

ADVICE TO APPLICANTS

Working at Treasury

We welcome your interest in working with us. This information outlines our recruitment and selection processes so you can make the most of the opportunity to apply for a position.

Our people are highly engaged and work together in a collaborative and supportive environment. We value diversity in our workforce and are an inclusive organisation.

Want to know more about working at Treasury? Further information is available on the jobs website, [Tasmanian Government Jobs - About Treasury and Finance](#).

About the role

Please read this information in conjunction with the Statement of Duties and get in touch with the vacancy contact person listed on the job advertisement. They can provide you with more information to ensure you have a good understanding of the role and how it fits within Treasury. This will also help you decide if the role is the right fit for you.

Are you eligible to apply for the role?

To be eligible for appointment on a permanent or fixed-term basis with the Tasmanian State Service, you must be either an Australian citizen, a permanent resident, or at all times, hold and comply with all visa requirements as determined by the Australian Government's Department of Home Affairs and the *Migration Act 1958*.

Please note, Treasury does not offer sponsorships for visa applications. For further information regarding visa requirements please refer to www.homeaffairs.gov.au

Your application

Your application is the first step towards working at Treasury. It is your opportunity to provide useful information about yourself to the selection panel to help in assessing your suitability for the role. The panel will look for evidence of how you think and act in relation to the role. The panel will use your resume, in conjunction with your short form application, to get an understanding of what you have done and how you can apply your skills to the position.

A covering letter is not required. All the necessary information needed to identify the role you are applying for and your personal details, will be captured through the electronic process of submitting your application and submission of your short form application and resume.

To submit your application, you will need to include the following information:

CURRENT RESUME (MAXIMUM OF FOUR PAGES)

Keep your resume concise and succinct with clear headings and dots points. This allows the selection panel to easily see and find information about you that is relevant to the role.

We suggest you include the following to help our selection panels assess your application:

- Provide a history of your relevant work experience (this can include paid and unpaid work).
- List your relevant education, qualification and/or training history.
- Summarise any key skills you have that will support you to do the role.

Your resume should complement and work alongside the information you provide in your short form application. The selection panel will read both your short form application and resume together. It is not necessary to repeat information in your application that can easily be seen in your resume.

The panel will use your resume to get an understanding of what you have done in the past that is relevant to the role. The short form application should be used to expand on the how and the why.

SHORT-FORM APPLICATION (MAXIMUM OF TWO PAGES)

Applicants for Treasury roles are asked to submit a Short Form Application of up to two pages. We recommend you allow time (after completing your first draft) to review and edit the content of your submission, to assist in meeting the two page limit. Please use a clear readable font size and adopt conventional margins.

Your Short Form Application should outline how your experience, skills and knowledge relate to the specific role as outlined in the Statement of Duties. It should demonstrate how you can apply your skills to the position and help us know why we should choose you for the role.

The selection panel want to know how you think and act in the context of the advertised role. Think about the role and what will be required of someone to do it successfully now and into the future. Think about what you will be doing, what you will need to accomplish and what experience, skills, and knowledge you could use to achieve these - imagine yourself into the role.

The selection panel will also use your short-form application to evaluate your written communication skills. This document should be your own work and not completed by others or generated with artificial intelligence (AI).

Our recommendation is that you do not use the selection criteria as separate headings for your writing. Instead use the Statement of Duties and Selection Criteria as background information and context to inform your writing about the skills and experience you have and how this relates to the role. Often giving specific examples of work you have done, with a focus on how you achieved outcomes, will give the panel a good insight into your skills and knowledge.

REFEREES

Reference checking is an important step in verifying the overall information that has been gathered through the selection process. You will be asked to provide the details of your referees as part of your online application. We have found that your current and/or a recent manager is the best person to comment on your skills and experience. We would appreciate you advising referees of your job application before listing them, as the panel may wish to contact referees during shortlisting and will assume permission. Please speak with the vacancy contact person if you have a concern about this, as we understand that, in some instances, this may be difficult, and you may need to provide an alternative referee. If you are a recent graduate, you may ask one of your lecturers who knows you and your work well.

Don't forget that you should confirm with your referees in advance that they are willing to be a referee. Panel members are likely to question them in depth about your capabilities.

EVIDENCE OF ANY SPECIFIED ESSENTIAL REQUIREMENTS (IF APPLICABLE)

The role may have essential requirements such as a qualification or professional membership. These will be included on the Statement of Duties for the position. You will need to provide evidence of how you meet any essential requirements as part of your application.

What happens next?

The selection panel will meet to discuss the applications and assess which applicants have best demonstrated merit for the role. If you are shortlisted, a panel member will contact you to arrange further assessments of your skills and ability, and the assessment methods will be clearly communicated to you if you are shortlisted.

These methods may take the form of:

- In-person, telephone, or online interview
- Referee checks
- Written work-related exercise
- Presentation exercise at interview
- Other assessment methods such as skills or ability testing

Shortlisted applicants will also be advised of the makeup of the selection panel. Should you have any concerns regarding any of the panel members, please discuss with the vacancy contact person or contact our Recruitment Team.

If an interview is conducted, the panel will explore your suitability for the role through a series of questions relating to the role in the context of the selection criteria. Applicants are also given the opportunity to ask questions of selection panel members, provide relevant information and may be asked to bring along work samples to support their claims.

The vacancy contact person will keep you informed if there are any delays in the recruitment process.

We can provide reasonable adjustments

We seek to cater for the diverse needs of applicants and will aim to provide reasonable adjustments for you during the recruitment process. We seek to give all applicants the opportunity to demonstrate they are the best applicant for the role and can readily make reasonable adjustments in the workplace. Please contact the vacancy contact person to discuss any specific requirements that you may need if shortlisted.

How will I find out about the selection outcome?

The selection process usually takes approximately 5 weeks from the closing date.

The selection panel will make a recommendation for appointment. All applicants will then be advised in writing of the selection process outcome. However, you are welcome to phone or email the contact person at any point during the process to discuss progress.

You may request post selection feedback from the Chair of the selection panel. Feedback is based upon an assessment of the applicant's suitability in relation to the role's requirements and is provided at the conclusion of the recruitment process.

How can I express my interest in other roles at Treasury?

If you were unsuccessful on this occasion, we encourage you to create a "job alert" on www.jobs.tas.gov.au website together with other job websites such as www.seek.com.au for any future vacancies.

We look forward to receiving your application and you taking the steps towards a new career with Treasury and all we can offer.