

Information for Applicants

Public Trustee

Thank you for considering a vacancy with us. This information sheet has been developed to assist you with our recruitment and selection processes. You are encouraged to read this information carefully in conjunction with the Statement of Duties.

The Public Trustee is a Government Business Enterprise (GBE) established under the *Government Business Enterprises Act 1995*. As a Government Business Enterprise, the Public Trustee is expected to operate within a commercial environment with other competitors in the market such as solicitors and private Trustee companies.

The principal legislation under which we administer our estates and trusts on a day to day basis is the *Public Trustee Act 1930*. We have four offices throughout Tasmania in Hobart, Launceston, Burnie and Devonport.

More information about the Public Trustee can be obtained from our web site at www.publictrustee.tas.gov.au.

Vacancy Information

All Public Trustee positions are filled on the basis of merit. A merit selection process aims to select the best applicant for a position based on an assessment of the applicants' work-related qualities and their capacity to achieve outcomes related to the duties of the role. The Statement of Duties describes the duties, responsibility, selection criteria and other specific requirements of the role.

We encourage you to speak with the contact person listed on the job advertisement to discuss the role in more detail.

Essential requirements

- If a role is subject to an essential requirement you must be able to demonstrate you meet all of the listed requirements.
- If a position is subject to pre-employment checks and you have been successful in the application process, you will be asked to undertake these checks prior to being appointed to the role.
- The Statement of Duties will specify any essential requirements for the role.

Your short form application

A short form application replaces the need to provide a lengthy written response to the selection criteria. A short form application consists of a:

- A short form application – 1-2 pages outlining your experience, skills and knowledge as they relate to the Statement of Duties for the role.
- A current CV / resume – outlining your contact details, employment and education history, any training and development you have completed and other relevant information that supports your application.

Submitting your short form application

Applications should be submitted online by the advertised closing date via the [Tasmanian Government Jobs Website](#). Go to the relevant vacancy and click the 'Apply now' button. You will be prompted to complete an online application form and attach your short form application (1-2 pages covering letter and CV / resume).

Please note that we do not require a separate statement addressing the selection criteria, you will receive an email acknowledgement of the lodgement of your application.

Selection Process

A selection panel will assess the applications and create a shortlist of applicants to progress. If shortlisted, a panel member will contact you to arrange further assessment. You are welcome to phone or email the contact person to discuss the progress of your application at any point during the process.

Shortlisted applicants may be required to undergo a psychometric assessment.

Selection Process Outcomes

The selection panel will make a recommendation for appointment. Applicants will be advised of the outcome of the selection process in writing.

Applicants may request post selection feedback from the selection panel. Feedback is based upon an assessment of the applicant's suitability in relation to each of the selection criteria. Feedback is normally not provided until an appointment to the position has been made.

The selection process for a vacancy may be used to fill subsequent or similar vacancies for up to six months from the date a position was advertised.

For further information and other opportunities within the Tasmanian State Service, visit the [Tasmanian Government Jobs Website](#).