

Fixed-term Employment Register

Department of Premier and Cabinet

This information package provides an overview of the Department of Premier and Cabinet's (DPAC) Fixed-Term Employment Register and explains the application selection process.

WHAT IS THE FIXED TERM EMPLOYMENT REGISTER?

The Register is established to provide DPAC with a pool of experienced and skilled people who are available to undertake the duties of Administrative Support Assistant, Administrative Assistant, Executive Assistant, Service Delivery Support Officer, Courier and Ministerial Driver for a fixed-term period.

APPLICATION FORM

If you wish to be considered, you are invited to complete an application form. It is important to complete all sections of the form to ensure correct information is recorded.

SELECTION CRITERIA

This is one of the most important components of a job application. To be considered for interview, applicants must specifically address the selection criteria for the position.

Addressing the selection criteria enables applicants to demonstrate to the selection panel their qualifications and competencies relevant to the criteria of the position. Applicants are encouraged to download and read the document '*Application Information Kit*'.

SALARY RANGE

Successful applicants will be paid in accordance with the Tasmanian State Service Award and will be entitled to conditions of employment as prescribed under the Tasmanian State Service Award and Employment Directions.

Remuneration will be subject to variations applicable from time to time in accordance with variations to the above award.

SUBMISSIONS OF APPLICATION

To be considered for the Register, please ensure we receive the following information:

- Application for fixed-term employment;
- Statement addressing the selection criteria; and
- Current copy of your resume.

Your application is to be emailed to job.application@dpac.tas.gov.au. If you are unable to email your application, it may be mailed to:

Human Resources
Department of Premier and Cabinet
GPO Box 123
HOBART TAS 7001

Please note that email submissions are preferred.

SELECTION PROCESS

Following receipt of your application, you will receive a letter or email advising that your application has been received.

Applications will be assessed on the basis of merit prior to being placed on the Register. Applicants who have been merit- assessed and considered not suitable for the duties to be performed will be notified that they will not be included on the employment register.

Employees may be recruited from employment registers for a maximum period of 12 months in any one instance.

Applicants will remain on the register until they advise DPAC in writing that they wish to be removed from the register or when the register expires. It is the applicant's responsibility to ensure that all details remain current.

SELECTION FROM A REGISTER

When a vacancy becomes available, the register will be used to select a suitable applicant to fill the position. Where more than one applicant is identified as suitable to undertake the duties, the highest ranked applicant will be offered the vacancy first.

It should be noted that being successful in obtaining a place on the register does not imply or guarantee an offer of employment. Applicants who are interested in long- term employment are encouraged to apply for vacancies advertised on the Tasmanian Government website, visit the website at www.jobs.tas.gov.au and local newspapers.

FURTHER INFORMATION

If you would like further information about the Department of Premier and Cabinet please visit our website at www.dpac.tas.gov.au.

Thank you for your interest in the office and we look forward to receiving your application.