

# Advice to applicants for positions at DPAC

Thank you for your interest in working for the Department of Premier and Cabinet (DPAC). You are encouraged to read this information carefully in conjunction with the Statement of Duties.

## About DPAC

DPAC is the central agency of the Tasmanian State Government. The Department provides a broad range of services to Cabinet, members of Parliament, Government agencies and the community. The Department works closely with the public sector, the community, local government, the Australian Government and other state and territory governments.

## Department values

DPAC values underpin our culture and guide our decision-making and behaviour. Our values are:

- Excellence - We strive for excellence at all times.
- Customer-focused - Our customers are at the centre of what we do and how we do it.
- Working together - We support and respect one another, and work with others to achieve results.
- Being professional - we act with integrity and are accountable and transparent.
- Respect - We treat everyone with respect and kindness.

For further information about DPAC including the organisational chart please refer to [https://www.dpac.tas.gov.au/department/about\\_us](https://www.dpac.tas.gov.au/department/about_us).

## About the role

You are encouraged to read this Advice to Applicants in conjunction with the Statement of Duties, and to talk to the contact person to discuss the role.

The Statement of Duties (including the selection criteria) will help you make an informed decision about how suitable a match there is between you and the role. It is also the core information the panel will use to guide their decision-making to ensure their selection is based on merit.

In the longer form of written applications applicants submit a written response against each selection criterion, however the Short Form Application does not require this. Instead use the Statement of Duties and selection criteria as background information and context to inform your writing.

To apply you will need the following:

- A Short Form Application (no more than two pages). Unless specifically requested, do not include copies of certificates or qualifications at this stage. Your Short Form Application should outline how your experience, skills, and knowledge relate to the role as detailed in the Statement of Duties, to will help us assess your application.
- An up-to-date résumé (up to four pages). Your résumé should tell us what you have done and achieved including a summary of your relevant qualifications and/or training history. For Senior Executive roles it would be valuable to include significant achievements.
- Details of two referees, usually your last two managers. You should advise your referees before submitting your application, as the panel may wish to contact referees during shortlisting. Please speak to the contact person if you are concerned about this.

Your Short Form Application does not need to be in the format of a letter and should not be accompanied by a separate cover letter. Only provide additional documents when they are requested by the selection panel.

The panel will read your Short Form Application and résumé to get an understanding of what you have done previously and how it applies to the role. In putting your application together consider that the panel will look at **what** you have done, **how** you have done it, and **why** they should choose you. The following What, How, Why model is one way you can do this.

### What (Résumé)

The panel want to know what you have done in the past that is relevant to the role. Please include in your résumé what you feel is relevant for the panel to know, including the following:

- Succinctly list the skills you have that will support you to do the role
- Give a history of your relevant work experience (both paid and unpaid)
- List your relevant education, qualifications and/or training history
- For senior roles (e.g., Senior Executive) it would be valuable to include significant achievements.

### Contact

GPO Box 123, HOBART TAS 7001

Phone: 03 6232 7895

Email: [recruitment@dpac.tas.gov.au](mailto:recruitment@dpac.tas.gov.au) Visit: [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)



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Keep your résumé succinct with clear headings and dot points so it is easy for the selection panel to find information.

### How (Short Form Application)

The panel want to know how you currently think and act which you should address in your Short Form Application. Think about the role and what will be required of someone to do it well, now and into the future. Think about what you will be doing and what you will need to accomplish.

Then write about how you think and act in relation to what the panel has asked you to focus on. One way to present how you think and act is to give an example of a real-life situation focusing on how you handled it. For example:

#### Example 1:

“Performing [insert] tasks in my role at [insert] I had the opportunity to do [insert]. I approached this by thinking about [insert] then took the following action [insert] in the following way [insert]. This resulted in [insert].”

#### Example 2:

“My experience in doing [insert] has given me capabilities in [insert]. As such when I approach [insert] type of tasks I consider [insert] then act in the following ways [insert].”

Sometimes you may have been given you one or two specific questions to answer, or you may have been asked to focus on a limited number of selection criteria, or possibly on all the selection criteria. The key thing the panel will be looking for is an insight into how you go about achieving the types of tasks that need to be achieved in the role.

### Why (Short Form Application)

The panel want your response on why they should choose you, which you should address in your Short Form Application. This information should take about a quarter of the application.

Finish your Short Form Application by telling the panel why you are attracted to the role and why you would be a good fit for it. This is about giving the panel an insight into what you will bring to the future of the role. For senior roles an indication of your vision for where you want to take the role would also be appropriate here.

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