



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
SALES \$1.10  
INCLUDING G.S.T.

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

## Vacancies—General Information

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

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

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

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

Tasmanian Government Gazettes are available for perusal 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 7387 or email: **jobs@dpac.tas.gov.au**

#### Order Information

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

#### Deadlines

##### *Government Gazette* :—

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

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

#### Deadlines will be strictly adhered to

#### Subscription or account enquiries phone **(03) 6232 2137.**

#### Gazette and State Service Online

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

## EDUCATION

### EARLY YEARS AND SCHOOLS

#### **Policy Support Officer, Strategic Policy and Planning (970039).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$77,012 – \$79,354 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Description of Role:—Provide high level administrative support to the Early Years and Schools (EYS) and the division, including research, policy development, data gathering and document production. Provide assistance to Early Years and Schools division to support the management of the division, including the monitoring of and reporting on key strategies and programs. Work with and support the work of the EYS team including Learning Services as required.

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

Desirable Requirements:—Relevant tertiary qualifications.

Enquiries to Anita Griffin, Department of Education, phone (03) 6165 5779, email [anita.griffin@education.tas.gov.au](mailto:anita.griffin@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

#### Oatlands District High School

#### **Library Technician, Oatlands District High School (965045).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$57,249 – \$61,373 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 20 hours per fortnight, 40 weeks per year from 1 February 2016.

Location:—Oatlands District High School.

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

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

Desirable Requirements:—Diploma in Library and Information Services.

Enquiries to Tracey Knowles, School Business Manager, Department of Education, phone (03) 6254 1110, email [tracey.knowles@education.tas.gov.au](mailto:tracey.knowles@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

## Claremont College

***Advanced Skills Teacher (Science/Maths), Claremont College (202622).***

Applications Close:—Friday, 2 October 2015.

Salary:—\$96,766 p.a.

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

Permanent full-time 70 hours per fortnight.

Location:—Claremont College.

Description:—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 office is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

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

Enquiries to Dianne Freeman, Principal, Claremont College, Department of Education, phone (03) 6249 6801, mobile 0417314220, email dianne.freeman@education.tas.gov.au.

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

## LEARNING SERVICES

*Learning Services Northern Region*

## Smithton High School

***Teacher (Middle School), Smithton High School (2 Vacancies).***

Applications Close:—Friday, 25 September 2015.

Salary:—\$55,827 – \$90,682 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher. Vacancy No. 200454.

Permanent full-time 70 hours per fortnight.  
Location:—Smithton High School.

Vacancy No. 970066.

Permanent full-time 70 hours per fortnight.  
Location:—Smithton High School.

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

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

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

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

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

Enquiries to Keith Billing, Department of Education, phone (03) 6452 9222, email keith.billing@education.tas.gov.au.

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

## EDUCATION

## LEARNING SERVICES

*Learning Services Northern Region*

## Zeehan Primary School

***Teacher, Zeehan Primary School (965132).***

Applications Close:—Friday, 25 September 2015.

Salary:—\$55,827 – \$90,682 p.a.

Teaching Service (Tasmanian Public Sector) Award, Teacher. Permanent full-time 70 hours per fortnight.

Location:—Zeehan Primary School.

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

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

Current Certificate of Registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with

the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a Fixed-term basis.

The Head of the State Service has determined that the person nominated for this office 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 Sharon Woodberry, Department of Education, phone (03) 6471 6133, email [sharon.woodberry@education.tas.gov.au](mailto:sharon.woodberry@education.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

EDUCATION  
TEACHERS REGISTRATION BOARD

**Professional Conduct Officer, Teachers Registration Board (965709).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$77,012 – \$79,354 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

**Description of Role:**—Work within the team to manage a range of activities that relate to the determination of good character and fitness to teach of applicants and registrants, including monitoring of professional conduct conditions.

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

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

Enquiries to Lee Rayner, Department of Education, phone (03) 6165 5975, email [lee.rayner@trb.tas.gov.au](mailto:lee.rayner@trb.tas.gov.au).

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

Electronic submission of applications is preferred. Electronic applications must be in Microsoft Word or PDF format. Additional paper copies of applications should not be sent through the mail. Receipt of electronic applications will be acknowledged by return email within two working days.

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

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

All applicants are required to supply a valid email address with their application for the purposes of email communication.

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

HEALTH AND HUMAN SERVICES  
*Commissioner for Children*

**Research and Policy Officer (519720).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$76,051 – \$78,350 p.a.

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

Permanent full-time day work.

Location:—Hobart.

**Duties:**—The Commissioner for Children are seeking a Research and Policy Officer to join their team on a permanent basis.

If you are successful in the role, your main responsibility will be responsibility for providing quality, accurate and timely advice and action to the Commissioner in accordance with the Children, Young Persons and their Families Act 1997, in matters relating to the health, welfare, care, protection and development of children and young people.

**Essential Requirements:**—Current Working with Children Registration.

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.

**Desirable Requirements:**—Tertiary Qualifications in Law, Social Work or a related behavioural Science.

Enquiries to Annie McLean, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6233 2731, email [annie.mclean@childcomm.tas.gov.au](mailto:annie.mclean@childcomm.tas.gov.au).

HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH ORGANISATION - SOUTH  
*Women and Children Services*

**Staff Specialist - Gynaecological Oncologist (509866).**

Applications Close:—Friday, 23 October 2015.

Salary:—\$140,592 – \$213,700 p.a.

Salaried Medical Practitioners Interim Agreement 2015, Specialist Medical Practitioner, Level 1 to Senior Specialist Medical Practitioner, Level 3.

Permanent full-time day worker (with oncall) commencing January 2016

Location:—Gynaecological Oncology, Royal Hobart Hospital

The gynaecologic oncology service for the State of Tasmania is based in Hobart where there is a dedicated Women's Surgical Unit. The Royal Hobart Hospital is a 505 bed tertiary referral hospital and a teaching hospital associated with the University of Tasmania's Medical School.

The unit has a multi-disciplinary approach to patient care and major surgery for the service is undertaken in the Royal Hobart Hospital. The service is presently supported by a dedicated Pelvic Surgery Registrar and a Cancer Care Coordinator.

**WITHDRAWN**

Outreach clinics to the North of the State are an integral part of the service provision.

We offer:—

- Salary to be negotiated plus superannuation
- Salary packaging
- Access to teaching, education and research funds
- Relocation Assistance
- Motor Vehicle and associated expenses
- A supportive and dynamic work environment
- Strong professional and social networks
- An incredible lifestyle.

**Essential Requirements:**—General or limited registration with the Medical Board of Australia.

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

Enquiries to Associate Professor Penny Blomfield, Department of Health and Human Services and Tasmanian Health Service, phone (03) 62228049, email [penny.blomfield@ths.tas.gov.au](mailto:penny.blomfield@ths.tas.gov.au), or Dr Michael Bunting, phone (03) 62228049, email [michael.bunting@ths.tas.gov.au](mailto:michael.bunting@ths.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, GPO Box 1061, Hobart, Tasmania, 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*Northern Region*

Launceston General Hospital

#### **Hospital Aide (516373).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$47,227 – \$48,915 pro rata, per annum.

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

Permanent part-time day work, working 16 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant. To commence 12 December 2015.

Location:—Day Procedure Unit, LGH, Charles Street, Launceston.

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

**Note:** Please refer to the Statement of Duties for the selection criteria relating to this vacancy. These criteria must be addressed in your application.

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

Enquiries to Sharon Stuart, Nurse Unit Manager, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 8723, email [dpnum@ths.tas.gov.au](mailto:dpnum@ths.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Service, Northern Region, P.O. Box 1963, Launceston 7250. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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#### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*Northern Region*

Mental Health Services Northern Region

#### **Registered Nurse (504837).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$58,432 – \$79,964 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 40 hours per fortnight. Notwithstanding, hours may be negotiated with the successful applicant.

Location:—Northside, MHS North, LGH, Charles Street, Launceston.

Please note that access to the Grade 4 salary range \$75,612 – \$79,964 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.

**Note:** Please refer to the Statement of Duties for the selection criteria relating to this vacancy. These criteria must be addressed in your application.

**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 Jan Dorman, Nurse Unit Manager, Northside, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 6773, email [jan.dorman@ths.tas.gov.au](mailto:jan.dorman@ths.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Service, Northern Region, P.O. Box 1963, Launceston 7250. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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**HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE**

**TASMANIAN HEALTH SERVICE**

*Northern Region*

Mental Health Services Northern Region

**Registered Nurse, Community Mental Health (504911).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$58,432 – \$79,964 p.a.

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

Fixed-term full-time day worker, working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence As soon as possible until 23 September 2016.

Location:—46 Cameron Street, Launceston.

Please note that access to the Grade 4 salary range \$75,612 – \$79,964 is subject to successful application for progression to Grade 4.

Duties:—The Registered Nurse, Community Mental Health:.

Consistent with ongoing experience strengthens health outcomes through the provision of safe, quality, clinically appropriate nursing care in partnership with patients/clients, their families and other health professionals and community sector organisations within the defined community practice area.

As part of a multi-disciplinary team delivering high quality mental health services provides a specialist mental health service within the community setting for a designated client group, utilising evidence based practices and recovery principles.

Please refer to the Statement of Duties for the selection criteria relating to this vacancy. This criteria must be addressed in your application.

Desirable Requirements:—Possesses specialist tertiary graduate or postgraduate mental health/psychiatric nursing qualification.

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 Helen van der Molen, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6777 4985, email helen.vandermolen@ths.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Service, Northern Region, P.O. Box 1963, Launceston 7250. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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**HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE**

**TASMANIAN HEALTH SERVICE**

*Southern Region*

**Clinical Services Officer (506469).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$50,183 – \$53,673 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:—Repatriation Centre Hobart.

Duties:—The Tasmanian Health Service has a opportunity for a Client Service Officer (CSO) to join our team in the Southern Community Equipment Scheme. The CSO provides an efficient and effective administrative and clerical support service for the Southern Community Equipment Scheme, including liaison with clients, service providers and support staff. They assist with the maintenance of the equipment database. They will clean, maintain and carry out minor repairs to equipment and assemble, package, label and store stock. They prepare equipment orders for delivery to service outlets, receive equipment deliveries by suppliers and monitor equipment stock levels.

Desirable Requirements:—Current driver's 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 Linda Osborne, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 7280, email linda.osborne@ths.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Service, G.P.O. Box 1061, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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**HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE**

**TASMANIAN HEALTH SERVICE**

*Southern Region*

**Clinical Nurse Specialist, Hepatology (521709).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$81,214 – \$84,989 pro rata, per annum.

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

Fixed-term part-time day worker, working 24 hours per fortnight. Commencing as soon as possible until 30 June 2016.

Location:—Medical Services, Royal Hobart Hospital.

Duties:—The Clinical Nurse Specialist, Hepatology leads the day to day nursing management of activities and education, to achieve continuity and quality of Hepatology patient

care. Patient care will be delivered in conjunction with other members of the specialised health care team.

Within a multidisciplinary team, they provide nursing expertise, case co-ordination, nursing management and education for patients with liver disease and their families within the Royal Hobart Hospital. They Initiate, develop and implement clinical policy, care guidelines, quality improvement and research in accordance with contemporary best practice.

**Desirable Requirements:**—A minimum of 3 years experience as a Registered Nurse.

Relevant post-graduate qualification.

**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 Katrina Hodge, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6222 6749, email [katrina.hodge@ths.tas.gov.au](mailto:katrina.hodge@ths.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Service, G.P.O. Box 1061, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

### TASMANIAN HEALTH SERVICE

#### *Southern Region*

#### Complex Chronic and Community

#### ***Leisure and Lifestyle Co-ordinator (522351).***

Applications Close:—Friday, 25 September 2015.

Salary:—\$56,487 – \$60,553 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.

Location:—Midlands Multi Purpose Centre.

**Duties:**—The Tasmanian Health Service is seeking a Leisure and Lifestyle Co-ordinator to join our team at the Midlands Multi-Purpose Centre (MMPC). The successful applicant will consult with residents, carers, health care providers and community members in planning, developing, implementing, monitoring and evaluating quality individual and group programs. They will work with residents, their families and nursing staff to identify and plan individual leisure and lifestyle programs.

As part of a multidisciplinary care team, they will proactively liaise with the MMPC Communication Management Team and report on activities undertaken including changes in the health status of the residents and supervise and co-ordinate Leisure and Lifestyle staff and volunteers as required.

**Desirable Requirements:**—Current Driver's Licence.

Current First Aid Certificate.

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment

check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Sandy Carmichael, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6254 5030, email [sandy.carmichael@ths.tas.gov.au](mailto:sandy.carmichael@ths.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Tasmanian Health Service, G.P.O. Box 1061, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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## HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

### TASMANIAN HEALTH SERVICE

#### *Southern Region*

#### Corporate Services

#### ***Ward Clerk (509226).***

Applications Close:—Friday, 25 September 2015.

Salary:—\$50,183 – \$53,673 pro rata, per annum.

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

Permanent part-time shift work, 28 hours per fortnight, working 7 evenings on and 7 evenings off (4 hour shifts), commencing October 2015.

Location:—Inpatient Services Unit, PIMS, Royal Hobart Hospital.

**Duties:**—Provide frontline assistance to support the effective administrative operations of the Ward/Unit which includes assisting the general public, patients and clinical staff; answering patient and public enquiries; and directing all incoming telephone calls to relevant departmental or clinical personnel.

Support the Nurse Unit Manager (NUM) by receiving, interviewing and processing all direct admissions and discharges from the Ward/Unit including the verification of discharge-planning protocols.

Accurately enter and retrieve patient information onto/from computerised patient information management information systems including the Digital Medical Record (DMR).

Generate reports and update and maintain databases and bed lists utilising relevant software programs including Microsoft Word, Excel and Outlook Express.

Interview and admit patients as necessary for direct admission to the Ward/Unit from other wards and departments which includes: checking the accuracy of patient personal and financial information on registration and admission screens.

Perform revenue procedures, statistical discharges and admissions to Wards/Units, in accordance with established processes including the compensable private patient scheme and Veteran Affairs.

Prepare, receive, track, maintain and dispatch all patient records to ensure all movements are accurately recorded.

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 Lisa Wickham, Manager, Admissions Centre, Department of Health and Human Services and Tasmanian Health Service, phone (03) 62228645, email [lisa.wickham@ths.tas.gov.au](mailto:lisa.wickham@ths.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, Southern Region, G.P.O. Box 1061, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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**HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE**

**TASMANIAN HEALTH SERVICE**

*Southern Region*

Mental Health Services, Southern Region

***Cleaners, Multiple Casual Vacancies (516431).***

Applications Close:—Friday, 2 October 2015.

Salary:—\$42,777 – \$44,247 pro rata, per annum.

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

Fixed-term casual shift work, commencing as soon as possible for a period of twelve months.

Location:—Wilfred Lopes Centre.

PLEASE NOTE:—This is a casual pool vacancy and, as such, multiple people will be offered contracts.

This position attracts a 6.5% Correctional Health Allowance.

Duties:—Perform cleaning duties to maintain the Wilfred Lopes Centre in a hygienic, safe and presentable state.

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 Merissa Clark, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 0504, email [merissa.clark@ths.tas.gov.au](mailto:merissa.clark@ths.tas.gov.au).

You are encouraged to apply online. When applying online please DO NOT send a duplicate application to the contact person.

If you are not able apply online please forward your hard copy application quoting the vacancy number to: Recruitment Services, Tasmanian Health Service – Southern Region, G.P.O. Box 1061, Hobart, Tasmania 7001.

Please do not send applications to the contact person.

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**HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE**

**TASMANIAN HEALTH SERVICE**

*Southern Region*

Mental Health Services, Southern Region

***Senior Clinical Psychologist, Child and Adolescent Mental  
Health Services (522186).***

Applications Close:—Friday, 16 October 2015.

Salary:—\$95,983 – \$101,483 p.a.

Allied Health Professionals (Tasmanian State Service) Agreement 2014, DHHS and THS Allied Health Professional, Level 4.

Permanent full-time day work.

Location:—South.

PLEASE NOTE: This is a full-time role, but part-time hours will also be considered.

Duties:—This is a unique opportunity, as a member of the Child and Adolescent Mental Health Services (CAMHS) multi-disciplinary team, to provide clinical expertise in infant mental health and perinatal psychology. You will be working with our Perinatal Psychiatrist, Registrar, and Perinatal Mental Health Co-ordinator, as well as CAMHS clinicians with infant mental health expertise.

The Senior Clinical Psychologist will be expected to provide evidence-based clinical assessment and treatment services to pregnant women receiving antenatal care at the Royal Hobart Hospital and treatment services to mothers/fathers and their infants in the 12 months post-partum.

Desirable Requirements:—Expertise in infant mental health and experience in infant mental health/perinatal psychology.

Experience in teaching at a post graduate level.

Experience in the clinical supervision of postgraduate clinical students.

Expertise in design and conduct of research and data analysis.

Essential Requirements:—Registered with the Psychology Board of Australia and endorsed to practice in the approved area of practice of clinical psychology.

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 Sarah Darcey, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6166 0588, email [sarah.darcey@ths.tas.gov.au](mailto:sarah.darcey@ths.tas.gov.au).

You are encouraged to apply online. When applying online please DO NOT send a duplicate application to the contact person.

If you are not able apply online please forward your hard copy application quoting the vacancy number to: Recruitment Services, Tasmanian Health Service – Southern Region, G.P.O. Box 1061, Hobart, Tasmania 7001.

Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*Southern Region*

Womens and Childrens Services

**Registered Midwife (Graduate) (522112).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$58,432 – \$79,964 pro rata, per annum.

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

Fixed-term part-time fully rotational shift work (hours will be negotiated), commencing 13 December 2015 until 11 June 2016.

Location:—WACS, Midwifery Services, Royal Hobart Hospital.

Annual intake for Graduate Midwifery Program (2015). Applicants will be student midwives completing their midwifery training.

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

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 Becky French, Nurse Unit Manager, Maternity Services, Department of Health and Human Services and Tasmanian Health Service, phone (03) 62228299, email becky.french@ths.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, Southern Region, G.P.O. Box 1061, Hobart 7001. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE

TASMANIAN HEALTH SERVICE

*North West Region*

**Staff Specialist, Anaesthetics (515029).**

Applications Close:—Friday, 16 October 2015.

Salary:—\$140,592 – \$213,700 p.a.

Salaried Medical Practitioners Interim Agreement 2015, Specialist Medical Practitioner, Level 1 to Senior Specialist Medical Practitioner, Level 3.

Fixed-term full-time day worker (with on-call), working 76 hours per fortnight for 3 years.

Location:—North west Region.

Access to the Senior Specialist Medical Practitioner salary range \$202,452 – \$213,700 is subject to the successful applicant satisfying the criteria for Senior Specialist Medical Practitioner Level 1, 2 or 3 as described in the Salaried Medical Practitioners Interim Agreement 2015.

**The Tasmanian Health Service Has Been Reborn.**

The Tasmanian Health Service (THS) was created by the amalgamation on the 1st July 2015 of the three Tasmanian Health Organisations. This is a key step in creating one integrated health system in Tasmania with the aim to transform the health system so that it is increasingly patient-centred and innovative with an intense focus on continuously improving patient safety, health outcomes and efficiency to support the health and wellbeing of the Tasmanian community. The Tasmanian Health Service-North West Region (THS- North West Region) is one of the three regions that make up the THS. There is strong commitment to achieving the highest levels of healthcare for Tasmanians. This appointment will be a key building block in strengthening general medicine and other medical subspecialties across the North West of Tasmania.

The medical services across the North West Region of Tasmania are based primarily at the North West Regional Hospital (NWRH) in Burnie and at the Mersey Community Hospital (MCH) in Latrobe close to Devonport. A team of 11 Specialists at both locations currently provide Anaesthetics services. The two hospitals both have very busy emergency departments and obstetrics and gynaecology services plus an ICU located at NWRH. Paediatrics is primarily located at the NWRH with outpatient services at both sites. There is general surgery and anaesthetics at both hospitals. A busy orthopaedic service is at NWRH. An expanding rehabilitation service is located in a purpose built unit at the NWRH. There are extensive outpatient services for a range of subspecialty services many of which are provided by visiting specialists from Launceston General Hospital, Royal Hobart Hospital and major hospitals in Victoria.

The North West Cancer Centre is to open late in 2015 at NWRH. It will include radiotherapy services. This is part of the Northern Tasmania Cancer Service and it is linked with the Holman Centre in Launceston. This will provide improved integrated oncology services across the North of Tasmanian. A new Emergency Department has just been opened at the NWRH.

The North West Private Hospital is co-located with the North West Regional Hospital and this facilitates private practice for many of the region's specialists. Additionally the NWRH Obstetrics service is located within the North West Private Hospital.

The North West Rural Clinical School of the University of Tasmania is located on the campus of the North West Regional Hospital. The Tasmanian Health Service, North West Region participates in a comprehensive undergraduate and graduate clinical training program with the Rural Clinical School. It is anticipated that the appointee will have significant involvement in the delivery of the Undergraduate General Medicine education program. THS-North West Region has a close working relationship with the University of Tasmania and it is anticipated that the successful candidate would have the opportunity to be appointed to a University academic position. The seniority of the University appointment would be negotiated separately with the University.

Accredited training positions for registrars are available in anaesthetics, medicine, surgery, paediatrics and obstetrics. Non-accredited registrars positions in orthopaedics are highly sought.

The rugged and beautiful North West Coast of Tasmania is a tourist mecca, has a strong agricultural sector, a developing innovative industrial sector and is positioned with airports and sea transport so it is very accessible to the rest of Tasmania and the Australian mainland. Air travel from Devonport to Melbourne is less than one hour and relatively inexpensive. The housing market with significantly lower prices than on mainland Australia is attracting considerable interest from families and investors.

### Is This The Position For You?

We are seeking a motivated and experienced Staff Specialist in Anaesthetics, who will work as part of the Department of Anaesthetics across the North West Region. The population of the area is approximately 116,000 within a total Tasmanian population of around 500,000. The Tasmanian Health Service, North West Region provides both acute and sub-acute services. An interest in intensive care medicine would be highly regarded.

The successful candidate will provide specialist anaesthetic services.

This position will be attractive to a highly skilled and motivated medical professional who views challenges as opportunities and is driven by a passion to improve healthcare in the complex world of modern health systems. The right applicant will play a key role in developing health care at both patient and system levels.

For more information please contact Dr Eric Robinson Director of Anaesthetics on mobile number 0499 500 050 or overseas +61499 500 050 or email eric.robinson@ths.tas.gov.au Dr Ross Duncan Director of Medical Services on mobile number 0419 397 838 or overseas +61419 397 838 or email david.duncan@ths.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:**—Specialist or limited registration with the Medical Board of Australia in a relevant specialty. 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 Dr Ross Duncan, Executive Director Medical Services, North West Region, Department of Health and Human Services and Tasmanian Health Service, phone 0419 397 838, email david.duncan@ths.tas.gov.au or Dr Eric Robinson, Director of Anaesthetics, Department of Health and Human Services and Tasmanian Health Service, phone 0499 500 050, email eric.robinson@ths.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, North West Region, P.O. Box 274, Ulverstone 7315. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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### HEALTH AND HUMAN SERVICES AND TASMANIAN HEALTH SERVICE

#### TASMANIAN HEALTH SERVICE

##### *North West Region*

North West Regional Hospital

#### ***Team Leader, Clinical Pharmacy (519796).***

Applications Close:—Friday, 25 September 2015.

Salary:—\$83,105 – \$91,756 pro rata, per annum.

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

Fixed-term full-time day worker (with on-call), working 76 hours per fortnight until July 2016.

Location:—Pharmacy Department, North West Regional Hospital.

#### Who are we?

The Tasmanian Health Service is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community. We are committed to providing the highest levels of healthcare and services.

#### Who are we looking for?

We are seeking a motivated and experienced registered pharmacist to join our Hospital Pharmacy Department at the North West Regional Hospital in the role of Team Leader, Clinical Pharmacy. This is a fixed term maternity leave backfill contract until July 2016.

You will be responsible for the efficient and accountable provision of inpatient and outpatient pharmacy services, ensuring compliance with legal, professional, ethical, departmental and hospital requirements. As the successful applicant you will have an understanding of clinical pharmacy guidelines such as, the APAC Guidelines, Pharmaceutical Review and Medication Management Review programs and a working knowledge of the Pharmaceutical Benefits Scheme.

As the Team Leader, Clinical Pharmacy you will report to the Pharmacy Site Manager (North West), where you will provide on-site leadership to the clinical pharmacy staff. In this role you will be expected to demonstrate autonomy in the daily functioning of the service and be expected to exercise initiative and professional judgment across all responsibilities.

#### Do you have?

Current registration.

Demonstrated experience in undertaking Clinical Pharmacy activities.

Experience in management and leadership.

Well-developed communication and interpersonal 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:-.

Current Driver's Licence.

**Essential Requirements:**—Registered with the Pharmacy 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 Suzette Seaton, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6430 6725, email suzette.seaton@ths.tas.gov.au.

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, North West Region, P.O. Box 274, Ulverstone 7315. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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**HEALTH AND HUMAN SERVICES AND TASMANIAN  
HEALTH SERVICE**

**TASMANIAN HEALTH SERVICE**

*North West Region*

Primary Health North West

***Senior Podiatrist (502776).***

Applications Close:—Friday, 16 October 2015.

Salary:—\$83,105 – \$91,756 p.a.

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

Fixed-term full-time day worker, working 76 hours per fortnight until October 2016.

Location:—Devonport Community Health Centre.

Who are we?

The Tasmanian Health Service is an innovative and dynamic organisation dedicated to improving the health and wellbeing of our community. We are committed to providing the highest levels of healthcare and services.

Who are we looking for?

We are seeking a motivated and experienced Podiatrist to join the Podiatry/Foot Health Service to provide a high standard of podiatric care to patients of the THS-North West Region working closely with other service providers in the local community. The service provides all aspects of Podiatric care including management of high risk foot conditions, toenail surgery, biomechanics and treatment of paediatric clients. There is also a strong health promotion component to this work as well as the opportunity to be involved in current research.

This is a senior position providing podiatry services to community clients, outpatients and inpatients across a broad geographic area. The occupant of this position will be expected to work under general direction from the Manager Podiatry and is responsible for assessing, planning and carrying out podiatry treatment programs.

Do you have?

Demonstrated clinical experience in managing a wide range of podiatric pathologies across various clinical settings.

Proven high level interpersonal skills.

Ability to function effectively in a multidisciplinary team.

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:-.

Current Driver's Licence.

Essential Requirements:—Registered with the Podiatry 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 Andrew Chappell, Department of Health and Human Services and Tasmanian Health Service, phone (03) 6421 7738, email [andrew.chappell@ths.tas.gov.au](mailto:andrew.chappell@ths.tas.gov.au).

You are encouraged to apply online or forward your hard copy application quoting the vacancy number to: Human Resources, Tasmanian Health Service, North West Region, P.O. Box 274, Ulverstone 7315. Please note if you are applying online you DO NOT need to upload an Application for Employment form.

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**JUSTICE**

***Administrative Support Officer (356419).***

Applications Close:—Friday, 25 September 2015.

Salary:—\$50,767 – \$54,369 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time until 30 March 2016, working 32 hours per fortnight, working 4 hours on Tuesday and 6 hours on Wednesday and Thursday each week.

Location:—Hobart.

Duties:—To undertake administrative and clerical functions including typing, data entry, keyboard support and clerical assistance associated with the day-to-day operations of the Victims Support Services. Provide an efficient and courteous telephone and reception service including liaising with clients, staff and stakeholders and answering enquiries in person, by phone and in writing.

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 Catherine Edwards, Manager, Victim Support Services, Department of Justice, phone (03) 6165 7527, email [Catherine.Edwards@justice.tas.gov.au](mailto:Catherine.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 4908, 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 Janet McClung on (03) 6165 7524.

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 (355972).***

Applications Close:—Friday, 25 September 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time working 73.5 hours per fortnight.

Location:—Devonport.

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 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.

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:—Relevant tertiary or industry qualifications.

A current driver's licence.

Enquiries to Daniel Goss, Team Leader North/North West, Court Mandated Diversion Diversion Unit, Community Corrections, Department of Justice, phone (03) 6777 2919, email daniel.goss@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 4908, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Daniel Goss on (03) 6777 2919.

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 Supervisor (350368).***

Applications Close:—Friday, 25 September 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time working 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Responsible for co-ordinating the Probate Registry including monitoring applications, maintaining management information and ensuring that grants are issued in a timely and effective manner. Maintain and manage operational relationships and liaise effectively with key Probate Registry stakeholders, including court legal officers, the Registrar, trustee companies, legal practitioners, and their staff, applicants in person, genealogists, government agencies of the public and Court Staff members.

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:—Relevant tertiary qualification.

Enquiries to Brendan McManus, Assistant Deputy Registrar, Supreme Court, Department of Justice, phone (03) 6165 7449, email brendan.mcmanus@supremecourt.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart Tas, 7001, phone (03) 6165 4908, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Brendan McManus on (03) 6165 7449.

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

*Launceston****Judges Attendant/Security Officer (356742).***

Applications Close:—Friday, 25 September 2015.

Salary:—\$39,511 – \$48,474 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term casual as and when required for a period of 3 years.

Location:—Launceston.

Duties:—Provide administrative assistance to the Judges of the Supreme Court by attending Judges in Court and in Chambers including: ensuring the availability of reference material; maintaining lists of authorities; preparing court rooms, chambers and jury rooms; swearing in witnesses, jurors and other personnel; assist the Associate and when required act as the Associate; and organise travel and equipment for Judges on circuit. Provide security support to the Court by ensuring

court rooms are secure and that files and exhibits are protected whilst in court rooms and in transit.

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

Desirable Requirements:—A current driver's licence.

Enquiries to Chris Nason, District Registrar, Department of Justice, phone (03) 6777 2875, email chris.nason@supremecourt.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart Tas, 7001, phone (03) 6165 4908, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Christ Nason on (03) 6777 2875.

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  
Launceston

**Judges Attendant/Security Officer (356742).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$50,767 – \$54,369 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term casual as and when required for a period of 3 years.

Location:—Launceston.

Duties:—Provide administrative assistance to the Judges of the Supreme Court by attending sessions in Court and in Chambers including: ensuring the availability of reference material; maintaining lists of parties; preparing court rooms, chambers and jury rooms; caring in witnesses, jurors and other personnel; assist the Associate and when required act as the Associate; and organise travel and equipment for Judges on circuit. Provide security support to the Court by ensuring court rooms are secure and that files and exhibits are protected whilst in court rooms and in transit.

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

Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Desirable Requirements:—A current driver's licence.

Enquiries to Chris Nason, District Registrar, Supreme Court of Tasmania, Department of Justice, phone (03) 6777 2875, email Chris.Nason@supremecourt.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825, Hobart Tas, 7001, phone (03) 6165 4908, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Chris Nason on (03) 6777 2875.

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.

**WITHDRAWN**

JUSTICE

WORKSAFE TASMANIA

WorkCover

**Executive Officer (355805).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time working 73.5 hours per fortnight.

Location:—Rosny.

Duties:—Provide high-level administrative support services to the WorkCover Board, its members, committees and working groups, including, co-ordination of Board and Committee meetings, agendas, papers and associated minute taking and research. To manage administrative procedures to ensure effective flow of work and information between the WorkCover Board and WorkSafe Tasmania staff on matters including scheme performance, financial reporting and internal management reporting.

Enquiries to Brad Parker, Director Compensation and Communication, WorkSafe Tasmania, Department of Justice, phone (03) 6166 4747, email brad.parker@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 4908, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Elissa Nightingale on (03) 6166 4692.

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.

POLICE AND EMERGENCY MANAGEMENT  
NORTHERN DISTRICT  
*Northern Prosecution Services*

**Team Leader (002836).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Launceston.

Duties:—Responsible for day-to-day co-ordination of tasks and supervision, including training of State Service employees, quality assurance and customer service.

Qualifications and Experience:—Knowledge and expertise consistent with qualifications recognised at Certificate 3 and 4 or equivalent level.

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 for: Crimes of violence, Sex related offences, Serious drug offences, Crimes involving dishonesty, Serious traffic offences.

Enquiries to Ms Tania Kerrison, Team Leader, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, Tas, 7001, phone (03) 67773880, email [Tania.Kerrison@police.tas.gov.au](mailto:Tania.Kerrison@police.tas.gov.au).

Applications to Co-ordinator, Employee Services, Department of Police and Emergency Management, G.P.O. Box 308, HOBART, TAS, 7001, phone (03) 6173 2071, email [Applications@police.tas.gov.au](mailto:Applications@police.tas.gov.au).

Applicants should address the knowledge and skills (selection criteria) as outlined in the Statement of Duties. Applications forwarded by email receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within DPEM. If no acknowledgement or system generated response is received please contact Employee Services on (03) 6173 2071. Please ensure that your application is in either Microsoft Word format, PDF or RTF (rich text format).

PORTRTHUR HISTORIC SITE MANAGEMENT AUTHORITY

CONSERVATION AND INFRASTRUCTURE

**Cleaner (CLE-15).**

Applications Close:—Monday, 28 September 2015.

Salary:—\$50,767 – \$54,369 pro rata, per annum.

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

Permanent part-time.

Location:—Port Arthur.

Duties:—To provide cleaning and servicing of public and staff areas at the Port Arthur Historic Sites, ensuring areas are maintained in a clean and tidy manner meeting the Port Arthur Historic Site Management Authority's (PAHSMA) high standard of presentation requirements.

Essential Requirements:— Current Driver's Licence.

Desirable Requirements:—Certificate III in Asset Maintenance (Cleaning Operations).

Enquiries to Marty Passingham, Works Manager, Port Arthur Historic Site Management Authority, 6973 Arthur

Highway, phone (03) 6251 2341, mobile 0417 505 953, email [marty.passingham@portarthur.org.au](mailto:marty.passingham@portarthur.org.au).

Applications to Recruitment, PAHSMA, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, phone (03) 6251 2357, fax (03) 6251 2328, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

PORTRTHUR HISTORIC SITE MANAGEMENT AUTHORITY

CONSERVATION AND INFRASTRUCTURE

**Project Archaeologist (PAR).**

Applications Close:—Monday, 28 September 2015.

Salary:—\$78,959 – \$94,996 pro rata, per annum.

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

Fixed-term full-time 10 month appointment, Monday-Friday (with some additional weekend work).

Location:—Port Arthur.

Duties:—Assist with the planning and execution of the Penitentiary Project Archaeological Research Project.

Direct and document a series of archaeological excavations in the Penitentiary Precinct.

Direct and supervise an excavation and artefact processing team.

Prepare a full technical report on the excavations, their results and implications.

Compile an excavation project archive.

Contribute to the establishment of PAHSMA as a centre of excellence in the conservation and interpretation of a cultural heritage place of international significance.

Provide information to visitors in a clear and courteous manner about activities, features and facilities at the Port Arthur Historic Sites.

Assist in providing interpretive materials for visitors and staff.

Fulfil requirements within a wider policy, strategic, and budgetary context determined by the Department Managers and Director, and in accordance with the Port Arthur Historic Sites Statutory Management Plan.

Undertake other relevant tasks and duties as directed by the Archaeology Manager and/or Director Conservation and Infrastructure.

Desirable Requirements:—Established track record of research and/or publication in a relevant field of study.

Current Driver's Licence.

Enquiries to David Roe, Dr, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, phone (03) 6251 2368, email [David.Roe@portarthur.org.au](mailto:David.Roe@portarthur.org.au).

Applications to Recruitment, Port Arthur Historic Site Management Authority, 6973 Arthur Highway, phone (03) 6251 2357, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

PREMIER AND CABINET

COMMUNITIES, SPORT AND RECREATION

*Tasmanian Community Fund*

**Administrative Assistant (Readvertised) (001746).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$57,249 – \$61,373 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time (part-time from 0.80 FTE will be considered).

Location:—Glenorchy.

Duties:—Provide administrative assistance to the Board and the Senior Executive Officer (SEO), Tasmanian Community Fund (the Fund) in the day-to-day management of the Fund. Under the Act, Fund staff are employed by the Department of Premier and Cabinet.

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

Enquiries to Lola Cowle, Senior Executive Officer, Grants, Sport and Recreation Infrastructure, Community Sport and Recreation, Department of Premier and Cabinet, phone (03) 6232 7043, email [lola.cowle@dpac.tas.gov.au](mailto:lola.cowle@dpac.tas.gov.au).

Applications to Sarah Warner, Human Resources Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart, Tas, 7001, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

#### PREMIER AND CABINET

##### OFFICE OF SECURITY AND EMERGENCY MANAGEMENT

##### **Director (Office of Security and Emergency Management) (001196).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$132,532 – \$145,879 p.a.

Tasmanian State Service Award, General Stream, Band 9.

Permanent full-time.

Location:—Hobart.

Duties:—The Director (Office of Security and Emergency Management) is responsible for the provision of strategic leadership, direction and overall management of the Office of Security and Emergency Management.

Essential Requirements:—An appropriate security clearance to secret level. A tertiary qualification in a relevant discipline or research experience to a similar level.

Enquiries to Rebekah Burton, Deputy Secretary, Department of Premier and Cabinet, phone (03) 6270 5632, email [rebekah.burton@dpac.tas.gov.au](mailto:rebekah.burton@dpac.tas.gov.au).

Applications to Sarah Warner, Human Resources 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).

#### PREMIER AND CABINET

##### TMD

##### *Program Management*

##### **Senior Project Manager (2 positions) (001385 and 002323).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$109,279 – \$115,977 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time (001385) and Fixed-term full-time for 2 years (002323).

Location:—Hobart.

Duties:—Lead a team to execute and deliver on a range of whole of Government specialised, complex and state-wide ICT projects.

Desirable Requirements:—Formal tertiary qualifications in project management, business or IT disciplines and membership or eligibility for membership of a relevant professional body will be regarded as an advantage.

Enquiries to Peter Padd, Manager Program Office, TMD, Department of Premier and Cabinet, phone (03) 6166 3131, email [peter.padd@dpac.tas.gov.au](mailto:peter.padd@dpac.tas.gov.au).

Applications to Sarah Warner, Human Resources 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).

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

##### PARKS AND WILDLIFE SERVICE

##### *Operations*

##### **Fire Operations Officer (3 Vacancies).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time from As soon as possible for 2 years.

Location:—707419 (Glenorchy), 707428 (Ulverstone) and 707429 (Prospect).

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

Duties:—Plan and execute operations of the strategic fuel reduction program, with a specific focus on the planning and supervision of prescribed burning. Assist with fire suppression operations.

Essential Requirements:—A current driver's licence. Successful completion of the fire-fighter fitness assessment at the 'Arduous' level (4.83 km walk carrying 20.5 kg in 45 minutes or less). Current competency in 'Sector Commander' and 'Low Intensity Burning' either through (FFFOP301A, FFFOP401A) Forestry Tasmania accredited course or Certificate IV, Public Safety (fire-fighting supervision), or a nationally accredited competency deemed to be equivalent. Minimum of 2000 hours fire-fighting experience or 6 years participating in planned burn and bushfire operations.

Desirable Requirements:—A Workplace Level 2 First Aid Certificate or equivalent or the ability to acquire prior to appointment. A current driver licence Class MR or HR. A current Chainsaw Operator's Certificate or the ability to acquire prior to appointment.

Applicants should submit an Application for Employment form, a statement addressing the selection criteria and current resume by 5pm on the closing date indicated on the advertisement.

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 Paul Black, phone (03) 6165 4255, email [Paul.Black@parks.tas.gov.au](mailto:Paul.Black@parks.tas.gov.au).

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

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

##### PARKS AND WILDLIFE SERVICE

##### *Operations*

##### **Information Officer (707420 and 705371) (2 vacancies).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$50,767 – \$54,369 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time employed on a roster basis (hours will vary) and will be paid off timesheets.

Location:—Hastings Caves.

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:—Provide information advice to the public relating to the natural assets of the Hastings Caves State Reserve. Provide high quality services that support the business enterprise in areas such as site maintenance, security and public safety.

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. The following checks are to be conducted:—Conviction Check; Crimes of violence, Sex related offences, Serious drug offences, Crimes involving dishonesty. Identification Check. A current motor vehicle driver's licence.

Desirable Requirements:—Senior or Workplace Level 2 First Aid Certificate. Requirement for the Thermal Pool role: Swim Teachers Rescue Award or equivalent.

Note: As part of the training successful applicants who do not possess a Swim Teachers Rescue Award will be required to undertake and complete the Award prior to carrying out pool attendant duties.

Applicants should submit an Application for Employment form, a statement addressing the selection criteria and current resume by 5pm on the closing date indicated on the advertisement.

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 Beth Russell, phone (03) 6298 3209, email beth.russell@parks.tas.gov.au.

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

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### PARKS AND WILDLIFE SERVICE

#### *Operations*

##### **Visitor Reception Officer (335461).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$39,511 – \$48,474 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time (Working a minimum of 50% per annum in accordance with an approved roster, paid off timesheets).

Location:—Northern Region, initially located Narawntapu National Park.

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 entry fees from visitors to national parks 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 drivers licence. A current Workplace Level 2 First Aid certificate.

Applicants should submit an Application for Employment form, a statement addressing the selection criteria and

current resume by 5pm on the closing date indicated on the advertisement.

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 Paul Flood, phone (03) 6363 5182, email Paul.Flood@parks.tas.gov.au.

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

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### PARKS AND WILDLIFE SERVICE

#### *Visitor Strategy*

##### **Manager (Visitor Strategy) (707414).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$109,279 – \$115,977 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

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

Relocation expenses may be considered for an employee appointed to this position, however this is subject to approval.

Duties:—Lead and manage the Visitor Strategy Branch responsible for facilitating the strategic and sustainable use of Tasmania's parks and reserves consistent with the conservation, protection and presentation of Tasmania's natural and cultural assets to meet the organisation's vision and goals.

Desirable Requirements:—Experience and/or qualifications in public sector management.

Applicants should submit an Application for Employment form, a statement addressing the selection criteria and current resume by 5pm on the closing date indicated on the advertisement.

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 Peter Mooney, phone (03) 6165 4234, email Peter.Mooney@parks.tas.gov.au.

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

## STATE GROWTH

### INDUSTRY AND BUSINESS DEVELOPMENT

#### *Client Services*

##### **Senior Commercial Analyst (372808).**

Applications Close:—Friday, 25 September 2015.

Salary:—\$100,355 – \$104,931 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Lead and manage the activities of a small team of financial analysts to provide highly-co-ordinated and detailed financial analysis services.

Review the appropriateness of business models, prepare/analyse financial models and undertake assessments of business feasibility and risk.

Provide expert analysis and advice on the feasibility of proposals from business for government financial assistance, including detailed assessment of business plans, financial statements and the appropriateness and cost benefit of proposed assistance.

Assist in the preparation of formal assessments of applications for financial assistance for consideration by the Tasmanian Development Board.

Prepare regular reports and analysis of industry and business assistance activities, including sectoral reporting and post assistance reviews.

Liaise with internal and external stakeholders as required to ensure the timely delivery of analysis and reporting services.

Prepare correspondence, ministerial responses, briefing notes and other reports as required.

Undertake other duties and projects as required.

Desirable Requirements:—Relevant tertiary qualifications in business, finance, economics or other appropriate discipline, or equivalent experience.

Relevant experience in a commercial environment with emphasis on business and financial analysis, corporate finance and related disciplines.

Relevant experience in a government environment or familiarity with government processes and protocols.

Current Drivers licence.

Enquiries to Nic Waldron, Assistant General Manager, Department of State Growth, phone (03) 6165 5216, email Nic.Waldron@stategrowth.tas.gov.au.

Applications to Operations Services, People and Culture, Department of State Growth, G.P.O. Box 536, Hobart Tas 7001, phone (03) 6166 3300, email recruitment@stategrowth.tas.gov.au.

#### STATE GROWTH

##### TRANSPORT SERVICES

##### *Road User Services*

##### Road Safety

#### ***Fixed Term and Casual School Crossing Patrol Officer Register (Various).***

Applications Close:—Wednesday, 7 September 2016.

Salary:—\$39,511 – \$48,474 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Register 12 months.

Location:—Statewide.

Duties:—Responsible for the safe conduct of school children and others at pre-selected crossing points.

Responsible for requiring drivers of vehicles to stop on a road where the School Crossing Patrol Officer is engaged in the duties of protecting children and others crossing to and from a school.

Provide advice to the School Principal when children are crossing the road other than at the selected location, or are not observing instructions, so that corrective measures may be taken.

Essential Requirements:—The Department of State Growth has determined that this role is identified as undertaking

child related regulated activities in-line with the definitions of the Registration to Work with Vulnerable People Act 2013, and as such any occupant of this role will require a current Working with Children Registration. To register you will need to follow the links and information at [http://www.justice.tas.gov.au/working\\_with\\_children/who\\_needs\\_registration](http://www.justice.tas.gov.au/working_with_children/who_needs_registration). As this registration is an essential requirement of this role it must remain current and valid at all times whilst employed in the role. The status of the registration may be checked at any time during employment. It is the employee's responsibility to ensure that the registration remains current and to advise the employer if their circumstances change. This includes notifying the employer of any new criminal convictions or if a registration is revoked, cancelled or conditions altered.

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. The following checks are to be conducted—a Medical Examination covering general health, medical history, vision and hearing; and conviction checks for: Crimes of violence, Sex related offences, Serious drug offences, Serious Traffic Offences.

Desirable Requirements:—Current Driver's Licence.

Possession of a First Aid Certificate.

Enquiries to Aly Sargent, School Crossing Patrol Officer Co-ordinator, Department of State Growth, phone (03) 6777 1933, mobile 0409131001, email Aly.Sargent@stategrowth.tas.gov.au.

Applications to People and Culture, HR Operations, Department of State Growth, G.P.O. Box 536, Hobart TAS 7001, phone (03) 6165 5193, email recruitment@stategrowth.tas.gov.au.

#### TREASURY AND FINANCE

##### BUDGET AND FINANCE DIVISION

##### *Budget Management Branch*

#### ***Assistant Director, Whole-of-Government Unit (724028).***

Applications Close:—Friday, 2 October 2015.

Salary:—\$109,279 – \$115,977 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Fixed-term full-time or part-time no less than 0.8 FTE. As soon as possible for a period of up to 12 months.

Location:—Hobart.

Duties:—The Assistant Director, Whole-of-Government Unit will support the Director Budget Management Branch by providing high-level advice to Government on:—the development, monitoring and management of the State Budget; whole-of-government budget data analysis; and budgetary and financial issues and reforms as they arise.

In the context of the selection criteria, to be successful in the position applicants will have:—high level financial skills including knowledge of contemporary budget management and the effective analysis of financial information; strong strategic capacity and whole-of-government focus; strong experience in Government budgetary or financial management systems or the capacity to quickly develop such skills; demonstrated ability to understand complex issues and identify possible solutions; and high-level verbal and written communications skills.

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

Enquiries to David Bailey, Director, Budget Management Branch, Department of Treasury and Finance, phone (03) 6166 4413, email david.bailey@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, 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 right hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6166 4450.

#### TREASURY AND FINANCE

##### BUDGET AND FINANCE DIVISION

###### *Budget Management Branch*

###### ***Budget Analyst (724290).***

Applications Close:—Friday, 2 October 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

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

Location:—Hobart.

Duties:—To provide advice to Government on the development, monitoring and management of the State Budget; the provision of agency services; the financial performance of government agencies; budgetary and financial issues and reforms as they arise.

In the context of the selection criteria, to be successful in the position applicants will have:—sound financial analysis and accounting skills including knowledge of contemporary budget and financial management practices; an ability to understand complex issues (including whole-of-government and policy issues) and identify possible solutions; good budget and financial computer system skills (or the capacity to quickly develop such skills); and sound verbal and written communications skills.

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

Enquiries to David Bailey, Director, Budget Management Branch, Department of Treasury and Finance, phone (03) 6166 4413, email david.bailey@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, 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 right hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6166 4450.

#### TREASURY AND FINANCE

##### BUDGET AND FINANCE DIVISION

###### *Procurement and Property Branch*

###### ***Executive Officer (724175).***

Applications Close:—Friday, 2 October 2015.

Salary:—\$64,119 – \$73,199 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time or part-time to no less than 0.8 FTE. as soon as possible until 28 September 2016.

Location:—Hobart.

Duties:—As a member of the Procurement and Risk Management Unit, you will maintain the currency of Branch guidelines and information, provide support to a range of Committees and Working Groups and undertake research tasks associated with the development of procurement policy and the provision of cover under the Tasmanian Risk Management Fund.

In the context of the selection criteria, to be successful in the position applicants will have:—sound organisational and minute taking skills; good general IT skills (preferably with website management experience); and a strong stakeholder focus and the ability to contribute to a positive team environment.

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

Enquiries to Bindi Essex, Principal Policy Analyst, Procurement and Property Branch, Department of Treasury and Finance, phone (03) 6166 4223, email bindi.essex@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, 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 right 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	I. Grey	6 months	10.09.15
Education	Teacher Assistant	M. Lynd	6 months	08.09.15
Education	Laboratory Technician	A. Minchin	6 months	14.09.15
Health & Human Services & Tasmanian Health Service	Community Liaison Advisor	H. Bookarof	6 months	16.09.15
Health & Human Services & Tasmanian Health Service	Registered Nurse	Y. Tu	6 months	13.09.15
Justice	Community Service Order Supervisor	C. Church	6 months	10.09.15
Justice	Senior Investigations & Review Officer	J. Dibley	6 months	14.09.15
Justice	Records Clerk	C. Bowerman	6 months	14.09.15
Justice	Community Services Order Support Officer	O. Jaeger	Nil	07.09.15
Primary Industries, Parks, Water & Environment	Assessments Support Officer	Z. Palmer	6 months	07.09.15

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

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Steward/Investigator	D. Cooper	5 year contract	05.10.15

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Service	S. Walker	Clinical Nurse Consultant - Continence	13.09.15
Justice	K. Fyfe	Executive Planning Officer	07.09.15
Justice	S. Christensen	Senior Investigation Officer	07.09.15
State Growth	D. Grave	People and Culture Consultant	28.09.15
Treasury & Finance	K. De Groot	Revenue Officer	08.09.15

### *Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Service	W. Frankcombe	State Growth	People and Culture Consultant	01.10.15
Health & Human Services & Tasmanian Health Service	L. Pitt	State Growth	People and Culture Consultant	21.09.15
Primary Industries, Parks, Water & Environment	S. Lethborg	TasTAFE	Senior Consultant Business Transformation	10.09.15

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Service	Office Manager	A. Frederickson	03.09.15
Health & Human Services & Tasmanian Health Service	Registered Nurse	E. Bielski	05.09.15
Health & Human Services & Tasmanian Health Service	Occupational Therapist	J. Cowan	04.09.15
Health & Human Services & Tasmanian Health Service	Health Care Assistant	J. Collier	01.09.15
Health & Human Services & Tasmanian Health Service	Registered Nurse	L. Glennie	11.09.15
Health & Human Services & Tasmanian Health Service	Registered Nurse	C. Ireland	03.09.15
Justice	Court Diversion Officer	J. Markwell	11.09.15

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services & Tasmanian Health Service	Enrolled Nurse	D. Woodcock	12.09.15
Health & Human Services & Tasmanian Health Service	Child Protection worker	D. Casey	04.09.15

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