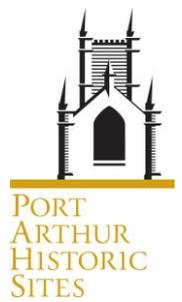


# Information for Applicants



## ABOUT PORT ARTHUR

The Port Arthur Historic Site Management Authority is an Agency of the Tasmanian State Service and employment at the Site is subject to the State Service Act 2000.

The Authority is responsible for the conservation and management of the Port Arthur Historic Site, the Coal Mines Historic Site and the Cascades Female Factory Historic Site. All three sites are on the Tasmanian Heritage Register, the National Heritage List and included in the Australian Convict Sites World Heritage listing. The offices of PAHSMA are located at the Port Arthur Historic Site which comprises buildings, artefacts and records, dating mainly from the convict period, set within approximately 135 hectares of land at Port Arthur on the Tasman Peninsula. The Site is a place of cultural and historic significance and a major destination for local, state, national and international visitors and tourists. The Authority operates a world standard Visitor Centre and provides a range of facilities and experiences for the comfort and enjoyment of visitors. The Coal Mines Historic Site, some 210 hectares, is also on the Tasman Peninsula while the Cascades Female Factory Historic Site is located in South Hobart.

[www.portarthur.org.au](http://www.portarthur.org.au)

[www.femalefactory.org.au](http://www.femalefactory.org.au)

[www.coalmines.org.au](http://www.coalmines.org.au)

## VACANCY INFORMATION

<b>Position</b>	Education Programs Manager
<b>Classification:</b>	Professional Band 3
<b>Employment Status:</b>	Permanent, full-time
<b>Location:</b>	Port Arthur Historic Site
<b>Contact:</b>	Emily Kocaj m. 0429 426 435

## PREPARE YOUR APPLICATION

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.

## SELECTION CRITERIA

Selection criteria describe the qualifications, skills, knowledge, abilities and personal qualities required to perform the duties of the position successfully.

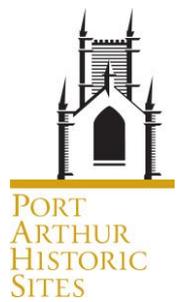
The wording of each criterion tells you the ideal level of knowledge and skill needed for the job:

- 'Ability to acquire' means that you have the potential to learn the skill or knowledge.
- 'Knowledge', 'demonstrated' or 'proven ability' means that you possess the knowledge or have performed the activity successfully or used the skill in the past. You should have actual experience.
- 'Thorough', 'detailed', 'good', 'sound' or 'high level' gives an indication that advanced skill, knowledge, and/or ability is required.

How to address the selection criteria:

- Include details on how you meet each of the selection criteria provided for the position.
- Be brief and to the point using positive language. If you have been responsible for something, use active language (eg 'I implemented...', rather than just saying 'A system was implemented').
- Provide examples and figures to support your achievements (eg number of staff supervised, results of the changes you made).
- It is recommended you treat each criterion as equally important, and address each one individually and thoroughly.

# Information for Applicants



## SUBMIT YOUR APPLICATION

After preparing your application, log in (or create) to your account at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) and complete the application process.

You are not required to include evidence of qualifications including academic transcripts, certificates and licenses in your application. If you are the successful candidate, you will need to provide the original documents upon request.

## HOW APPLICATIONS ARE PROCESSED

You will receive an automated email acknowledgment upon receipt of your application. Shortlisting usually takes place within four weeks of the closing date for applications.

The selection panel will decide which applications meet the requirements sufficiently to be shortlisted.

If your application is successful in being shortlisted, you will be invited to attend an interview.

Shortlisted candidates should advise the person arranging the interview of any access or support requirements they need addressed to attend the interview (eg accessible parking or adaptive equipment).

## PREPARING FOR AN INTERVIEW

Careful preparation for the interview will ensure that you give yourself the best possible chance for success.

Your preparation could include the following:

- Interview questions will relate to the selection criteria or the key responsibilities, qualifications and experience, so plan your answers to the questions you are likely to be asked in the interview. You could be asked to provide specific examples of your past behaviour and performance.

- If applicable, bring to the interview those documents and work samples which prove you meet the requirements of the role (eg original copies of relevant educational qualifications, samples of relevant work and written evaluations of your work).
- Plan which questions you will ask the selection panel.
- Be clear where the interview is being conducted, ask for directions if unclear.
- Try to relax — the selection panel is probably nervous too.

## HOW DO I ASK ABOUT A REASONABLE ADJUSTMENT?

If you require a reasonable adjustment during the selection process (e.g. building accessibility, information in different formats) it is recommended that you not include this in your written application but call to discuss this with the vacancy contact person.

## POSITIVE INTERVIEW BEHAVIOURS

Use the opportunity of an interview to give the selection panel further information about yourself and for you to learn more about the role and PAHSMA:

- Be straightforward and completely honest.
- Listen and ask questions.
- Correct any mistaken impressions gained by the selection panel from your application.
- Volunteer relevant information to support your application.
- Be aware of your body language (eg maintain eye contact with panel members, don't slouch, speak clearly).

# Information for Applicants



## REFERENCE CHECKS

Reference checks may be conducted for preferred candidates with their nominated referees in order to verify and supplement information in relation to the candidate's suitability.

## NOTIFICATION OF APPOINTMENT

In making their selection, the panel will consider how well the candidate meets the requirements of the role. The panel's decision will be based on the application, interview, referee reports and other selection measures if applicable, such as work based tests.

If successful, you will be telephoned by the Chair of the panel, which will be followed by an offer of employment.

If you have been interviewed and are unsuccessful, you will be contacted by the Chair of the panel, usually within two to three weeks of interview.

Those who have not been successful in gaining an interview will be notified by email.

## CLOSING DATE

**Tuesday November 30<sup>th</sup> 2021 11:55 PM**

## CONTACT US

The vacancy contact person is there to answer any questions you have about the role.

You are strongly encouraged to call to ensure you have a good understanding of the role and to assess whether it is the right fit for you.

If you have questions about the application process, please ring the Recruitment Officer on 6251 2357

We wish you all the best in your recruitment journey with PAHSMA