

Community Corrections Fixed-Term Employment Register

Case Work Support Officer and Probation Officer

This information package provides an overview of the Community Corrections Fixed-Term Employment Register for Case Work Support Officers and Probation Officers and explains the application selection process.

What is the Fixed Term Employment Register?

The Register is established to provide Community Corrections with a pool of suitable people who are available to undertake the duties of Case Work Support Officer or Probation Officer for a fixed-term period to assist Community Corrections to complete its functions. Community Corrections can make appointments from the Register on a fixed term, part time or full time basis at such times as its regular staffing levels are insufficient, subject to budget constraints. Applicants considered suitable for the register can be selected for fixed term vacancies when they arise but terms will be no longer than 12 months.

Application process

If you wish to be considered, you are invited to apply online. It is important to complete all sections of the online application process to ensure correct information is recorded. Submitting applications by email to hr.recruitment@justice.tas.gov.au should only occur when online lodgement is not available.

Please indicate in your application which position/s you are applying for.

Selection Criteria

This is one of the most important components of a job application. Addressing the selection criteria enables applicants to demonstrate to the selection panel their qualifications and competencies relevant to the criteria of the position. To be considered for interview, applicants must provide a Short Form Application which is a 1-2 page covering letter outlining your experience, skills and knowledge as they relate to the Statement of Duties, and a copy of your current Resumé/CV. We do not require a separate statement addressing the selection criteria.

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 appropriate *Ministerial and Employment Directions*.

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

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Selection Process

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

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

Applicants deemed eligible for admission to the register will remain on the register until they advise Community Corrections in writing that they wish to be removed from the register or until the register expires. It is the applicant's responsibility to ensure that all details remain current.

Selection from a Register

Successful applicants will have their details recorded on the register. When a vacancy becomes available, the register will be used to identify persons who are available. Where vacancies are identified and more than one applicant is identified as suitable to undertake the particular appointment, then 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 particularly interested in long-term employment are encouraged to apply for vacancies advertised in the Tasmanian Government Gazette, via the website at www.jobs.tas.gov.au and local newspapers.

Further Information

If you would like further information about Community Corrections, please visit our [website](#).

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