

PAHSMA

Fixed Term and Casual Employment Register

Information for Applicants



This information sheet provides an overview of the Fixed Term and Casual Employment Register within the Port Arthur Historic Site Management Authority (PAHSMA):

What is the Fixed Term and Casual Employment Register?

The Register is established to provide the Port Arthur Historic Site Management Authority with a pool of experienced and suitable personnel who are available to work at short notice.

Thinking of Applying?

Prospective applicants should obtain the Statement of Duties for the position(s) that interest them and assess their suitability for the role by examining the primary duties and the selection criteria within the Statement of Duties.

Employment Conditions

Any person who is successful in undertaking work with PAHSMA will be paid in accordance with the *Port Arthur Historic Site Management Authority Award* and will be entitled to conditions of employment as prescribed under the *State Service Act 2000* and *State Service Regulations 2001*.

Applications

To be considered for the Register, the application **MUST** contain the following two items:

1. ***Statement addressing the selection criteria (please see the 'How to apply' information sheet)***

The Statement of Duties outlines the duties of the role and the selection criteria that are used to test an applicant's suitability for the position. When completing an application for a position, it is necessary to write a statement that fully and individually addresses each of the selection criteria.

2. ***Resume***

A resume should outline such areas as employment history, education and qualifications, professional affiliations, relevant training and any other information that may be deemed relevant to support your application.

Qualifications

Applicants should only supply copies of qualifications only if required for the position with their application.


Additional Attributes (multi-lingual)

The service needs and employment opportunities at the Port Arthur Historic Site vary depending on seasonal fluctuations. Additionally, in recent years PAHSMA has experienced significant growth in the number of international visitors, particularly from mainland China. Given this increasing service need, PAHSMA welcomes applications from individuals with proficiency in languages other than English. We strongly encourage you to highlight this on your application form.

Referees

Applicants should provide at least two referees. When selecting referees applicants should select people who can best comment against the selection criteria and who are preferably current and/or immediate past supervisors.

Submitting an Application

When submitting applications via www.jobs.tas.gov.au: Select 'Port Arthur Historic Site Management Authority' under DEPARTMENT and then Search. Locate and then open 'Fixed Term and Casual Employment Register' and hit the blue  button.

Selection Process

Following receipt of your application, you will receive an email from Page Up advising you that your application has been received. If your application does not include all the necessary documents you will receive an email from the Recruitment Officer stating your application is incomplete. Your application **will not** progress until we receive a statement addressing the Selection Criteria **and** your Resume.

Once your application is complete your application will be assessed against the selection criteria and ranked according to merit by the hiring manager.

Successful Applicants

When a fixed term or casual vacancy becomes available, the Register will be used to identify persons who are available and possess the knowledge, skills and experience required for the position. This process may include an interview.

Applicants should ensure that their details remain current in respect to experience and skills which form the basis of the selection process.

It should be noted that being successful in obtaining a place on the register does not imply or guarantee an offer of employment.

Further Information

Information about PAHSMA, the *Fixed Term & Casual Employment Register*, Statements of Duties and conditions of employment can be obtained from PAHSMA Human Resources on (03) 6251 2357.