

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 and Executive Officer, 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.

Short Form Application

A Short Application (SA) replaces any requirement to provide lengthy written responses against each selection criterion. A SA consists of a two-page written application and a resume. Please refer to *Short Application – FAQ*.

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.

How to Apply

To apply, please ensure that we receive the following information.

- ✓ Application Form for fixed-term employment;
- ✓ Short Form Application
- ✓ Current copy of your resume.

Documents are to be attached to the electronic application. If you are unable to attach your documents, then email them to recruitment@dpac.tas.gov.au

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 the Register 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 The 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 and we look forward to receiving your application.