

# Advice to Applicants

## Working at Treasury

We welcome your interest in working with us at Treasury.

This information has been developed to assist you to understand Treasury's recruitment and selection processes and make the most of the opportunity to apply.

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

Want to know more about working at Treasury?

Further information is available in the 'About Us' section of our website at [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)

## About the role

Please read this information in conjunction with the Statement of Duties and get in touch with the vacancy contact person 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.immi.gov.au](http://www.immi.gov.au)

## Your application

Your application is the first step towards working at Treasury. It provides you with the opportunity to provide useful information about yourself to the selection panel to help in assessing your suitability for the role.

To apply, you will need the following:

- An **up-to-date résumé** (*maximum of four pages*)  
Your résumé should tell us what you have done and achieved including a brief summary of your relevant qualifications and/or training history.
- A **Short-Form Application** (*maximum of two pages*)  
Your Short Form Application should outline how your experience, skills and knowledge relate to the specific role as outlined in the Statement of Duties which will help us know why we should choose you.
- Details for **two referees**, usually your last two managers.  
Your referees may be contacted at any stage of the selection process, including as part of shortlisting. Please note that we will assume that you have informed your referees of your application, before including their contact details. If needed, you can talk to the vacancy contact person about this requirement.
- Evidence of any specified essential requirements (if applicable).

## Information on Short Form Applications

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.

Then write about **how** you think and **act** in relation to the role. One way to present this information is to provide examples of real life achievements.

You can find out more about the role, including the practical duties, by reviewing the Statement of Duties and by contacting the vacancy contact person. This will assist you in describing how you meet the requirements of the role.

## How to submit my application?

Applications should be submitted by the advertised closing date and time. Submit your application online via [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) by going to the relevant vacancy and clicking the 'Apply Now' button. You will be prompted to complete an online application providing your personal information (name, address, etc). You will then attach your Résumé, Short Form Application, details of your two referees, and any other requested documentation in the online process. Please ensure all documentation is correct and has uploaded before submitting your application, as once submitted you are unable to make any changes to your application.

You will then receive an email acknowledgement that your application has been received.

If you are unable to submit your application online, please contact our Recruitment Team before the closing date on (03) 6166 4450 or email [recruitment@treasury.tas.gov.au](mailto:recruitment@treasury.tas.gov.au)

## 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:

- Face to face, telephone or Skype 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 call 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 between 3 and 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](http://www.jobs.tas.gov.au) website together with other job websites such as [www.seek.com.au](http://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.***