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**STATE SERVICE
MANAGEMENT
OFFICE**

Register for Retired TSS Senior Executive Officers and Senior Employees

GUIDELINES FOR APPLICANTS



About the Register

The Tasmanian State Service (TSS) recognises the value in retaining access to the specialist skills, knowledge, and experience of former senior executive officers and senior employees.

The aim of the Register for Retired TSS Senior Executive Officers and Senior Employees (the Register) is to provide the TSS with a register of highly skilled and knowledgeable former senior employees (Band 8, or equivalent and above) who have retired, and who can return to the TSS to undertake short term specialist assignments. The Register helps people in transitioning to retirement as it provides a pathway to retirement, enabling people to maintain a connection to the workplace.

There are several benefits to bringing back senior employees for both the agency and the retired employee:

Benefits for the Agency	Benefits for the Applicant
<ul style="list-style-type: none"> ✓ increased and quick access to people with specialist skills and corporate knowledge; ✓ employee mentoring, and knowledge and skills transfer; ✓ greater opportunity to match the skills against the assignment; ✓ transparency and compliance in such appointments; and ✓ filling short term assignments that are otherwise hard to fill. 	<ul style="list-style-type: none"> ✓ share expertise and mentor colleagues; ✓ opportunities to maintain professional knowledge; ✓ access to flexible short-term employment opportunities following retirement; ✓ supports the transition to retirement; and ✓ valuing of the person’s contribution and knowledge.

Eligibility and Application process

Eligibility requirements

To be eligible for a place on the Register applicants must meet the following criteria:

1. Have previously been employed in the TSS as a senior executive officer or senior employee (Band 8, or equivalent and above)¹;
2. Have been employed in the TSS (in some capacity) within the last three years;
3. Have retired;
 - Whilst it is acknowledged that the notion of retirement is changing, for the purpose (and consistent with the intent) of the Register, retirement is taken to mean a person who has

¹ Excludes acting arrangements for less than 12 months



voluntarily retired from the TSS and is able to receive benefits as a result of that retirement that people who resign do not. Such benefits may be in the form of access to superannuation or taxation advantages. It may also include, in some circumstances, self-funded retirees.

- Applicants who are currently employed in the TSS may apply to join the Register within three months of their last intended date of employment. However, such applicants will not be eligible for selection from the Register until they have ceased employment.
4. Be able to demonstrate capabilities at a senior level (Band 8, or equivalent and above) in the TSS, to undertake specialist assignments, which may include but is not limited to:
- Policy advice;
 - Project management;
 - Governance and risk;
 - Government relations;
 - Reviews, investigations and evaluations of organisational matters;
 - Stakeholder management; and/or
 - Mentoring and leadership.
5. To have not been subject to any formal performance or Code of Conduct action whilst employed in the TSS.

Application process and assessment

How to apply

To be eligible to be placed on the Register you must complete an online application form. This will include several questions confirming your eligibility for the Register, and information regarding your previous employment in the TSS. You will also be required to provide:

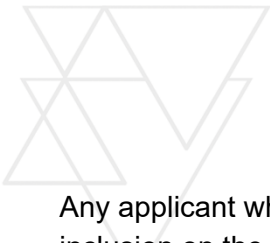
- a current Resume/CV; and
- nomination of two referees who can comment on your TSS experience.

All applications should be submitted online via the jobs website advertisement. Applications submitted by email will not be accepted.

Assessment process

The Register is managed by the State Service Management Office (SSMO) including the initial assessment of an applicant's eligibility and notification of application outcomes.

As part of the initial assessment, SSMO will verify the information provided as part of the application. This may include contacting Agencies where you have worked, contacting you directly, or both.



Any applicant who meets all the eligibility requirements, will be included on the Register, however inclusion on the register does not imply or guarantee an offer of employment. Any applicant that has been assessed as unsuitable for placement on the Register will be notified.

Applicants should note that:

- prior to being offered an appointment/assignment, you will be assessed based on suitability against the specified requirements for each assignment; and
- after completing an appointment/assignment you do not need to reapply to be placed back on the Register.

Appointment details

Period of Appointment

Appointment from the Register will be on a fixed-term basis limited to short-term assignments of between a couple of days and up to six months.

Employment through the Register is limited to a maximum of six months. Extensions beyond this may be considered in special circumstances.

Working arrangements

The duties offered may be on a flexible work arrangement varying from a few hours per week to full-time. Working a limited number of hours per week may particularly suit applicants whose superannuation requirements limit the number of hours per week they are able to work.

Salary and other conditions

Applicants offered an appointment through the Register will be engaged as an employee under section 34 of the *State Service Act 2000* and will be remunerated at an agreed level determined appropriate by the employing agency.

All appointments will be consistent with the salary and conditions contained within the relevant award.

The maximum salary payable under the Register is *Tasmanian State Service Award* (TSSA) Band 8, or equivalent. This is the maximum salary as people are coming back to work on specific assignments with no management responsibilities and are not to undertake Senior Executive duties.

It is recommended that applicants seek their own independent financial advice to understand any impact accepting an appointment/assignment may have on their superannuation.

This Register provides for the appointment of particular groups outside of the TSSA including Principals and Legal Practitioners and where the salary under the relevant Award or Agreement is higher than TSSA Band 8, this higher salary can be applied.

If you would like further information please contact SSMO by email at jobs@dpac.tas.gov.au

Contact Us

Phone: 03 6232 7040

Email: ssmo@dpac.tas.gov.au