Recruitment Services, Department of Health and Human Services, G.P.O. Box 1061, Hobart, Tasmania 7001. 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.

## INFRASTRUCTURE, ENERGY AND RESOURCES

MINERAL RESOURCES TASMANIA

#### **Database Geologist (372487).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$53,926 – \$87,771 p.a.

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

Permanent full-time.

Location:—Rosny.

Duties:—Prepare information from published and unpublished sources and personal field observation for entry into the Tasmanian Information on Geoscience and Exploration Resource (TIGER) information system and to populate associated databases.

Undertake research in the field and office to prepare maps and reports on Tasmania's geology, with a focus on projects connected to the West Coast Geoscience Initiative.

Assist in the undertaking of fieldwork with MRT staff.

Assist in the evaluation of private sector exploration programs and selection of the most appropriate of a number of competing project proposals. Assist with the attraction of mineral exploration investment to Tasmania.

Interact with and provide scientific advice to Mineral Resources Tasmania personnel, experienced expert consultants and the general public.

Assist in the administration of mineral tenement matters.

Essential Requirements:—Satisfactory completion of an appropriate graduate qualification at a recognised University.

Desirable Requirements:—A degree with a major in geology.

Current drivers licence.

Appropriate Course of Study:—For the purposes of the previous section, 'an appropriate graduate qualification' is a Degree in Science from a recognised University.

Enquiries to Andrew McNeill, Manager Geoscience, Department of Infrastructure, Energy and Resources, 30 Gordons Hill Road, Rosny, phone (03) 6233 8334, email [andrew.mcneill@dier.tas.gov.au](mailto:andrew.mcneill@dier.tas.gov.au).

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

JUSTICE

COMMUNITY CORRECTIONS

*North West Region*

**Community Service Order Support Officer (354960).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time Working 58.80 hours per fortnight.

Location:—Devonport.

All Community Service Order Support Officer applicants are required to undergo psychological and aptitude testing as part of the selection process.

Duties:—Perform a range of administrative and reception tasks, including the preparation of correspondence and maintenance of electronic records and data. Assist Probation Officers with the co-ordination and delivery of the induction program to offenders undertaking Community Service Orders, including facilitation of the workplace health and safety sessions.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction 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 Tristan Bell, A/Statewide Operations Manager Community Corrections, Department of Justice, phone (03) 6233 9570, email [tristan.bell@justice.tas.gov.au](mailto:tristan.bell@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 Tristan Bell on (03) 6233 9570.

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

SUPREME COURT

*Hobart*

**Probate Registry Administration Officer (350362).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$53,926 – \$58,697 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time working 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Provide assistance to the Probate Registry Supervisor in undertaking administrative and clerical functions associated with the day-to-day operations of the Probate Registry. Ensure the accurate and timely maintenance and entry of information into the probate database. Check that documentation submitted complies with legislative requirements.

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

Enquiries to Penelope Ikedife, Deputy Registrar, Supreme Court, Department of Justice, phone (03) 6233 3245, email [penelope.ikedife@supremecourt.tas.gov.au](mailto:penelope.ikedife@supremecourt.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 Penelope Ikedife on (03) 6233 3245.

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

TASMANIA PRISON SERVICE

**Psychologist (Re-advertised) (355558).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$77,368 – \$88,617 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2012, DoE, DPEM, DoJ, Allied Health Professional, Level 3.

Permanent full-time Working 73.5 hours per fortnight (part-time negotiable).

Location:—Risdon Prison.

Applicants are required to undergo psychological and aptitude testing as part of the selection process.

Duties:—Provide psychological assessment, treatment or interventions as required for offenders, with high and complex needs within the Prison. Develop, foster, co-ordinate and monitor the involvement of other staff and agencies in the provision of interventions for these inmates. Identify and assist in training requirements for Corrections staff in relation to management and interventions required for inmates with high and complex needs.

Essential Requirements:—Person to be registered by the Psychology Board of Australia under the Health Practitioner Regulation National Law (Tasmania).

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:— 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 Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Enquiries to Helen Gardner, Senior Psychologist, Tasmania Prison Service, Department of Justice, phone (03) 6216 8011, email [helen.gardner@justice.tas.gov.au](mailto:helen.gardner@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 Helen Gardner on (03) 6216 8011.

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

##### MINISTERIAL AND PARLIAMENTARY SERVICES

###### *Administrative Assistant.*

Applications Close:—Friday, 25 October 2013.

Salary:—\$36,310 – \$50,288 p.a.

Fixed-term full-time, Term of Government.

Location:—Hobart.

Duties:—Provide administrative support to staff of the Office of the Minister including word-processing services, operation of general office equipment and general clerical duties.

Provide a reception service including counter and telephone enquiries, dealing with routine matters and general enquiries, and redirecting more detailed queries to the appropriate staff.

Assist with meetings including organisation, meeting room preparation and refreshments.

Maintain office filing systems and security of documentation within office.

Maintenance of office requisites as required.

Maintain a booking diary for office conference room facilities.

Enquiries to Pam Voss, Office Manager, Office of the Deputy Premier, Department of Premier and Cabinet, phone (03) 6233 2778, email [Pam.Voss@dpac.tas.gov.au](mailto:Pam.Voss@dpac.tas.gov.au).

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

#### PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

##### ADMINISTRATION

###### *Human Resources Co-ordinator (0110).*

Applications Close:—Monday, 28 October 2013.

Salary:—\$60,530 – \$70,007 p.a.

Port Arthur Historic Site Management Authority Award, General Stream, Band 4.

Fixed-term full-time commencing as soon as possible for up to 12 months.

Location:—Port Arthur.

Duties:—Contribute to the provision of a quality service to managers and staff of the Port Arthur Historic Site Management Authority (PAHSMA) by undertaking the timely and accurate delivery of information and processes relative to all aspects of human resource management, processes and information services.

Desirable Requirements:—Diploma or Advanced Diploma in Business (Human Resources) or a relative discipline.

Enquiries to Carol Armstrong, Human Resources Manager, Port Arthur Historic Site Management Authority, phone (03) 6251 2305, mobile 0407 836211, email [carol.armstrong@portarthur.org.au](mailto:carol.armstrong@portarthur.org.au).

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, Port Arthur, TAS 7182, phone (03) 6251 2357, fax (03) 6251 2322, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

#### PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

##### CONSERVATION AND INFRASTRUCTURE

###### *Trades Assistant (0210).*

Applications Close:—Monday, 28 October 2013.

Salary:—\$47,823 – \$51,998 p.a.

Port Arthur Historic Site Management Authority Award, General Stream, Band 2.

Permanent full-time 38 hrs per week working a 9 day fortnight.

Location:—Port Arthur.

Duties:—To provide experienced labouring assistance to Trades staff by undertaking basic maintenance of equipment, structures and infrastructure within the Port Arthur Historic Sites and beyond as required.

Essential Requirement:—Current Drivers Licence.

Enquiries to Marty Passingham, Works Manager, Port Arthur Historic Site Management Authority, phone (03) 6251 2341, email [marty.passingham@portarthur.org.au](mailto:marty.passingham@portarthur.org.au).

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, Port Arthur, TAS 7182, phone (03) 6251 2357, fax (03) 6251 2322, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

CORPORATE SERVICES

*Information Services*

**ICT Service Desk Analyst (707090).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$47,823 – \$70,007 p.a.

Tasmanian State Service Award, ICT Level 1, Technician.

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:—To contribute meaningfully to the ICT Client Services Team's provision of efficient, flexible, knowledgeable and friendly ICT services to DPIPWE Staff.

Desirable Requirements:—Current motor vehicle driver's licence. Familiarity with Apple, Linux and tablet-based operating systems. Familiarity with Microsoft Applications and Lotus Notes. Familiarity with desktop hardware diagnosis and repair, including networking.

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 Carl Lewis, phone (03) 6212 5150, email Carl.Lewis@dpiuwe.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

RESOURCE MANAGEMENT AND CONSERVATION

*Wildlife Management*

**Wallaby Management Co-ordinator-King Island (707089).**

Applications Close:—Friday, 25 October 2013.

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

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time (22.05 hrs per week) from as soon as possible to 30 June 2016.

Location:—King Island.

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

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

Duties:—To develop and co-ordinate the implementation of an effective and sustainable long-term management strategy to reduce damage by wallabies to pasture, crops and native vegetation on private and public lands on King Island.

Desirable Requirements:—A Diploma in Land Management or Environmental Studies or equivalent level, relevant to the nature of the work to be undertaken. Current motor vehicle driver's licence. Current Workplace Level 2 First Aid certificate or the ability to obtain a certificate. A current Tasmanian firearms licence, or the ability to obtain a 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 David Leguis, phone (03) 6336 5342, email David.Leguis@dpiuwe.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

*Operations and Performance*

Northern Region

**Visitor Reception Officer (2 positions) (340030 and 706072).**

Applications Close:—Friday, 25 October 2013.

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

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time (minimum of 675 hours per annum), working on a roster basis.

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

The occupant will be required to work 73.5 hours per fortnight from December to April and a lower number of hours from May to November.

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

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

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

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

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

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

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

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

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

*Operations and Performance*

Northern Region

**Visitor Reception/Information Officer (706881).**

Applications Close:—Friday, 25 October 2013.

Salary:—\$37,511 – \$46,233 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term full-time from 25/11/2013 until 25/04/14.

Location:—The position is within the Northern Region, initially located at Freycinet Field Centre.

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

**Duties:**—Provide general and non-trade building maintenance services within the Visitor Services Zone of the Freycinet National Park, including the visitor centre, campgrounds and other facilities, to ensure the appropriate presentation and management of visitor facilities. Provide on ground information to campers and visitors in relation to fees, environmental sustainability and recreational opportunities.

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

**Desirable Requirements:**—Workplace Level 2 First Aid Certificate. Traffic management training.

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

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

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

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

## TREASURY AND FINANCE

### OFFICE OF THE SECRETARY

#### ***Assistant Director (723736).***

Applications Close:—Friday, 1 November 2013.

Salary:—\$102,976 – \$110,919 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time or part-time no less than 0.8 FTE.

Location:—Hobart.

**Duties:**—The Assistant Director, as head of the Office of the Secretary and leader of a small multi-skilled team, will contribute to the achievement of corporate objectives; identify strategic corporate issues, change management requirements and contemporary management practices which contribute to, and support the achievement of, the corporate objectives of the Department; and manage the Branch to deliver effective and efficient services.

In the context of the selection criteria, to be successful in the position applicants will have:—a very high level of verbal and written communications skills, the ability to liaise and negotiate with a wide range of stakeholders at the strategic and/or political level and a very high level of project management and change-management skills.

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

Enquiries to Kim Hudson, Assistant Director, Office of the Secretary, Department of Treasury and Finance, phone (03) 6233 2071, email kim.hudson@treasury.tas.gov.au.

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

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

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Education Facility Attendant	B. Gordon	6 months	24.09.13
Education	Social Worker	S. Nichols	6 months	14.10.13
Health & Human Services & Tasmanian Health Organisations	Community Occupational Therapist	D. Unwin	6 months	16.09.13
Health & Human Services & Tasmanian Health Organisations	Radiographer	K. Goodger	6 months	19.11.13
Health & Human Services & Tasmanian Health Organisations	Regional Manager	M. Eastham	N/A	01.10.13
Health & Human Services & Tasmanian Health Organisations	Patient Flow Assistant	S. Giannaros	Nil	16.09.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	J. Burman	6 months	07.10.13
Health & Human Services & Tasmanian Health Organisations	Health Services Officer	B. Sanderson	6 months	30.09.13
Health & Human Services & Tasmanian Health Organisations	Patient Flow Assistant	N. Erends	Nil	16.09.13
Health & Human Services & Tasmanian Health Organisations	Booking Clerk	M. Chono	6 months	07.10.13
Health & Human Services & Tasmanian Health Organisations	Health Services Officer	G. Adams	6 months	30.09.13
Health & Human Services & Tasmanian Health Organisations	Customer Services Representative	D. Riley	6 months	30.09.13
Health & Human Services & Tasmanian Health Organisations	Booking Clerk	P. Grant	6 months	07.10.13
Health & Human Services & Tasmanian Health Organisations	Senior Community Dietitian	J. Stabb	6 months	30.09.13
Health & Human Services & Tasmanian Health Organisations	Registered Nurse	D. Haberle	6 months	15.09.13
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse - Transit Lounge	K. Turner	6 months	17.09.13
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	L. Giomataris	6 months	09.09.13
Health & Human Services & Tasmanian Health Organisations	Paramedic	E. Mills	6 months	03.10.13
Health & Human Services & Tasmanian Health Organisations	Patient Flow Assistant	R. Heazlewood	Nil	16.09.13
Health & Human Services & Tasmanian Health Organisations	Administrative Assistant	E. Walker	6 months	23.09.13
Health & Human Services & Tasmanian Health Organisations	Patient Flow Assistant	A. Boughton	Nil	16.09.13
Primary Industries, Parks, Water & Environment	Spatial Analyst (Geoinformatics), 707063	L. Mitchell	Nil	18.10.13
Treasury & Finance	Graduate Financial Analyst	R. Coucaud	6 months	11.11.13

### *Resignation of Permanent Employees*

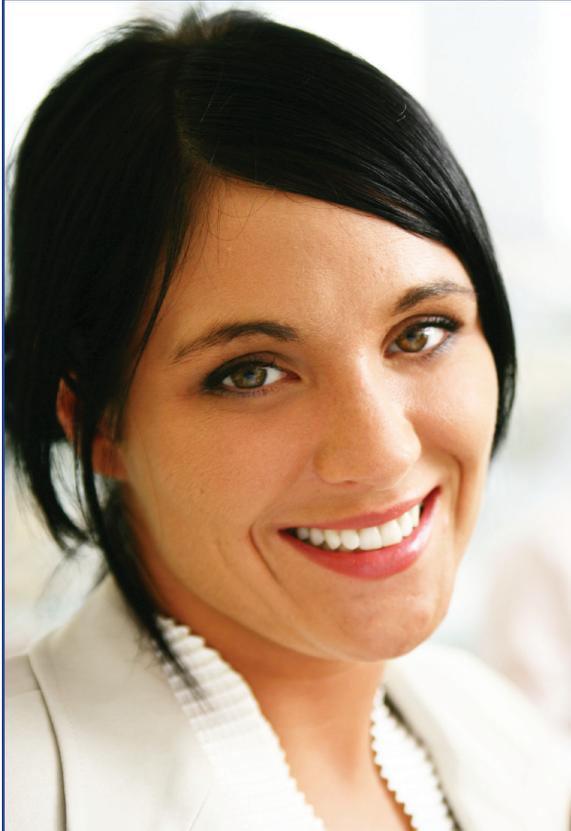
<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Paramedic	T. Millwood	11.10.13
Justice	Disputes Support Officer	S. Dudman	11.10.13

### *Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Principal	M. Ridgers	31.12.13
Health & Human Services & Tasmanian Health Organisations	House Services Assistant	M. MacKean	04.10.13
Justice	Finance & Project Officer	M. Matthews	09.10.13

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	K. Davis	School Administration Officer	26.09.13
Education	J. Gouldthorpe	Assistant Principal	26.09.13
Health & Human Services & Tasmanian Health Organisations	D. Rosendale	Booking Clerk	16.09.13
Health & Human Services & Tasmanian Health Organisations	M. Absolom	Intensive Care Paramedic	08.10.13
Health & Human Services & Tasmanian Health Organisations	A. Thomson	Intensive Care Paramedic	08.10.13
Health & Human Services & Tasmanian Health Organisations	E. Crouch	Registered Nurse	13.09.13
Health & Human Services & Tasmanian Health Organisations	M. Humphrey	Intensive Care Paramedic	08.10.13
Health & Human Services & Tasmanian Health Organisations	E. Hill	Intensive Care Paramedic	08.10.13
Health & Human Services & Tasmanian Health Organisations	A. Bull	Clinical Nurse Coordinator - Rehabilitation	14.10.13
Health & Human Services & Tasmanian Health Organisations	L. Finau	Intensive Care Paramedic	08.10.13
Health & Human Services & Tasmanian Health Organisations	J. Warren	Intensive Care Paramedic	08.10.13
Health & Human Services & Tasmanian Health Organisations	R. Wright	Branch Station Officer - Intensive Care Paramedic	08.10.13
Health & Human Services & Tasmanian Health Organisations	E. Byers	Intensive Care Paramedic	08.10.13
Health & Human Services & Tasmanian Health Organisations	J. Gunders	Intensive Care Paramedic	08.10.13
Health & Human Services & Tasmanian Health Organisations	S. McIlhenny	Clinical Nurse Consultant - Perioperative Services	30.09.13
Health & Human Services & Tasmanian Health Organisations	J. Thompson	Intensive Care Paramedic	08.10.13
Health & Human Services & Tasmanian Health Organisations	D. Mitchell	Intensive Care Paramedic	08.10.13
Treasury & Finance	J. House	Specialist Budget Analyst	14.10.13



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