



# TASMANIAN STATE SERVICE NOTICES

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

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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.

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.

## 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**

**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:**—Relevant diploma from a discipline such as Library and Information Studies, Information Technology, Training and Assessment, Literacy.

Enquiries to Sue Hancock, Department of Education, phone (03) 6249 6822, email **sue.hancock@education.tas.gov.au**.

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

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

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

#### EDUCATION

##### LEARNING SERVICES

##### *Learning Services (North)*

##### Brooks High School

#### **Assistant Principal, Brooks High School (952900).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$106,175 p.a.

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

Permanent full-time.

Location:—Brooks High 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 Shireen Thomas, Department of Education, phone (03) 6324 7200, email **shireen.thomas@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) 6165 6285, fax (03) 6233 0566, email **recruitment@education.tas.gov.au**.

#### EDUCATION

##### CLAREMONT COLLEGE

#### **Library Technician, Claremont College (953698).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$55,005 – \$59,871 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 14.7 hours per fortnight (40 weeks per year).

Location:—Claremont College.

**Description of role:**—Undertake a range of customer-focused services including provision of technical advice about access to publications, information generally, and resolve reference enquiries for clients. Undertake technical duties including implementing collection management procedures and bibliographic tasks including cataloguing, record creation and amendment for both monographs and serials. Apply established solutions to procedural and related problems and issues.

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)*

##### Student Support

#### ***School Psychologist, Student Support North-West (950954).***

Applications Close:—Friday, 28 March 2014.

Salary:—\$59,890 – \$87,585 pro rata, per annum.

Teaching Service (Tasmanian Public Sector) Award, School Psychologist.

Permanent part-time up to 70 hours per fortnight.

Location:—Student Support North-West.

Description of the role:—Work in schools as a member of a multi-disciplinary team to provide a child and adolescent psychological service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students.

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

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

Desirable Requirements:—A current driver's licence.

Eligible for membership of the Australian Psychological Society.

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

Enquiries to Sharon Williams, Department of Education, mobile 0417 329 665, email sharon.williams@education.tas.gov.au.

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

##### Illawarra Primary School

#### ***Advanced Skills Teacher, Illawarra Primary School (204225).***

Applications Close:—Friday, 28 March 2014.

Salary:—\$94,869 p.a.

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

Permanent full-time.

Location:—Illawarra Primary School.

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

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

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

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

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

Enquiries to Nick Donnelly, Department of Education, phone (03) 6229 6295, email nick.donnelly@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) 6165 6285, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

##### Kingston Primary School

#### ***Teacher Assistant, Kingston Primary School (2 Vacancies).***

Applications Close:—Friday, 28 March 2014.

Salary:—\$48,823 – \$53,038 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 960895.

Permanent part-time up to 30 hours per fortnight, 42 weeks per year.

Location:—Kingston Primary School.

Vacancy No. 954000.

Permanent part-time up to 30 hours per fortnight, 42 weeks per year.

Location:—Kingston Primary School.

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

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

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

Enquiries to Lynne Hanlon, Department of Education, phone (03) 6229 5728, email [lynne.hanlon@education.tas.gov.au](mailto:lynne.hanlon@education.tas.gov.au).

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

Springfield Gardens Primary School

#### ***Advanced Skills Teacher, Springfield Gardens Primary School (953161).***

Applications Close:—Friday, 28 March 2014.

Salary:—\$94,869 p.a.

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

Permanent full-time.

Location:—Springfield Gardens Primary School.

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

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

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

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

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

Enquiries to Stephen Smith, Department of Education, phone (03) 6272 7877, email [stephen.t.smith@education.tas.gov.au](mailto:stephen.t.smith@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) 6165 6285, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

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

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

## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Children and Youth Services*

#### ***Information Support/Project Officer (2 Vacancies) (515886).***

Applications Close:—Friday, 4 April 2014.

Salary:—\$79,745 – \$91,827 p.a.

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

Permanent full-time day work (both vacancies).

Location:—Children and Youth Services, Program Support Unit, Hobart.

Duties:-

As a member of the Information Management Team (IMT), support improved outcomes for CYS clients through:

Providing CYS staff with highly effective information systems that enable accurate recording of information to inform CYS interactions and interventions, risk assessment and decision making.

Supporting CYS staff in efficiently recording and accessing high quality information to improve safety and quality of care of CYS clients.

Delivering business improvement through enhancement of existing information business systems and implementation of new business systems that support quality of care and safety of CYS clients.

Selection criteria includes:—Demonstrable project management expertise and experience including the development, planning and implementation of integrated corporate information systems.

Demonstrable expertise in business analysis and the proven capacity to provide high level process redesign, gather user requirements, development of functional requirements and provision of high level specialist advice to senior management and project governance committees.

Proven capacity to provide high quality advice and support to business systems users and managers to enhance client service and improve information quality through provision of helpdesk advice, investigation of and resolution of issues as well as formal and one on one user training.



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

Desirable Requirements:—Appropriate tertiary qualification and/or relevant training.

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

Enquiries to Matt Dennis, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 2259, email [matthew.dennis@dhhs.tas.gov.au](mailto:matthew.dennis@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*

#### **Registered Nurse, Child and Family Health Nurse (500947).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$57,286 – \$78,396 pro rata, per annum.

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

Permanent part-time day work (38.0 hours per fortnight), SEE NOTE BELOW.

Location:—CYS, Child Health and Parenting Service, Hobart.

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

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

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

Please note that access to the Grade 4 salary range \$74,129 – \$78,396 is subject to successful application for progression to Grade 4.

Duties:—The Registered Nurse, Child and Family Health Nurse: Consistent with ongoing experience strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with clients, their families and other health professionals within the child and family health practice area.

Selection Criteria:—Current knowledge of, and the ability to apply nursing principles, procedures and practices in the delivery of client care in child and family health nursing and in line with legal requirements and the Australian Nursing and Midwifery Board (ANMB) National Competency Standards for the Registered Nurse.

Demonstrated sound knowledge of the principles of primary health care and the ability to apply these in child and family health nursing.

Sound interpersonal and communication skills, including written skills and the ability to function effectively in a multidisciplinary team environment.

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

Desirable Requirements:—Holds a recognised child and family health nursing qualification or is working towards same.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse. -Current Driver's Licence.

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

Enquiries to Judy Austen, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7874, email [judy.austen@dhhs.tas.gov.au](mailto:judy.austen@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

### HEALTH AND HUMAN SERVICES

#### *Children and Youth Services*

#### **Senior Analyst Planning and Program Development (2 vacancies) (517397).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$79,745 – \$91,827 pro rata, per annum.

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

Fixed-term full-time day work, SEE NOTE BELOW.

Location:—Children and Youth Services, Program Support Unit, Hobart.

PLEASE NOTE:—There are 2 vacancies to be filled:.

1 x Fixed term full-time day work commencing as soon as possible until 31 December 2014.

1 x Fixed term full-time day work commencing as soon as possible until 17 October 2014.

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

This position is for a Senior Analyst in the Planning and Program Development team in Strategy, Program Development and Evaluation unit in Children and Youth Services.

As a Senior Analyst Planning and Program Development you will be part of a team that provides specialist analytic advice to support the development of an effective and efficient Children and Youth Services service system.

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

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

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

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

Desirable Requirements:—A suitable tertiary qualification.

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

Enquiries to Bruce Kemp, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6233 3419, email [bruce.kemp@dhhs.tas.gov.au](mailto:bruce.kemp@dhhs.tas.gov.au).

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

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

##### HEALTH AND HUMAN SERVICES

##### *Shared Services*

##### Payroll

#### **Manager Payroll Services (513933).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$104,109 – \$112,116 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

The Manager Payroll Services is accountable to the General Manager Shared Services for the strategic management and delivery of payroll services for the Department of Health and Human Services (DHHS) and the Tasmanian Health Organisations (THOs). This includes: Ensuring timely and accurate administration of all payroll related activities in compliance with Awards, Agreements operational policies and procedures. Managing key stakeholder relationships on general or complex payroll issues and leading broad process enhancement and system improvement initiatives. Developing and implementing quality assurance systems and providing required information for financial reporting and audit purposes. Determining strategies, priorities, work standards and resource allocation to achieve quality service delivery outcomes.

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

serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Ross Smith, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6166 3805, email [ross.j.smith@dhhs.tas.gov.au](mailto:ross.j.smith@dhhs.tas.gov.au).

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

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

##### TASMANIAN HEALTH ORGANISATION, NORTH

##### *Launceston General Hospital*

#### **Hospital Aide (516755).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$43,625 – \$44,601 pro rata, per annum.

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

Permanent part-time shift work, working 16 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

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

Duties:—To assist with the management of all ward supplies (excepting drugs) to ensure the delivery of a high standard of patient care in the hospital.

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

Enquiries to Polly Showell, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7094, email [polly.showell@dhhs.tas.gov.au](mailto: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

##### *Launceston General Hospital*

#### **Registered Nurse (6 Vacancies).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$57,286 – \$78,396 pro rata, per annum.

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

## Vacancy No. 521882.

Permanent part-time shift work, working 64 hours per fortnight. Notwithstanding, hours to be negotiated with the successful applicant.

Location:—Operating Room Suite, LGH Charles Street, Launceston.

Please note that access to the Grade 4 salary range \$74,129 - \$78,396 is subject to successful application for progression to Grade 4.

## Vacancy No. 521883.

Permanent part-time shift work, working 64 hours per fortnight. Notwithstanding, hours to be negotiated with the successful applicant.

Location:—Operating Room Suite, LGH Charles Street, Launceston.

Please note that access to the Grade 4 salary range \$74,129 - \$78,396 is subject to successful application for progression to Grade 4.

## Vacancy No. 521884.

Permanent part-time shift work, working 64 hours per fortnight. Notwithstanding, hours to be negotiated with the successful applicant.

Location:—Operating Room Suite, LGH Charles Street, Launceston.

Please note that access to the Grade 4 salary range \$74,129 - \$78,396 is subject to successful application for progression to Grade 4.

## Vacancy No. 521885.

Permanent part-time shift work, working 64 hours per fortnight. Notwithstanding, hours to be negotiated with the successful applicant.

Location:—Operating Room Suite, LGH Charles Street, Launceston.

Please note that access to the Grade 4 salary range \$74,129 - \$78,396 is subject to successful application for progression to Grade 4.

## Vacancy No. 521886.

Permanent part-time shift work, working 64 hours per fortnight. Notwithstanding, hours to be negotiated with the successful applicant.

Location:—Operating Room Suite, LGH Charles Street, Launceston.

Please note that access to the Grade 4 salary range \$74,129 - \$78,396 is subject to successful application for progression to Grade 4.

## Vacancy No. 521887.

Permanent part-time shift work, working 52 hours per fortnight. Notwithstanding, hours to be negotiated with the successful applicant.

Location:—Operating Room Suite, LGH Charles Street, Launceston.

Please note that access to the Grade 4 salary range \$74,129 - \$78,396 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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Tonia Harper, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6348 7626, email [orsnum@dhhs.tas.gov.au](mailto:orsnum@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Launceston General Hospital*

**Staff Specialist, Intensivist (504665).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$132,011 – \$184,815 p.a.

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

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

Location:—Intensive Care Unit, LGH, Charles Street, Launceston.

Duties:—In accordance with hospital policy, procedures and statutory regulations, the Staff Specialist, Intensivist will provide clinical services of the highest possible standard to Critical Care patients and actively pursue improved outcomes for Critical Care patients by participating in teaching and research relevant to Critical Care Medicine.

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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

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

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH ORGANISATIONS

TASMANIAN HEALTH ORGANISATION, NORTH

*Primary Health Services North*

Westbury Community Health Centre

**Dementia Services Co-ordinator (512695).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$54,267 – \$59,071 pro rata, per annum.

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



Permanent part-time day work, working 64 hours per fortnight. Notwithstanding, hours to be negotiated with the successful applicant.

Location:—Westbury Community Health Centre.

Duties:—Plan, develop and co-ordinate centre-based activity programs for dementia clients within the Meander Valley community. Assist in the co-ordination of service delivery and the provision of support to dementia clients and their carers throughout the Meander Valley. Provide community support for dementia clients and their carers as directed and indicated.

Essential Requirements:—Current Driver's Licence.

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

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

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

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

##### **Media and Communications Officer (517299).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$73,098 – \$76,431 pro rata, per annum.

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

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

Location:—11 Alexandra Rd Ulverstone.

Are you looking for a rewarding opportunity to work in media and communications for the public health sector?.

Tasmanian Health Organisation-North West is seeking an experienced creative writer to join its Media and Communications team in Ulverstone as its Media and Communications Officer.

Working across a number of sites like Mersey Community and North West Regional Hospitals, the successful candidate will be highly organised, efficient, self-motivated, and thrive in a fast-paced working environment.

You will guide and support development, implementation and evaluation of Tasmanian Health Organisation-North West's internal and external information and communication programs and strategies.

You will think quickly on your feet, so you can respond to media inquiries in an accurate and timely manner. You will also participate in the development of policy, quality initiatives and strategies.

You will work proactively to identify and deliver opportunities for positive media, community and staff engagement, as well as the development of health promotion material.

If you would like additional details in relation to the role please contact Fleur King on (03) 6490 8975 or email [fleur.king@dhhs.tas.gov.au](mailto:fleur.king@dhhs.tas.gov.au).

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

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

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*Mersey Community Hospital*

##### **Registered Nurse (517227).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$57,286 – \$78,396 pro rata, per annum.

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

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

Location:—Direct Access Endoscopy Unit and Pre-Admission Clinic, 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 and experienced Registered Nurse to work in a casual capacity in the Direct Access Endoscopy Unit and Pre-Admission Clinic of the Mersey Community Hospital.

You will be passionate about the greatest quality of care, ensuring that you collaborate with members of the multidisciplinary healthcare team. Within the dynamic multidisciplinary team, you will contribute to a strong professional team approach through open communication and a positive supportive environment.

Reporting to the Co-DON Perioperative and Surgical Clinical Redesign, you will contribute to the health outcomes of your patients through excellence in practice, fostering a learning culture, excellent communication skills and working effectively within a multidisciplinary team.

Do you have?

Current Registration.

Sound interpersonal and communication skills.

Knowledge of continuous quality improvement.

Ability to undertake client education.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.



For more information or to discuss your application today please contact Katrina Willis on 0418 638 301 or email [katrina.willis@dhhs.tas.gov.au](mailto:katrina.willis@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.

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

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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

TASMANIAN HEALTH ORGANISATION, NORTH WEST

*North West Regional Hospital*

##### **Hospital Aide (501934).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$43,625 – \$44,601 pro rata, per annum.

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

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

Location:—Paediatrics Ward, North West Regional Hospital.

Who are we looking for?

The Tasmanian Health Organisation ? North West is seeking to recruit a motivated Hospital Aide to provide cleaning and resource maintenance services to the Paediatrics Unit at North West Regional Hospital.

The primary responsibilities of this role are to maintain clean hygienic surroundings to facilitate the control of infection, basic ward equipment and adequate stores. Additionally you will assist patients with aspects of daily living under the supervision of a Registered Nurse.

The ideal candidate will have demonstrated knowledge of the cleaning standards required to prevent infection. You will use your ability to monitor equipment, stock and stores and order when appropriate to ensure adequate supplies are maintained on the ward. Previous experience of working with patients is desirable.

You will be a self-starter, who is able to prioritise work and complete tasks in an efficient but effective manner. You will have sound communication and interpersonal skills and the ability to build a good rapport with your colleagues and staff members.

What can we offer?

Flexible work/life balance.

Attractive Salary Package.

Dynamic team environment.

Commitment to ongoing professional development.

For more information or to discuss your application today please contact Chris Fisher, Nurse Unit Manager on (03) 6430 6553 or email [christine.fisher@dhhs.tas.gov.au](mailto:christine.fisher@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.

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

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*

##### **Physiotherapist (Multiple).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$50,781 – \$81,475 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2014, DHHS and THO Allied Health Professional, Level 1-2.

Vacancy No.:

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

Location:—Physiotherapy Services, North West Regional Hospital.

Who are we?

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

This position is applicable to the THO-North West but is based at the North West Regional Hospital in Burnie, on the North West Coast of Tasmania.

Who are we looking for?

You will be responsible, with support and supervision, for the assessment, planning and implementation of treatment programmes for clients in order to develop your clinical skills. You will also use your excellent communication and interpersonal skills to assist with health promotion and education programmes for clients and their carers.

Additionally you will use these skills to liaise and build collaborative relationships with other health care professionals and service providers, both internal and external to the organisation.

It will be also a requirement to assist Senior Physiotherapists in providing support and clinical guidance for students.

Do you have?

Current AHPRA registration.

Well-developed communication skills.

Enthusiasm and a team focus.

What can we offer?.

Flexible work/life balance.

Attractive Salary Package.

Great team environment.

Friendly, experienced and supportive clinical staff.

If this sounds like your next career opportunity, please call Eddie Roberts today on (03) 6430 6609 or email edwin.roberts@dhhs.tas.gov.au for a confidential discussion about this position and your application.

NB. In order to be considered for this position it is a requirement that you address the selection criteria as outlined in the Statement of Duties.

Desirable Requirements:—Current Driver's Licence.

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

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

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### ***Administrative Assistant, Safety and Quality Unit (507805).***

Applications Close:—Friday, 28 March 2014.

Salary:—\$48,265 – \$52,359 p.a.

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

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

Location:—Safety and Quality Unit, Royal Hobart Hospital.

Duties:—The Tasmanian Health Organisation, South is seeking an experienced Administrative Assistant to join our Safety and Quality Unit.

The successful applicant will:—Assist with the completion of basic administrative tasks associated with the Safety and Quality Unit. This includes word processing; maintaining spread sheets and databases; photocopying; ordering office supplies; filing; updating and maintaining mail lists and distributing incoming and outgoing mail.

Be a receptionist for the area and attend to consumers who wish to provide feedback on services.

Provide administrative support to committees relevant to the Safety and Quality Unit including compilation of agenda papers and minutes, ensuring data and documents associated with the committees are maintained in an appropriate manner.

Provide administrative support to the Safety and Quality Unit in the development and preparation of project work, and assist senior staff within the accreditation program as directed.

Maintain the Safety and Quality Unit registers and other statistical databases and produce regular reports as and when required. Undertake other data related activities including basic research and analysis of information.

Desirable Requirements:—Current Drivers License.

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

Enquiries to Shirleen Wickham, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7564, email [shirleen.wickham@dhhs.tas.gov.au](mailto:shirleen.wickham@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

##### *Statewide Mental Health Services*

##### ***Allied Health Professional (Social Worker) (513773).***

Applications Close:—Friday, 4 April 2014.

Salary:—\$78,035 – \$89,509 pro rata, per annum.

Allied Health Professionals (Tasmanian State Service) Agreement 2014, DHHS and THO Allied Health Professional, Level 3.

Permanent part-time day work, working 45.6 hours per fortnight.

Location:—Older Persons Mental Health, Repatriation Centre.

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

Undertake the delivery of quality care to clients of the Child and Adolescent, Adult Community, Inpatient and Extended Treatment and Older Persons Mental Health Service based on best practice principles and within a collaborative and multi-disciplinary framework.

Provide a specialist assessment and treatment service to clients of Child and Adolescent, Adult Community, Inpatient and Extended Treatment and Older Persons Mental Health Service and their families or carers.

Promote community awareness in relation to mental health and act as a consultant to other agencies with regard to the support and management of clients with mental health needs.

Essential Requirements:—Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers or Registered with the Occupational Therapy Board of Australia or Registered with the Psychology Board of Australia.

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

Enquiries to Jan Smith, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6230 7702, email janifer.smith@dhhs.tas.gov.au.

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

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

TASMANIAN HEALTH ORGANISATION, SOUTH

##### *Clinical Support Services*

#### **Registered Nurse Infection Control (512675).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$57,286 – \$78,396 pro rata, per annum.

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

Permanent part-time day worker, working 42 hours per fortnight.

Location:—Infection Control Unit, Royal Hobart Hospital.

Please note that access to the Grade 4 salary range \$74,129 - \$78,396 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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Rachel Thomson, Department of Health and Human Services and Tasmanian Health Organisations, phone (03) 6222 7882, email rachel.thomson@dhhs.tas.gov.au.

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

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#### INFRASTRUCTURE, ENERGY AND RESOURCES

##### MINERAL RESOURCES TASMANIA

##### *Royalty, Finance and Administration*

#### **Records Officer (371580).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$48,823 – \$53,038 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Rosny.

Duties:—Opening and sorting of incoming mail and dispatch of outgoing mail.

Classification of correspondence, attachment to files and direction to correct action officers.

Operation of a detailed computerised Records Management System, to record and retrieve information using key words, relating to documents and files held, including the maintenance of a resubmit system, distributing and tracking files, and correspondence.

Filing of correspondence in appropriate order, including using a file numbering system for those files going into storage.

Provision of timely assistance to user requests, determining information and deadline requirements.

Ensure files are properly maintained and new volumes created where appropriate.

Undertake a periodic audit of files and file disposal in accordance with the Archives Act 1983.

Enquiries to Matt Fitzgerald, Manager Royalty, Finance and Administration, Department of Infrastructure, Energy and Resources, 30 Gordons Hill Road, Rosny, phone (03) 6165 4722, email [Matthew.Fitzgerald@dier.tas.gov.au](mailto:Matthew.Fitzgerald@dier.tas.gov.au).

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

#### JUSTICE

##### BIRTHS DEATHS AND MARRIAGES

#### **Manager, Births, Deaths and Marriages (351281).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$95,836 – \$102,362 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time 73.50 Hours per fortnight.

Location:—Hobart.

Duties:—Undertake the day to day management of the Registry, including the effective use of human, financial, information and material resources. Responsible for ensuring all Registry services are provided effectively and efficiently. Responsible for the development and review of Registry business systems and policies.

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



Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

**Desirable Requirements:**—Comprehensive knowledge of contemporary management skills, including an ability to effectively manage assigned human, information, physical and financial resources. Demonstrated ability to identify strategic issues and policy positions and develop and market imaginative solutions to problems to achieve goals. Substantial experience interpreting legislation and associated practices and procedures.

Enquiries to Ginna Webster, Deputy Secretary, Department of Justice, phone (03) 6165 4943, email [ginna.webster@justice.tas.gov.au](mailto:ginna.webster@justice.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart TAS 7001, phone (03) 6165 4912, 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 Ginna Webster on (03) 6165 4943.

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

### COMMUNITY CORRECTIONS

#### *Court Mandated Diversion Unit*

#### ***Court Diversion Officer (356632).***

Applications Close:—Friday, 28 March 2014.

Salary:—\$61,741 – \$71,407 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 73.50 hours per fortnight for six months.

Location:—Launceston.

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

**Duties:**—Work with offenders referred to the program to develop comprehensive case plans, make appropriate referrals and/or recommendations to external program or treatment providers. Deliver front end social and or emotional health and welfare related services to offenders. Identify and explore offending behaviours and substance abuse patterns with the aim of assisting offenders to reduce the risk of re-offending and the use of illicit substances. Provide case management, co-ordination and support to an assigned number of high and complex need clients 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 checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

**Desirable Requirements:**—Knowledge of and experience in working with offenders with substance abuse issues, including conducting criminogenic needs assessments and preparing comprehensive individual case plans. General understanding of criminal justice issues and processes including the CMD program and the sentencing framework for offenders in Tasmania and a demonstrated commitment to work practices and policies and to make sound professional decisions in using these philosophies.

Enquiries to Norman Alexander, Team Leader, Court Mandated Diversion Unit, Community Corrections, Department of Justice, phone (03) 6165 4981, email [norman.alexander@justice.tas.gov.au](mailto:norman.alexander@justice.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart TAS 7001, phone (03) 6165 4912, 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 Norman Alexander on (03) 6165 4981.

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

#### *Sentence Management Support and Reintegration*

#### ***High Needs Support Counsellor (355868).***

Applications Close:—Friday, 28 March 2014.

Salary:—\$55,005 – \$89,526 p.a.

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

Fixed-term full-time 73.50 Hours per fortnight until 17 April 2015.

Location:—Hobart.

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

**Duties:**—To provide crisis support counselling for offenders identified as at risk of suicide or self-harm or those with complex or high support needs within the Tasmanian Prison Service. Provide psycho-social assessment and treatment including the design, development, implementation and evaluation of treatment programs. Work within a multidisciplinary team and participate in case-management reviews to ensure continuity of care.

**Essential Requirements:**—A degree of at least three years duration relevant to the professional duties to be undertaken is required, as provided by a recognised university.

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.

Desirable Requirements:—Well developed assessment, counselling, crisis intervention and case management skills, preferably within a corrections setting. Demonstrated ability to work collaboratively in a multidisciplinary setting.

Enquiries to Helen Gardner, Senior Psychologist, Therapeutic Services Unit, 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) 6165 4912, 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.

#### JUSTICE

##### TASMANIA PRISON SERVICE

##### *TPS Corporate Services*

#### **Head of Financial Operations (355353).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$80,669 – \$92,670 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.50 Hours per fortnight.

Location:—Hobart.

Duties:—Manage the Finance Branch which includes the human, physical and financial resources and provide leadership and development opportunities to the team. Undertake the day to day management of the financial and purchasing operations of the TPS ensuring that processing and procedures comply with all legislative, Treasury, audit and departmental 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:—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.

Desirable Requirements:—Extensive knowledge of computerised accounting processes (especially Finance 1), trust accounting and associated legislation and Treasury and audit requirements. Proven communication, negotiation and conflict resolution skills, with the ability to clearly, accurately and diplomatically interact and liaise with stakeholders at all levels. Demonstrated high level ability to research, interpret and apply legislation and Government/ Departmental policies and procedures together with experience in policy development and implementation.

Enquiries to Brian Edwards, Director of Prisons, Tasmania Prison Service, Department of Justice, phone (03) 6216 8183, email [brian.edwards@justice.tas.gov.au](mailto:brian.edwards@justice.tas.gov.au).

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart TAS 7001, phone (03) 6165 4912, 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 Brian Edwards on (03) 6216 8183.

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.

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#### JUSTICE

##### TASMANIA PRISON SERVICE

##### *TPS Corporate Services*

#### **Stores Officer (350476).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$48,823 – \$53,038 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time 73.50 Hours per fortnight.

Location:—Hobart.

Duties:—Perform tasks associated with the purchase of goods and services for the Tasmania Prison Service, including communication and liaison with clients and suppliers. Responsible for the receipt, checking and storage of canteen goods, as well as other goods that may from time to time be delivered to the Prison Store. Plan delivery of goods received throughout the prison facilities and administrative buildings located on the Risdon Prison site.

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.

Desirable Requirements:—Experience in a stores environment, with an understanding of stock control procedures

and associated administrative functions. Experience in using current office technology including an ability to perform data entry tasks or the capacity to acquire in a timely manner.

Enquiries to Donna Augey, Head of Stores, Corporate Services, Tasmanian Prison Service, Department of Justice, phone (03) 6216 8063, email donna.augey@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart TAS 7001, phone (03) 6165 4912, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Donna Augey on (03) 6216 8063.

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

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

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### INFORMATION AND LAND SERVICES

#### *Geodata Services*

#### **Senior Spatial Information Officer (707210).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$74,022 – \$77,411 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

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

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

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

Duties:—Investigate, co-ordinate, develop, implement and refine operational systems and procedures for emergency management data acquisition, data integration, data maintenance and operational response. Provide GIS and desktop mapping support to Tasmania Fire Service for Community Bushfire Protection Planning.

Essential Requirements:—A Diploma or Advanced Diploma in Spatial Information Services, or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

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 Aaron Cashion, phone (03) 6165 4126, email Aaron.Cashion@dpiipwe.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6165 3185, fax (03) 6233 3682, email job.applications@dpiipwe.tas.gov.au.

## PUBLIC TRUSTEE

### ADMINISTRATION

#### **Administrative Assistant (790188).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$48,823 – \$53,038 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 0.46FTE, 1.30-5.00p.m. Monday-Friday.

Location:—Hobart.

Duties:—As the first point of contact for the Public Trustee the administrative assistant provides a professional reception service to both telephone and face to face clients. This position also provides word processing and routine clerical services to support the management of estates and trusts and contributes to the achievement of team objectives.

Essential Requirements:-

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

Shortlisted applicants may be required to undergo a psychometric assessment as part of the selection process.

Desirable Requirements:—The applicant selected for this position will have the ability to use technology, particularly excellent keyboard skills, a high level of oral and written communication skills and appropriate clerical experience and/or skills. This person will have the ability to work effectively either individually or as part of a team, well developed communication and interpersonal skills including the ability to deal with a wide range of people in a sensitive and confidential manner, and the ability to promote excellent client service through identifying and understanding client needs and building effective relationships.

Applicants are encouraged to obtain further information about the advertised vacancy and submit applications addressing the criteria contained in the statement of duties. The statement of duties may be downloaded from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website.

Enquiries to Jenny Swan, Administration Officer, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone (03) 6235 5201, email jswan@publictrustee.tas.gov.au.

Applications to Karyne Johns, Human Resources Officer, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone 6235 5241, email kjohns@publictrustee.tas.gov.au.

The Public Trustee is committed to being a competitive, efficient and caring provider of quality, independent trustee services to the Tasmanian Community. Further information about our services is available at [www.publictrustee.tas.gov.au](http://www.publictrustee.tas.gov.au).

## PUBLIC TRUSTEE

### ADMINISTRATION

#### **Administrative Assistant (790219).**

Applications Close:—Friday, 28 March 2014.

Salary:—\$48,823 – \$53,038 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—As the first point of contact for the Public Trustee

the administrative assistant provides a professional reception service to both telephone and face to face clients. This position also provides word processing and routine clerical services to support the management of estates and trusts and contributes to the achievement of team objectives.

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:—crimes involving dishonesty, crimes of violence, serious drug offences, sex related offences.

Shortlisted applicants may be required to undergo a psychometric assessment as part of the selection process.

**Desirable Requirements:**—The applicant selected for this position will have the ability to use technology, particularly excellent keyboard skills, a high level of oral and written communication skills and appropriate clerical experience and/or skills. This person will have the ability to work effectively either individually or as part of a team, well developed communication and interpersonal skills including the ability to deal with a wide range of people in a sensitive and confidential manner, and the ability to promote excellent client service through identifying and understanding client needs and building effective relationships.

Applicants are encouraged to obtain further information about the advertised vacancy and submit applications addressing the criteria contained in the statement of duties. The statement of duties may be downloaded from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website.

Enquiries to Jenny Swan, Administration Officer, Public Trustee, P.O. Box 1565, Hobart, Tas, 7001, phone (03) 6235 5201, email [jswan@publictrustee.tas.gov.au](mailto:jswan@publictrustee.tas.gov.au).

Applications to Karyne Johns, Human Resources Officer, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone (03) 6235 5241, email [kjohns@publictrustee.tas.gov.au](mailto:kjohns@publictrustee.tas.gov.au).

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## PUBLIC TRUSTEE

### ADMINISTRATION

#### ***Assistant Client Account Manager (791212).***

Applications Close:—Friday, 28 March 2014.

Salary:—\$48,823 – \$53,038 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time 0.4FTE, Tuesday and Wednesday each week to 17 February 2015.

Location:—Hobart.

**Duties:**—The Assistant Client Account Manager will carry out general clerical tasks supporting the management of estates and trusts as directed in accordance with relevant legislation, procedural guidelines and client instructions.

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:—crimes involving dishonesty, crimes of violence, serious drug offences, sex related offences.

Shortlisted applicants may be required to undergo a psychometric assessment as part of the selection process.

**Desirable Requirements:**—Candidates should have an understanding of, or experience in the trustee industry or an

associated industry, or the ability to acquire such knowledge quickly. This person will have the ability to work effectively either individually or as part of a team, well developed communication and interpersonal skills including the ability to deal with a wide range of people in a sensitive and confidential manner and the ability to promote excellent client service through identifying and understanding client needs and building effective relationships.

Applicants are encouraged to obtain further information about the advertised vacancy and submit applications addressing the criteria contained in the statement of duties. The statement of duties may be downloaded from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website.

Enquiries to Paul Webb, Manager, Estate Team, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone (03) 6235 5220, email [pwebb@publictrustee.tas.gov.au](mailto:pwebb@publictrustee.tas.gov.au).

Applications to Karyne Johns, Human Resources Officer, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone (03) 6235 5241, email [kjohns@publictrustee.tas.gov.au](mailto:kjohns@publictrustee.tas.gov.au).

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## TREASURY AND FINANCE

### BUDGET AND FINANCE DIVISION

#### *Procurement and Property Branch*

#### ***Systems Analyst (723832).***

Applications Close:—Friday, 28 March 2014.

Salary:—\$61,741 – \$71,407 p.a.

Tasmanian State Service Award, General Stream, Band 4.

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

Location:—Hobart.

**Duties:**—As a member of the procurement policy team you will undertake tasks to improve procurement and risk management outcomes, consistent with the Government's policies and principles. Your role will focus on improving the efficiency and effectiveness of systems and processes; increasing competence across government and providing resources for agency officers involved in procurement and risk management and for local businesses competing for government contracts.

In the context of the selection criteria, to be successful in the position applicants will have:—demonstrated good project management skills in relation to website development and good communication skills.

**Desirable Requirements:**—Diploma or Advanced Diploma, completion, or partial completion, of relevant tertiary qualifications.

Enquiries to Annette Kingston, Principal Policy Analyst, Procurement and Property Branch, Department of Treasury and Finance, phone (03) 6166 4226, email [annette.kingston@treasury.tas.gov.au](mailto:annette.kingston@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) 6166 4450, fax (03) 6233 3851, email [recruitment@treasury.tas.gov.au](mailto: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) 6166 4450.

TREASURY AND FINANCE  
OFFICE OF THE TASMANIAN ECONOMIC REGULATOR

***Administrative Assistant (724285).***

Applications Close:—Friday, 4 April 2014.

Salary:—\$48,823 – \$53,038 p.a.

Tasmanian State Service Award, General Stream, Band 2.

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

Location:—Hobart.

Duties:—To provide administrative support to the Office of the Tasmanian Economic Regulator.

In the context of the selection criteria, to be successful in the position applicants will have:—proven organisational and administrative skills, the ability to demonstrate initiative, tact and discretion (while ensuring confidentiality is maintained) and well developed communication skills.

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

Enquiries to Mandi Boucher, Executive Officer, Office of the Tasmanian Economic Regulator, Department of Treasury and Finance, G.P.O. Box 147, Hobart, TAS 7001, phone (03) 6166 4295, email [mandi.boucher@economicregulator.tas.gov.au](mailto:mandi.boucher@economicregulator.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) 6166 4450, fax (03) 6233 3851, email [recruitment@treasury.tas.gov.au](mailto: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) 6166 4450.



## 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	L. Weston	6 months	03.03.14
Health & Human Services & Tasmanian Health Organisations	Clinical Coder	K. Unsworth	6 months	17.02.14
Health & Human Services & Tasmanian Health Organisations	Food Services Officer	R. Ling	6 months	06.02.14
Health & Human Services & Tasmanian Health Organisations	Hospital Aide	M. Parr	6 months	17.03.14
Health & Human Services & Tasmanian Health Organisations	Food Services Officer	C. Woodbridge	6 months	10.02.14
Health & Human Services & Tasmanian Health Organisations	Food Services Officer	S. Bosco	6 months	10.02.14
Health & Human Services & Tasmanian Health Organisations	Administrative Support	M. Davidson	6 months	12.03.14
Health & Human Services & Tasmanian Health Organisations	Enrolled Nurse	S. Chell	6 months	16.03.14
Health & Human Services & Tasmanian Health Organisations	Radiographer	G. Price	6 months	11.03.14
Police & Emergency Management	Co-ordinator Employee Relations	R. Brimfield	6 months	18.03.14

### *Appointment of Officers*

<i>Agency</i>	<i>Officers Name</i>	<i>Duties Assigned</i>	<i>Date of Appointment</i>	<i>Duration</i>
Primary Industries, Parks, Water & Environment	R. Cockerell	General Manager (Corporate Services)	18.03.14	5 years

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	J. Walker	Advanced Skills Teacher	03.03.14
Health & Human Services & Tasmanian Health Organisations	L. Ferguson	Duty Manager	26.02.14
Health & Human Services & Tasmanian Health Organisations	S. Camiller	Enrolled Nurse	16.03.14
Health & Human Services & Tasmanian Health Organisations	L. Brinsmead	Clinical Coder	17.02.14

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Organisations	Registered Nurse - Community Nurse	R. Berry	28.02.14
Health & Human Services & Tasmanian Health Organisations	Principal Analyst, Planning and Program Development	M. Ashby	28.02.14



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