

Thank you for your interest in working with Tourism Tasmania. This Advice to Applicants has been developed to help you with applying for a role with our organisation. You are encouraged to read this information carefully along with the Statement of Duties.

Further information about Tourism Tasmania can be accessed on our website at www.tourismtasmania.com.au.

Diversity

Tourism Tasmania is committed to providing a diverse and inclusive workplace that enables its 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.

Job information

All Tourism Tasmania selection decisions are made on the basis of merit. Merit is aimed at selecting the best candidate for a job, by weighing up an applicant's responses to selection criteria contained on the Statement of Duties.

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

Eligibility

Where a job requires essential requirements, you must be able to demonstrate that you meet all of those listed in the Statement of Duties. If you are nominated for appointment in the application process, you will need to meet / satisfy these requirements before the offer of employment is made.

Please note, if you are not an Australian citizen or permanent resident, you may still hold a permanent or fixed-term appointment in Tourism Tasmania provided you, 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 Tourism Tasmania. 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 and the organisation.

The most important aspect of addressing each selection criterion is to provide evidence through relevant examples, and 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 submitted using the “**Apply Now**” functionality available.

Alternatively, applications can be submitted to:

recruitment@tourism.tas.gov.au. Please include the job you are applying for in the subject line of the email.

or

Recruitment
Tourism Tasmania
GPO Box 536
HOBART TAS 7001