

PAHSMA

Fixed Term Recruitment

Information for Candidates



WHAT IS FIXED TERM RECRUITMENT

Like most tourism businesses Port Arthur Historic Sites have high (peak) and low seasons. Our visitor numbers swell (416,700 in total across the three sites for 2018-2019) in high season and employee numbers need to grow to meet that need. We employ people for 'fixed terms', sometimes for 3 months but more commonly 6 months is the average contract. Over summer we can issue over 150 employment contracts to successful candidates.

The Port Arthur Historic Site Management Authority (PAHSMA) recruits for several business units for the peak summer season:

Food and Beverage (*front of house & back of house*)

Tour guide – Port Arthur (*including ghost tour guide*)

Tourism Operations Assistant (*retail and booking & ticketing*)

WHAT IS A ROSTERED DAY WORKER? (RDW)

Rostered Dayworkers are required to be available for three weekends per four-week roster period during peak season. A RDW is paid the same hourly rate regardless of the day of the week on which work is undertaken, this includes Public Holidays.

If someone is not available to work as per requirements of a RDW, PAHSMA will consider the request to work as a Mon-Fri worker if it meets operational needs.

THINKING OF APPLYING?

Applicants need to obtain the Statement of Duties for the position(s) that interest them and assess their suitability for the role by reading the primary duties and the selection criteria.

Applications

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

1. **Statement addressing the Selection Criteria**

The Statement of Duties outlines the duties of the role and the selection criteria that are used to measure an applicant's suitability for the position. To support you to do that please complete the **Statement Addressing the Selection Criteria** form.

2. **Resume**

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

POSITION REQUIREMENTS

Applicants should supply copies of licenses only if indicated under desirable or essential requirements in the Statement of Duties.

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 or immediate past supervisors.

SUBMITTING AN APPLICATION

Your application should be submitted via www.jobs.tas.gov.au

SELECTION PROCESS

Following receipt of your application, you will receive notification that your application has been received. Your application **will not** progress unless we receive the statement addressing the Selection Criteria and your Resume.

Once your application is complete it will be assessed against the selection criteria and ranked according to merit by the recruitment panel. The Panel is chaired by the Hiring Manager

EMPLOYMENT CONDITIONS

If you are successful in getting a position with PAHSMA you will be paid in line with the *Port Arthur Historic Site Management Authority Award* and will be entitled to employment conditions as prescribed under the *State Service Act 2000* and *State Service Regulations 2001*.

POSITION CLOSE

Monday 26th August 2019 5:00 PM

FURTHER INFORMATION

Information about PAHSMA, Statements of Duties and conditions of employment can be obtained from PAHSMA Human Resources on (03) 6251 2357.



To ensure your application will be assessed please include:

- ✓ *Resume*
- ✓ *Completed Statement Addressing the Selection Criteria*