

# Information for applicants

Department of Justice careers .....	1
About the Department of Justice.....	2
Divisional Information – Human Resources.....	4
Frequently asked questions.....	5

---

## Department of Justice careers

Thank you for considering a vacancy with us. This information 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.

## Vacancy information

All Tasmanian State Service 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 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 page 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.

## 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 twelve 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](#).

## About the Department of Justice

### Our aim

A safe, fair and just Tasmania.

### Our purpose

To support the Tasmanian Government to promote the rule of law by:

- ensuring an effective, efficient and accessible justice system
- protecting and respecting rights

- improving laws
- influencing positive behaviour and enforcing responsibilities

Visit the [Department of Justice website](#) for more information.

## Working at Justice

### The Department of Justice as a Child Safe Organisation:

The Department of Justice is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people. Employees of the Department are expected to uphold the [Department's ongoing commitment to the safety and wellbeing of children and young people](#) and their obligations under the Child Safety and Wellbeing Policy and Professional Conduct Policy.

The Department champions a child safe culture that upholds the Child and Youth Safe Standards and the Universal Principle for Aboriginal Cultural Safety. All employees are expected to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations and obligations under the Department's child safety policies.

### Our Values:

The Department is a values based Agency. We aim to attract, recruit and retain people who uphold our values. We actively work each day to support and encourage our people to uphold our values.

We act with **Integrity** **Respect** **Accountability** Our workplaces are **Inclusive** **Collaborative**

## State Service Principles and Code of Conduct

Employment in the State Service is governed by the [State Service Act 2000](#). Both employees and officers are required to uphold and comply with the [State Service Principles \(Section 7\)](#) and the [Code of Conduct \(section 9\)](#). Officers and Employees who are found to have breached the Code of Conduct may have sanctions imposed.

## Safe Workplaces

Employees are expected to actively participate in and contribute to the Work Health and Safety processes, including in the development and implementation of safety systems, improvement initiatives and safeguarding practices for vulnerable people (including ongoing participating in child safety and wellbeing training provided by the Department).

All employees are expected to contribute to maintaining safe working conditions and practices. They are expected to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training, be aware of their rights and responsibilities under the [Tasmanian Anti-Discrimination Act 1998](#) and contribute to the elimination of workplace harassment and discrimination.

We have a zero tolerance to violence, including violence against women and any form of family violence. We take an active role in supporting employees and their families and are committed to providing a workplace that promotes their safety and provide the flexibility to support employees to live free from violence.

Smoking is prohibited in State Government workplaces and vehicles.

## Health, Safety and Wellbeing

We are committed to promoting, achieving and maintaining the highest level of health, safety and wellbeing for our people. Every one of us is responsible for health and safety. We must work safely, protect the safety of other people and think about how our actions affect the safety and wellbeing of others in the workplace.

All employees are expected to participate in maintaining safe working conditions and practices in accordance with the Work Health and Safety Act 2012.

We recognise the benefits of a healthy workplace. Our Wellbeing Program has been implemented to improve and support the wellbeing of our people. The program consists of a range of initiatives and activities which support wellbeing, including health checks, online health assessments, flu vaccinations, step challenges and training.

## Diversity and Inclusion

We are committed to providing a diverse and inclusive workplace, enabling our people to reach their full potential. We recognise the strengths that diversity brings to both our work teams as well as to the Tasmanian community in our provision of services.

Our Agency offers inclusive and flexible work options including workplace adjustments to enable every employee to fully engage and excel in their role.

## Developing our People

Our people are expected to participate actively and constructively in performance development conversations. Both managers and employees have a responsibility to ensure they engage in regular performance development discussions. We recognise that performance development conversations are integral to an engaged and high performing workforce and where all our people have an opportunity to utilise their strengths in contributing to agency objectives and continuously improving and developing their skills, knowledge and experience.

## Divisional Information – Human Resources

Human Resources (HR) provides strategic and operational advice to managers, supervisors and employees on a range of people matters. HR is part of the Strategy, Governance and Major Projects division within the Department and is located primarily in Hobart, with some roles based at Risdon Prison.

With a staffing complement of approximately 37 full time equivalent (FTE) HR is comprised of four units:

- HR Operations:
  - Recruitment and Staffing Services
  - Payroll and Reporting Services
- Organisational Development and Design
- Workplace Relations
- Safety and Injury Management.

HR services the Department and several other Tasmanian State Service organisations under individual Service Level Agreements. The Department of Justice [Annual Report](#) provides further information about our people and the important functions they undertake.

Supporting approximately 1785 employees, (1685 FTE), across the state, HR undertakes a wide range of duties to enable the efficient and effective operation of the Department.

In addition to the services provided, HR also has several projects and initiatives underway, which are aimed at constantly improving our people management practices and workplace culture, including our:

- People Strategy 2020-2025
- [Diversity and Inclusion Project](#)
- Wellbeing initiatives.

## Frequently asked questions

### Short form applications

A short form application replaces the need to provide a lengthy written response to the selection criteria. A short form application consists of a resume and two-page written application.

### How do I condense selection criteria responses into a short form application?

A short form application should not be thought of as a condensed full application but rather an opportunity to highlight your skills and experience that are specifically relevant to the role advertised. We recommend providing specific examples of work you have completed and how you achieved outcomes to allow the panel to gain insight into your skills and experience.

The Statement of Duties and selection criteria should be used as a guide when completing your application. It is not recommended that you use the selection criteria as separate headings as you would use in full selection criteria submission.

We recommend discussing the specific details of the role with the contact person listed in the advertisement as this may assist you with understanding what information they are looking for in the application.

## **Can I write more than two pages?**

It is expected that your short form application falls within two pages (maximum 2000 words) and is in a readable font size (11 or 12 point) with conventional margins and line spacing.

## **What should I include in my resume?**

Your resume should be clear and concise and be within roughly a four-page limit. Use clear headings and dot points to enable the selection panel to easily find information about you which is relevant to the role.

You do not need to include additional documentation such as certificates or references unless specifically requested in the job advertisement. We recommend including the following information:

- relevant work experience (paid and unpaid)
- relevant education, qualifications and training
- a summary of your key skills relevant to the role.

## **How important is my resume?**

The selection panel will read your resume and short form application together.

Your resume will provide the panel with an understanding of the skills, experience and qualifications you have which are relevant to the role. Your short form application should be used to expand on the how and why.

## **How important are referees?**

We use referee checks as part of the recruitment and selection process to verify the overall information gathered during the selection process. Your current manager or a recent manager is the best person to provide comment about your skills and experience.

Referee details can be provided when you lodge your application electronically. Your referees should be people who are willing to be contacted about your skills and experience, as a selection panel member is likely to question them in depth about your capabilities. Please don't forget to confirm with your referees in advance of submitting your application that they are willing to provide a reference for you.

You can discuss with the contact person if you are concerned about this, as we understand that in some instances this may be difficult, and you may need to provide an alternative referee.

## Can I include a cover letter?

A cover letter is not necessary to include with your application. All of the necessary information that would traditionally be included in a cover letter will be captured through the electronic application process and in your resume and short form application.

## How will the selection panel see all the skills and experience I have?

The selection panel will be looking for evidence of your skills and experience relevant to the role you have applied for specifically. The selection panel will use your resume and short form application to get an understanding of what you have done. Your resume will provide specifics of 'what' you have done in terms of roles, qualifications and the skills and experience you have, while the short form application will provide 'how' your skills have been demonstrated in practice. The panel will look for core evidence of your capabilities in relation to the role.

## What other evidence might a selection panel ask for?

The evidence the selection panel may request will depend on the role. If you are shortlisted you will be advised of the selection methods, which may include an interview. Other methods can include, but are not limited to:

- face-to-face, Skype, or telephone interview
- presentations
- scenario interviewing
- work samples
- skills or ability testing.

## Contact us

The contact person listed on the advertisement is available to answer any queries you may have about the role.

We encourage you to discuss the role with them to ensure you have a good understanding of the role and are able to assess whether the role is a good fit for you.

---

Human Resources, Department of Justice  
L1, 85 Collins Street, Hobart, TAS 7000  
**Email:** [hr.recruitment@justice.tas.gov.au](mailto:hr.recruitment@justice.tas.gov.au)