

# Advice to Applicants

## TOURISM TASMANIA

Thank you for your interest in working with us. We hope Tasmania inspires you as much as it does us! Our Advice to Applicants has been developed to help you navigate through our recruitment process and we encourage you to have a good read of it together with the Statement of Duties for the role.

### About Tourism Tasmania

Tourism Tasmania is a demand generator and brand leader for our state, delivering a targeted marketing program in key markets. We also have a lead role in the T21 Tasmania Visitor Economy Strategy and in influencing and building a sustainable future for our visitor economy.

Our people are critical in enabling our Agency to deliver upon its purpose on behalf of Tasmanians. We encourage our people to challenge traditional thinking and be fearless in communicating what we know Tasmania to be.

We work in a dynamic environment that aims to inspire creativity and bravery with a commitment to ongoing learning and development. We embrace flexible working so you can create your own work life balance, are committed to high standards of safe work practises, wellbeing, and equity.

Tourism Tasmania is committed to a diverse and inclusive workplace that enables our people to thrive.

Check out [www.tourismtasmania.com.au](http://www.tourismtasmania.com.au) for all the information about who we are and what we do.

### About the role

Make sure you read the Statement of Duties for the role in detail. This will provide you with all the relevant information about the duties and responsibilities of the role, who it works with, and what you need to have to be successful in the role. Pay particular attention to the 'what you need to have' section as this is the selection criteria for the position.

If you'd like to know more about the vacant role, get in touch with the contact officer in the advertisement. Don't be shy, we're a friendly bunch! The contact officer works in the area of the vacancy and will be able to talk to you about specific aspects of the role and the work environment.

### Eligibility to apply

To work with Tourism Tasmania you must be an Australian citizen, have permanent resident status or appropriate visas that allow you to undertake paid work in Australia. You will need to provide evidence of your citizenship or immigration status. For further information on visa requirements please refer to [immi.homeaffairs.gov.au](http://immi.homeaffairs.gov.au).

Some roles will have essential qualifications and/or registration requirements that you will need to meet – you will see these in the Statements of Duties for vacancies advertised. You must be able to demonstrate that you meet all of them.

If a vacancy is subject to pre-employment checks, you will need to satisfy those requirements if you are the preferred candidate prior to the offer of employment being formalised.

## Your application

Your application is the first step towards working with Tourism Tasmania. You will be asked to submit a two-page application addressing the 'what you need to have' selection criteria within the Statement of Duties, and your current resume. Some selection panels may take a more creative approach to suit the requirements of the role, and request additional elements such as a pitch, video submission and/or portfolio of work. This will be stated within the job ad if required.

Your application is your opportunity to sell yourself to the selection panel. It should give evidence of your skills, abilities and experience through specific, relevant, and recent examples that show what you have done and how well you did it. Be clear, honest, and succinct; and be sure to show your creativity, passion, and personality.

Before writing your application, you should carefully read the Statement of Duties and/or speak with the contact officer to ensure you have a good understanding of the role.

### Try using the STAR model:

The STAR model is one way of presenting information:

**Situation:** Set the context by describing the circumstances where you used the skills and gained the experience.

**Task:** What was your role?

**Actions:** What did you do and how did you do it?

**Results:** What did you achieve; what was the end result; and how does it relate to the job you're applying for?

## Submitting your application

Applications should be received by the closing date. You will receive acknowledgement of your application upon receipt. If you are unable to submit your application by the advertised closing date, you should call the contact officer to see if a late application will be accepted and to determine an alternative time for submission.

Applications should be submitted using the "**Apply Now**" functionality available at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

We look forward to receiving your application!

## Selection process

All of our selection decisions are made based on merit. A merit selection process aims to select the best candidate for a vacancy by assessing the information provided by you to address the selection criteria under 'what you need to have' within the Statement of Duties.

Once you submit your application, you will receive an automated email letting you know we've received it. The selection panel will then develop a shortlist of candidates who sufficiently meet the requirements of the role. This process usually takes place within four weeks of the closing date for applications.

If your application is successful in being shortlisted, you will be invited to participate in the next assessment step of the selection process. This is often an interview but can also include other assessment methods.

## **Interviews**

You may be offered an interview to expand on and discuss the information provided in your application. Interviews generally consist of a series of questions relating to the role to enable the panel to better understand you, your capabilities and experience, and how you'll contribute to our culture. You will also have the opportunity to ask questions, provide relevant information and produce work samples if required.

## **Other selection tools**

Sometimes other selection tools may be used in the selection process. You may be asked to present to the panel, provide a portfolio of previous work, undertake appropriate assessments, or participate in structured group and/or individual exercises.

## **Referees**

We will most likely want to contact referees to discuss your application. It is advisable to seek their approval prior to nominating them. It is important to select referees who have current knowledge of your relevant skills and abilities. At least two (2) referees should be nominated.

## **Selection outcomes**

Candidates will be advised in writing of the selection process outcome.

If you have been nominated for appointment and the role is subject to pre-employment checks and/or essential requirements, you will be required to meet these prior to a formal offer of employment being made.

## **Post-selection feedback**

After the selection process has been completed you will be offered post-selection feedback from the selection panel. Feedback is based upon an assessment of your suitability.

Details as to how you take up the post-selection feedback will be outlined in the correspondence advising you of the selection outcome.

***It's more than a job, Tasmania is who we are.***