

Information for Applicants

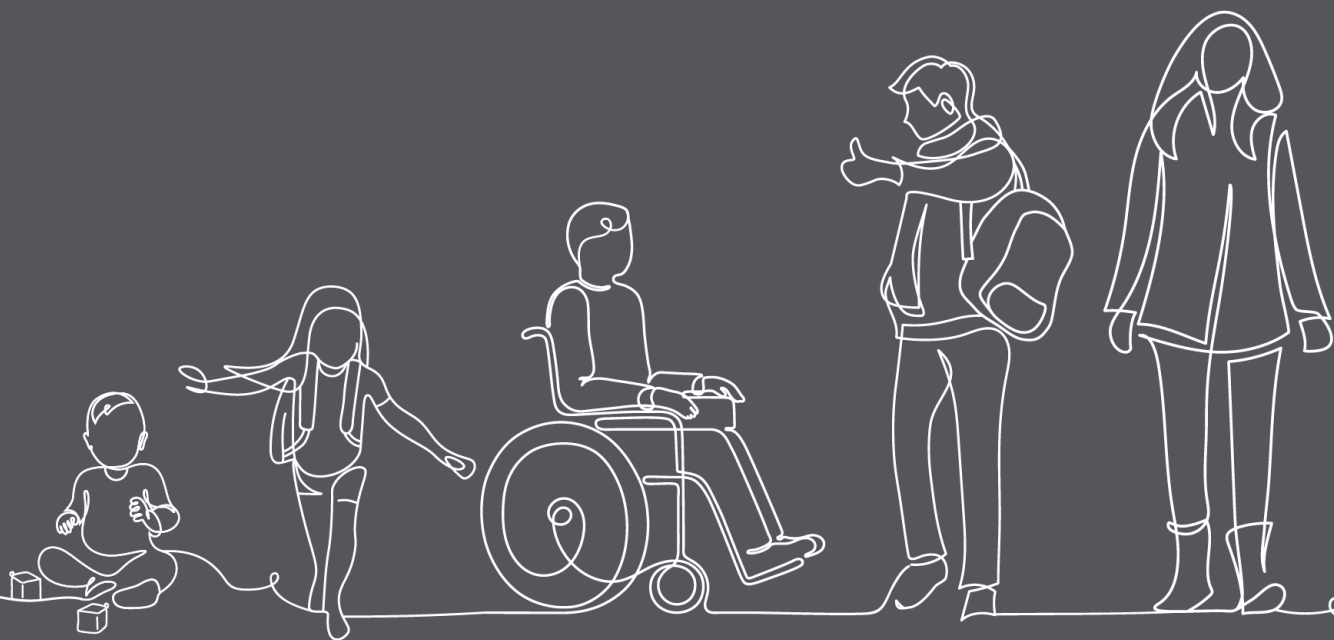


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I Foreword

Welcome and thank you for your interest in applying for a role with the Department for Education, Children and Young People. The following guideline provides information to support you with your application for a role with the Department.

This is a Department built entirely for children and young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

We are a values-based organisation that work collaboratively across disciplines to combine knowledge, experience and ways of working to benefit children and young people.

The Department for Education Children and Young People has many opportunities for you to undertake a role where you can make a significant difference to peoples' lives. You could work within our libraries, schools and colleges, supporting our learners or in the provision of statutory services to children and young people, these are just some of the many roles we have to offer.

The guide is provided to assist applicants for roles in the Department for Education, Children and Young People to submit applications which ensure a fair and equal chance to gain employment within the Agency.

Good luck with your application and we look forward to us all making a difference!

2 Merit Selection

All vacancies in the Tasmanian State Service are to be filled on the basis of merit in accordance with Section 7(1)(b) of the *State Service Act 2000*. Merit selection is designed to ensure that any appointment to, or promotion within the State Service is made on the basis of the relative capacity of the person to do the job. It is designed to prevent appointments or promotions being made on discriminatory grounds such as nepotism, patronage, favouritism or discrimination. Additional information on applying for jobs in the Tasmanian State Service is available at http://www.jobs.tas.gov.au/working/how_to_apply

The Department undertakes employment decisions according to the merit principle. Merit selection involves comparing an applicant's work-related qualities with the work-related qualities genuinely required to perform the duties of the position. By basing employment decisions on merit, all applicants are given a fair and equal chance to gain employment.

The selection criteria is the primary source for identifying the work-related qualities required for a position. The selection criteria are contained in the Statement of Duties (SoD), also known as a position description.

Work-related qualities can include:

- skills and abilities;
- qualifications, training and competencies;
- standard of work performance;
- capacity to produce required outcomes;
- relevant personal qualities;
- demonstrated potential for further development; and
- ability to contribute to team performance.

3 Aboriginal and Torres Strait Islander Employment

The Department complies with the guidelines contained in [Employment Direction No. 10 Aboriginal and Torres Strait Islander Employment in the Tasmanian State Service](#).

Employment Direction No. 10 has been developed to provide consistency across all State Government agencies in verification of a person identifying as Aboriginal or Torres Strait Islander in the filling of identified or tagged vacancies.

4 Employment Requirements for Persons other than Australian/NZ citizens and permanent residents

Persons who are not Australian citizens and/or New Zealand citizens or permanent residents may hold a permanent or fixed-term appointment in the State Service provided that they, at all times, hold and comply with all visa requirements as determined by the [Department of Home Affairs](#) and the *Migration Act 1958*.

All Department employees who are not Australian citizens must hold a valid visa that entitles them to work in Australia. Recommended appointees must provide evidence of citizenship or immigration status (including visa type, visa expiry date and visa number).

5 Reasonable Adjustments

The Department is supportive of reasonable adjustment, where required as a result of a physical, psychological or neurological disease or disorder, illness or injury, to enable applicants to compete for employment on an equal basis. If you require any adjustments during the selection process, applicants are encouraged to advise the contact person at any point of our process.

6 Essential and Desirable Requirements

Statements of Duties specify the essential and/or desirable requirements for each role.

Essential requirements are additional elements which the applicant must hold in order to successfully undertake the duties and responsibilities of the role. Some examples of the most common essential requirements are:

- academic or professional qualifications;
- driver's licence;
- professional registration/licensing; and
- pre-employment checks such as Registration to Work with Vulnerable People (RWVP).

In the first instance, any queries as to whether a potential applicant's qualifications and skills meet the essential requirements of an advertised role should be directed to the contact officer named in the advertisement.

Registration to Work with Vulnerable People (RWVP): All employees, volunteers and others (such as contractors and other external providers) who work or operate in the Department must hold a current RWVP, registration status – Employment/Volunteer. RWVP is not required to apply for advertised vacancies however must be obtained prior to commencement date if you are the successful nominee.

To obtain Registration to Work with Vulnerable People please visit www.cbos.tas.gov.au.

Teacher Registration: All teachers must have current full registration, provisional registration, specialist VET registration or a limited authority to teach granted by the Teachers Registration Board before they can be employed to undertake teaching duties. This applies to all teachers, including fixed term, relief, permanent, full-time and part-time appointments.

Any queries in relation to teacher registration should be directed to the Teachers Registration Board at TRB.admin@decyp.tas.gov.au or 03 6165 5977.

Where the vacancy has **desirable requirements**, these are not mandatory but are well regarded and can further demonstrate an applicant's merit or potential.

A person does not have to hold the desirable requirement in order to be considered for the role.

7 Employment Registers

The Department maintain various employment registers to provide the Department with a pool of experienced and skilled people who are available

for work at short notice for relief/casual or fixed-term vacancies up to 12 months duration.

A range of employees are employed to fulfil organisational and functional needs across a range of areas within Public Education, Child Safety, Youth Justice, Out of Home care, Libraries Tasmania and Child and Family Learning Centres.

To be considered as available and job-ready, roles require pre-employment checks or the ability to fulfill essential requirements (such as RWVP or Teacher Registration which must be obtained at the time of application to the employment register), which are outlined in the statement of duties associated with each role.

Create an application for roles of interest by searching the [Departments employment registers](#).

8 Your Application

Your application is the mechanism by which you indicate how your qualities match those genuinely required for the vacancy. It is imperative therefore that applicants ensure their application provides a strong representation of their suitability.

To help prepare your application, read the advertisement, the SoD and discuss any queries you may have with the contact person. It is important to be fully informed of the position requirements before submitting your application.

It may also helpful to research more about the position. This may include:

- telephoning the contact person to gain an overview of the work environment;
- talking to people in similar roles; and/or
- reading relevant information, such as annual reports and strategic plans.

If applying for an advertised vacancy, the advertisement will detail the application requirements for the role. Your submission may include:

- a covering letter;
- statement addressing the selection criteria;
- names and contact details of relevant persons who can be contacted to verify the information and claims made in the application; and
- a copy of your current resume.

The advertisement might also specify the requirement of a personal statement or presentation to address relevant competencies, address a specific issue or project into the role of the vacancy.

Your application should be without unnecessary fancy fonts, colours, images, banners or other elements.

Any information provided in a language other than English should include an official translation. This includes information provided as part of your application or throughout the selection process.

9 Selection Criteria

Selection criteria are a set of measurable standards contained in the approved statement of duties.

A useful way of demonstrating that you possess the work-related qualities required for the role is by providing a written response/statement addressing the selection criteria.

Some jobs attract very large numbers of applications. To make yours stand out, show that you understand what the role entails and include examples that detail how your previous experience will help you undertake the duties.

All of the selection criteria are important, so do not miss any within your response. If your application does not demonstrate your skills/ability you may reduce your opportunity to show you meet the requirements for the role.

Understanding and addressing the selection criteria

Selection criteria usually contain common key words or phrases that can guide you in drafting your response. A good first step is to highlight these.

It can be valuable to read and reread the advertisement and SoD, highlight keywords in each selection criteria and relate them to the duties of the position.

Keywords/phrases you may find in selection criteria include:

- ‘Demonstrated knowledge’: provide examples that show you have this area of knowledge.

- ‘Demonstrated ability to’: you do not need to have done this kind of role before, but you need to describe how your skills, knowledge and experience show that you are capable of undertaking the duties.
- ‘Experience in’: provide examples of where you have done this role before.
- ‘Effective, Proven, Highly Developed, Superior’: you need to show your level of skill. Provide relevant detail, using examples of your achievements to illustrate your level of skills, knowledge and experience.

When addressing the selection criteria concentrate on the quality rather than the quantity of information. Highlight the achievements which you believe will best demonstrate your claims against each criterion giving consideration to the type of work required in the role.

It is not sufficient to simply state that you meet the criteria, this needs to be supported by specific examples of these skills in action.

The STAR approach

The STAR approach is a useful tool to effectively address the selection criteria.

Situation – provide a brief outline of the situation or setting. What was the context?

Task - What was your role? What did you have to do?

Actions – What did you do and how did you do it?

Results – What did you achieve? How do the results relate to the job you are applying for?

Use the STAR approach table to assist in creating your examples. Make a separate heading for each criterion and write down dot points under each that demonstrate your ability to meet that criterion. Try to address each part of the STAR approach in just a few sentences.

Once you have completed this, use your notes to write out full paragraphs.

Example

As a Research Officer at the Department, I needed to ensure that managers were kept informed of policies

and procedures **(Situation)**. To achieve this, I initiated a monthly newsletter which was emailed to each manager. I took responsibility for writing the main articles in each publication **(Task)**. This involved obtaining ideas and input from other stakeholders to ensure that the articles reflected the needs of managers, both in terms of content and language. **(Actions)** I consistently received excellent feedback in relation to this newsletter from internal clients and my own manager. I received a divisional achievement award for the quality of this newsletter from management. Importantly, this initiative resulted in improved lines of communication between managers and the Research Support Unit **(Results)**.

It is important to use 'I' statements and specify your exact contribution to the situation. If you use 'we' statements the selection panel will not be able to determine your individual contribution.

10 Resume

The purpose of a resume or curriculum vitae (CV) is to provide a potential employer with a summary of information about you. It should be concise and provide a snapshot of yourself and your experience and abilities.

Key inclusions at a minimum should be:

- Full name, mailing address, email address and preferred contact number;
- A brief summary of your personal and work-related qualities such as your skills, knowledge and experience;
- A list of your employment history, beginning with the most recent and details of position title, employment dates, employer name and your main duties/achievements;
- A list of your education and training, beginning with the most recent;
- Any volunteer involvement;
- Referee name, position title, email address and contact number.

11 Submitting your Application

Preference is for electronic submission of applications via advertisement within the Tasmanian State Service Careers website (www.jobs.tas.gov.au).

All applicants are required to supply a valid email address with their application for the purposes of email communication.

Applications submitted electronically:

- must be in Microsoft Word or PDF format, each with a size no greater than 10MB;
- will be acknowledged immediately by return email;
- do not require additional paper copies of the application to be sent through the mail.

Before sending an application, applicants should check for accuracy of information and grammatical and spelling errors; and ensure all required documents are submitted.

If you have any queries regarding how to apply, contact the contact person listed in the advertisement.

Late applications

Applications should be submitted by the closing date indicated in the advertisement.

The acceptance of late applications is at the selection panel's discretion and you must call the contact officer to confirm if it can be accepted.

12 Selection Process

When a decision is made to fill a vacancy, the recruitment and selection process commences. The recruitment process commonly includes:

- 1 Advertising the vacancy
- 2 Receiving applications
- 3 Short listing applicants
- 4 Assessing applicants' suitability for the role via interview or other method
- 5 Conducting referee checks

- 6 Undertaking pre-employment screening (including identity, integrity and where stipulated criminal record checks)
- 7 Offering the role to the preferred applicant.

A selection panel, of at least three people, will undertake the selection process. The composition of the panel will vary depending on the scope and nature of the role to be filled.

The role of the panel is to develop a recommendation on which applicant(s) are most suited for the role based on their work-related qualities and applying the merit principle.

Shortlisting

Once the application period has closed, the panel will review the applications and decide which candidates they will shortlist for further selection based on merit.

The purpose of shortlisting is to determine which applicants, based on their written application, will progress to further selection methods.

Interviews

Interviews are a common selection method and usually include a series of questions based on the selection criteria and work-related qualities required for the role.

The purpose of the interview is to provide the applicant with the opportunity to expand on information presented in the application and to enable the selection panel to gather further information for the assessment process.

Other assessment tasks like group assessment, a presentation, psychological/physical assessments may be part of the selection process. These additional tasks help the panel determine your suitability to undertake the role.

Verification of claims and Referee reports

Panels will consider a range of processes to verify information identified in applications. These may include:

- requesting additional information, documentation and/or other evidence from the applicant;
- seeking referee reports; and

- contacting people other than cited referees. These may include the applicant's line managers or direct supervisors in their most recent role. In this case information gained should also be made available to the applicant.

Referee reports can be particularly useful and can be used to inform the panel's decisions at any stage during the selection process.

The nomination of two referees is usually required. The referees must be able to comment on work performance and one of them should be a current or recent work supervisor or someone well qualified to comment on the applicant's capacity to achieve the outcomes related to the duties.

It is therefore important that you nominate referees who are able to discuss your suitability in relation to the selection criteria.

By placing the referees on your application, you are providing consent for the Department to contact them. It is good practice to speak to your referees prior to nominating them, alerting them to the vacancy you are applying for, and discussing the required work-related qualities. It may be beneficial to send them a copy of the statement of duties and your application.

Written references from your referees are not required as the Department has a Referee Report Template that must be used.

13 Outcome Notification

When the selection process has been completed, the panel will prepare a Selection Panel Report for approval.

This report will include details of the selection process undertaken and a statement outlining who has been nominated for the vacancy. The report will also contain an assessment outlining the merit of the nominated applicant to that of other applicants. When the report has been approved, all applicants will be notified in writing of the outcome and any possible review rights.

If you are unsuccessful, we encourage you to take advantage of the invitation to receive feedback from the selection panel. This can help you to understand the panel's decision and to discuss ways in which you may improve future applications or interview performance.

If you are the successful applicant, you will receive an offer of employment. Offers are conditional subject to the satisfactory completion of all pre-employment checks and where applicable, a review period.

Once the pre-employment checks have occurred, you will receive formal employment documentation, along with onboarding and payroll related documentation.

Pre-employment checks

If you are the recommended appointee, you will be screened for identity and integrity through a Registration to Work with Vulnerable People check. Depending on the role's requirements, you may also be asked to undergo a conviction check.

Conviction history information is assessed with any relevant conviction(s)/offences(s) considered in relation to the duties and responsibilities of the position and any information provided by the recommended appointee.

Conviction for an offence does not make an individual automatically ineligible for employment – all decisions are made on a case-by-case basis and depend on a broad range of factors.

If a conviction check is required, a Conviction Check Consent form will be provided and must be returned as soon as possible.

14 Post Selection Feedback and Reviews

Post-selection feedback provides a constructive opportunity for applicants to discuss their application and/or performance at the interview. Post-selection feedback may also help an applicant to plan the type of training and development required to assist with their application for a similar vacancy in the future.

At least one member of the selection panel, usually the convenor, is to be available for post-selection feedback.

Further information on the post-selection feedback process may be obtained from the Tasmanian Industrial Commission.

Review of a selection

State Service employees are entitled, in accordance with section 50(1)(a) of the *State Service Act 2000* and Employment Direction No. 1: Employment in the State Service, to submit an:

- *Application for Review of a Selection* which details the reasons for the review to the Tasmanian Industrial Commission within 14 calendar days (excluding public holidays) of the date appearing on the advice to the employee of the selection.

If an application for review were successful, the Tasmanian Industrial Commission, in accordance with section 51(6)(b) of the Act, may direct the Secretary of the Department to undertake the selection process again. Accordingly, applicants should take no action concerning current duties or other employment circumstances until further notice is provided regarding the status or outcome of any review.

Unsuccessful applicants considering a review should request post-selection feedback before making a decision on proceeding with a request for a review.

Further information regarding guidance, application and timeframes involved in the review process may be obtained from the Tasmanian Industrial Commission.

15 Supporting Information

- [State Service Act 2000](#)
- [Employment Direction No.1: Employment in the State Service](#)
- [Employment Direction No.7: Pre-employment checks](#)
- [Employment Direction No.10: Aboriginal and Torres Strait Islander Employment in the Tasmanian State Service](#)
- [Migration Act 1958](#)

- [Registration to Work with Vulnerable People](#)
- [Teachers Registration Board](#)
- [Tasmanian Industrial Commission](#)
- [Addressing Selection Criteria](#)

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