

Advice to Applicants



Thank you for your interest in working with us. This Advice to Applicants 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.

Further information about the Department of State Growth can be accessed on our website at www.stategrowth.tas.gov.au.

Diversity

State Growth is committed to providing a diverse and inclusive workplace that enables our people to contribute to their full potential, through recognising and supporting their strengths and needs. We encourage applications from everyone with the applicable skills and experiences.

Vacancy information

All Tasmanian State Service selection decisions are made on the basis of merit. A merit selection process aims to select the best candidate for a vacancy, by assessing the relative claims of applicants against selection criteria contained on the Statement of Duties.

If you want to know more about the vacancy, please contact the nominated contact officer in the advertisement. The contact officer works in the area of the vacancy and will be able to talk to you about specific aspects of the role and the work environment.

Eligibility to apply

Where a vacancy requires essential requirements, you must be able to demonstrate that you meet all of those listed in the Statement of Duties. If a vacancy is subject to pre-employment checks they will also be contained in the Statement of Duties. If you are nominated for appointment in the application process, you will need to meet / satisfy those requirements prior to the offer of employment proceeding.

Please note, persons other than Australian citizens and permanent residents may hold a permanent or fixed-term appointment in the Tasmanian State Service provided they, at all times, hold and comply with all visa requirements as determined by the Australian Government's Department of Immigration and Citizenship and the *Migration Act 1958*. For further information around visa requirements please refer to www.immi.gov.au.

Your application

Your application is the first step towards securing a job with State Growth. It provides you with the opportunity to 'sell' yourself to the selection panel. Before writing your application, it is strongly recommended you carefully read the Statement of Duties and/or speak with the contact officer to ensure you have a good understanding of the role.

When addressing the selection criteria, you should provide an outline of your claims for the role in respect of each criterion. The most important aspect of addressing selection criteria is to provide evidence, through relevant examples. Support your claims with actual, specific examples of what you have done and how well you did it.

Do:

- address the selection criteria
- use relevant examples
- be clear and to the point
- be honest and factual

Don't:

- write lengthy responses
- rely just on your CV.

Try using the STAR model:

The STAR model is one way of presenting information against selection criteria. For each criterion think about the following and use these points to form sentences:

- Situation:** Set the context by describing the circumstances where you used the skills and gained the experience.
- Task:** What was your role?
- Actions:** What did you do and how did you do it?
- Results:** What did you achieve? What was the end result and how does it relate to the job you are applying for?

Submitting your application

Applications should be received by the nominated closing date. You will receive email or written acknowledgement of your application. If you are unable to submit your application by the advertised closing date, you should call the contact officer to see if a late application will be accepted and to determine an alternative time for submission.

Applications should be forwarded to:

recruitment@stategrowth.tas.gov.au and should contain the Vacancy Title and Number in the subject line of the email.

Alternatively, applications can be posted to:

Human Resources
Department of State Growth
GPO Box 536
HOBART TAS 7001

Interviews

If an interview is conducted you may be offered an opportunity to explain or clarify information provided in your application. A series of questions relating to the role is generally used to enable the panel to assess each applicant. Applicants are also given the opportunity to ask questions of selection panel members, provide relevant information and produce work samples to support their claims.

Other selection tools

Sometimes other selection tools may be used in the selection process. You may be asked to provide examples of previous work, undertake appropriate assessments, or participate in structured group and/or individual exercises.

Referees

We will most likely want to contact referees to discuss your application. It is advisable to seek their approval prior to nominating them. It is important to select referees who have current knowledge of your relevant skills and abilities. At least two (2) referees should be nominated.

Selection outcomes

Applicants will be advised in writing of the selection process outcome.

If you have been nominated for appointment in the application process and the role is subject to pre-employment checks, you will be required to meet these requirements prior to a formal offer of employment being made.

Post-selection feedback

After the selection process has been completed you will be offered post-selection feedback from the selection panel. Feedback is based upon an assessment of your suitability.

Details as to how you take up the post-selection feedback will be detailed in the letter advising you of the selection outcome.

We look forward to receiving your application and you taking the first steps towards a potential new career with a great employer.