Information for Applicants

CONSIDERING A CHANGE OF SCENERY?

A great opportunity to grow or consolidate your career if you are seeking to:

- bring your dynamism and excitement and lead the development of engaging best practice learning and public programs that provide high-quality experiences for visitors
- be part of an energising organisation focussed on meaningful engagement with visitors that will provide the opportunity to creatively shape new programs and ideas
- work at three of Tasmania's premier cultural heritage sites where you will tell the stories of our deep history and explore connections to societal issues of today.

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.

Port Arthur Historic Site Management Authority (PAHSMA) is responsible for the conservation and development of visitor experiences at three of the eleven sites which make up the UNESCO Australian Convict Sites World Heritage Property inscribed in 2010. Our sites are important places for our communities to talk about and understand our complex history and build a better understanding for the future. They are places of history, learning and conversation – and they belong to the people of lutruwita/Tasmania, Australia and the world.www.femalefactory.org.au
www.coalmines.org.au

WHAT WE OFFER:

- expansive and diverse sites that boast an array of experiences including house museums, exhibitions, immersive digital interactives, ongoing archaeology, on-site collections, and even a harbour cruise.
- a stimulating five years ahead under our new strategic plan, with considered growth and increased, meaningful engagement with visitors and our community
- a commitment to trialling new ways of engaging audiences
- opportunities to work collaboratively with teachers, exhibitions, collections, and conservation staff and colleagues who are committed to delivering exceptional visitor experiences
- beautiful settings and facilities, a great place to live and work
- flexible work arrangements

LIVING IN TASMANIA

Living in southern Tasmania provides an enviable lifestyle. Hobart is a vibrant, cultural destination while the Tasman Peninsula is picturesque, with stunning beaches, towering sea cliffs, boutique wineries and distilleries, great hiking destinations, national parks and an abundance of inquisitive native animals. Low-cost hostel accommodation is available for staff at our Port Arthur site.

PREPARE YOUR APPLICATION

You are required to provide a maximum of100-word statement; outlining your experience, skills and knowledge as they relate to the Statement of Duties and a resume.

SUBMIT YOUR APPLICATION

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

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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 (e.g. accessible parking or adaptive equipment).

REFERENCE CHECKS

We will conduct reference checks for candidates considered potentially suitable after interview – we will speak with at least two referees who have supervised your performance in a similar role for at least 6 months

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.

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.

Vacancy Contact Person

Ross Turnbull

Acting Director, Conservation and Infrastructure

Ross.turnbull@portarthur.org.au

If you have questions about the application process, please contact the **Recruitment Officer at recuitment@portarthur.org.au**

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