

ADVICE TO APPLICANTS

The Department of Police, Fire and Emergency Management (DPFEM) strives to be the best policing and emergency management service in Australia. We value our people and are confident they will behave ethically, have a high work ethic, exercise authority responsibly and deliver service equitably across the community.

Further information about DPFEM can be viewed on our website at www.police.tas.gov.au.

STATE SERVICE PRINCIPLES AND CODE OF CONDUCT:

In accordance with Section 9(13) of the State Service Act 2000 (The Act) our employees are expected to act in a way that upholds the principles of the Tasmanian State Service. The State Service Principles are contained in Section 7(1) of the Act. All employees should work to ensure the Principles are embedded into the culture and decision making of DPEM.

The State Service Code of Conduct complements the State Service Principles. It requires employees to act appropriately in the course of their duties and to maintain community confidence in the activities of the State Service.

CONFIDENTIALITY:

Our employees operate in an environment of confidentiality and may have access to systems containing personal and/or criminal conviction detail, crime intelligence and information pertaining to investigations. Employees are expected to use information responsibly and in accordance with security and privacy principles, anti-discrimination and harassment policies, and other Departmental guidelines.

All employees are asked to confirm their understanding of their responsibilities regarding the confidentiality of information by signing a "Declaration of Obligation for Confidentiality". Under the Act there are a range of consequences for not adhering to these guidelines, including disciplinary action for any offence proven in relation to Section 9 of The Act. Responsibility rests with each employee to ensure that they conduct their activities in accordance with the Code of Conduct and the State Service Principles.

EQUITY AND DIVERSITY:

DPEM is committed to ensuring all employees respect and value each other. As an employer we welcome a diverse range of individuals with various skills and life experience. The Department is dedicated to removing barriers to accessing employment opportunities for people with a disability or for other minority groups. Unfair discrimination, harassment or bullying in the workplace is not tolerated.

WORKPLACE HEALTH AND SAFETY:

Employees have an obligation to adhere to our health and safety practices and policies and are expected to participate in maintaining safe working conditions and improving workplace safety.

PRE-EMPLOYMENT CHECKS:

A person selected for a position in DPFEM must satisfy a national criminal history check as part of the appointment, promotion or transfer process. The following check is conducted:

A conviction check for any crimes of violence, sex-related offences, serious drug and alcohol related offences, crimes involving dishonesty, and serious traffic offences.

APPLYING FOR A POSITION

PLEASE NOTE: Applications will only be accepted online via www.jobs.tas.gov.au, please contact Employee Services on (03) 3173 2071 if you have any technical issues uploading your application.

Before writing your application you will need a copy of the Statement of Duties relevant to the vacancy. This provides information about the position including its primary tasks/duties and the knowledge and

skills (previously known as selection criteria) needed for the position. If you have any queries about the position please contact the person nominated on the advertisement.

Your online application should include the following:

- **Application for Employment Form** – Please complete all details on this form, including providing two (2) referees. Your referees should be work related; if contacted they will be asked to comment on your abilities relating to the selection criteria.
- **Covering Letter** – This is your introduction to the selection panel so make a good impression. Ensure that you specify which position you are applying for and give a brief overview of yourself and your reason for applying.
- **Statement addressing the Knowledge & Skills (selection criteria)** – Each knowledge and skills criteria should be addressed to the best of your ability. These criteria reflect the main focus/duties of the position. Your responses help the selection panel determine how well you are able to perform these duties.
- **Curriculum Vitae/Resume** – We recommend you include your current contact details, employment and education history, list any training and development you have completed and provide any other relevant information that supports your application.
- **Diversity Questionnaire** – This is optional.

THE SELECTION PROCESS:

Once the closing date has passed you will be notified by post of the process being undertaken by the selection panel. If you are invited to an interview you will be advised by telephone at least two working days prior of the date, time, venue and format of the interview. Interviews are based on the knowledge and skills (selection criteria) and allow the panel to gain further information on you and the claims made in your application. Following the interviews the selection panel will decide which applicant best meets the selection criteria and nominate that applicant for appointment.

Unsuccessful applicants are offered the opportunity to undertake post-selection feedback to assist with subsequent applications.

YOUR FINAL ONLINE APPLICATION CHECKLIST:

I have completed the following:

- | | |
|--|---|
| <input type="checkbox"/> Application for employment form | <input type="checkbox"/> Curriculum Vitae/Resume |
| <input type="checkbox"/> Covering letter | <input type="checkbox"/> Diversity Questionnaire (optional) |
| <input type="checkbox"/> Statement addressing the knowledge & skills | |

Anthony, CERRITELLI

Commander, Human Resources