

PAHSMA

Fixed Term and Casual Employment Register

Information for Applicants



WHAT IS THE FIXED TERM AND CASUAL EMPLOYMENT REGISTER?

The Port Arthur Historic Site Management Authority (PAHSMA) manages seven (7) fixed term and casual registers:

Food and Beverage (<i>front of house & back of house</i>)	Tour Guide – Cascades Female Factory
Tour guide – Port Arthur (<i>including ghost tour guide</i>)	Works assistant
Tourism Operations Assistant (<i>retail and booking & ticketing</i>)	Cook
	Cleaner

These registers provide PAHSMA with a pool of experienced and suitable people who are available to work at short notice.

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 the Register, 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 included in the package.
2. **Resume**
A resume should outline such areas as employment history, education and qualifications, professional affiliations, 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.

ADDITIONAL ATTRIBUTES (MULTI-LINGUAL)

PAHSMA welcomes applications from individuals with competence in languages other than English. We strongly encourage you to highlight this on your application form.

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

OR

posted to

ATT: Recruitment Officer

PAHSMA

6973 Arthur Highway

Port Arthur 7182

There is no need to do both

SELECTION PROCESS

Following receipt of your application, you will receive notification that your application has been received. If your application does not include all the necessary documents you will receive an email stating your application is incomplete. Your application **will not** progress until 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 Hiring Manager.

SUCCESSFUL APPLICANTS

When a fixed term or casual vacancy becomes available, the Register will be used to identify persons who are available and possess the knowledge, skills and experience required for the position. This process may include an interview.

Applicants should ensure that their details remain current in respect to experience and skills which form the basis of the selection process.

It should be noted that being successful in obtaining a place on the register does not imply or guarantee an offer of employment.

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*.

FURTHER INFORMATION

Information about PAHSMA, the *Fixed Term & Casual Employment Register*, Statements of Duties and conditions of employment can be obtained from PAHSMA Human Resources on (03) 6251 2357.



For your application to be accepted you must include your:

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