

AUGUST 2025

# Information for Applicants

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# About Department for Education, Children and Young People (DECYP)

*Welcome and thank you for your interest in applying for a vacancy with DECYP. We hope this information provides you with the support and guidance you need when submitting your application.*

DECYP is dedicated to supporting Tasmania's children, young people, and their communities. Our mission is to ensure every child is known, safe, well, and learning—with the child at the centre of everything we do.

We are a values-driven organisation that works collaboratively across disciplines to make a meaningful difference. Whether in schools, libraries, colleges, supporting our learners or in the provision of statutory services to children and young people, these are just some of the diverse roles where your skills and experiences are valued and respected.

We are committed to building a workplace that reflects our diverse community. We welcome applicants of all backgrounds, cultures, identities, and abilities, and support flexible work arrangements.

For general enquiries about vacancies, the application process, or this guide, please email [recruitment@decyp.tas.gov.au](mailto:recruitment@decyp.tas.gov.au). If your enquiry relates to a specific vacancy, please reach out to the contact person listed in the job advertisement.

## Are you eligible to apply for the role?

To be eligible for appointment on a permanent or fixed-term basis with the Tasmanian State Service, you must be an Australian citizen, a permanent resident, or be eligible to hold and meet any visa requirements as determined by the Australian Government's Department of Home Affairs and the *Migration Act 1958*. For more information on visa requirements please refer to [www.immi.gov.au](http://www.immi.gov.au).

Where a position is subject to essential requirements this will be specified in the statement of duties for the advertised role. If essential requirements apply, you must be able to demonstrate that you meet, and continue to meet, the listed requirements. Evidence of essential requirements must be provided prior to appointment; however, this information is not required upon the initial submission of a short form application.

If a position is subject to pre-employment checks and you have been successful in the application process, you will be asked to undertake these checks prior to being appointed to the role.

## Merit selection

DECYP 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 within DECYP.

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

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
- ability to contribute to team performance

## Your application

Your application is the first step towards working for DECYP. This is your opportunity to provide useful information about yourself to the selection panel to help in assessing your suitability for the role.

**A short form application (SFA)** (recommended one to two pages)

The SFA replaces the requirement to provide lengthy written responses against each selection criterion. It should outline your experience, skills and knowledge relating to the advertised position's statement of duties with a focus on how you achieved outcomes.

**An up-to-date resume** (usually up to four pages)

Your resume should be concise, it should demonstrate your relevant experience and achievements to the panel, as well as summarise any relevant education, qualifications and/or training history.

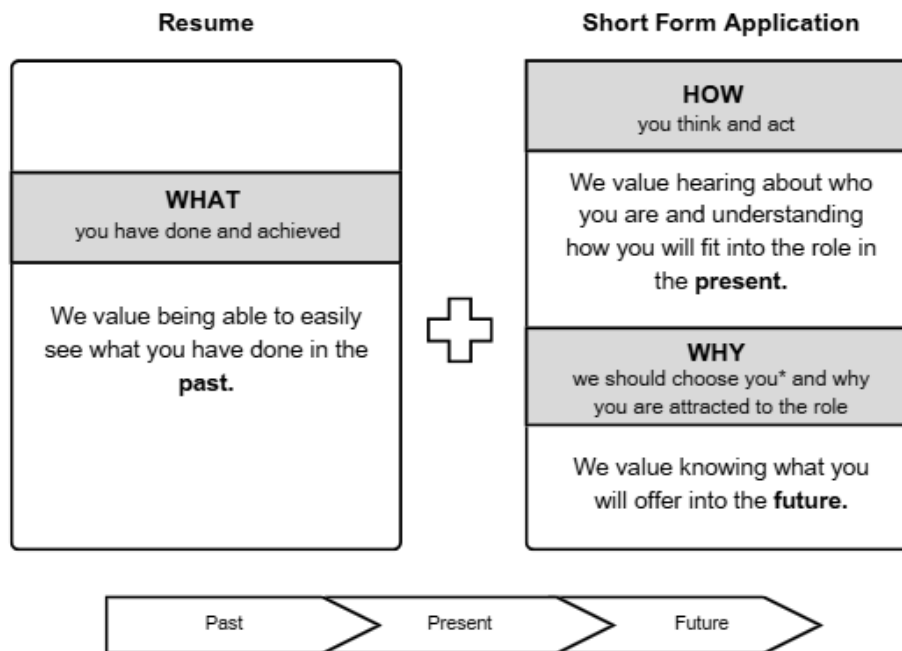
**Details of two referees** (ideally last two managers)

Your referees may be contacted at any stage of the process and as such it is good practice to speak to your referees prior to nominating them, alerting them to the vacancy you are applying for. Please speak with the contact person if you have any concerns about this.

**Information on short form applications**

In asking for a short form application the panel is aware that it may not be possible to include details of all your skills, knowledge, and capabilities in such a short amount of writing.

# What, how and why model



\*In senior roles this would include your vision for where you want to take the role.

## What? (resume)

The panel wants to know what you have done previously that is relevant to the advertised vacancy. This should include:

- Relevant work history (this can include paid and unpaid work)
- Relevant education, qualification and/or training history
- A summary of your key skills that will support you in doing the role
- Contact information for two referees

## How? (short form application)

The panel will use your resume to gain an understanding of what you have done in the past that is relevant to the role. Use the SFA to expand on how you think and act. Give specific examples of the work you have done, with a focus on how you achieved outcomes. This will give the panel a good insight into your skills and knowledge.

## Why? (short form application)

This is your opportunity to demonstrate why you are the ideal candidate for the role. Focus on showcasing your unique strengths, experiences, and qualities that align with the role's requirements. Highlight your achievements and the value you bring to a team or organisation.

For senior roles, go a step further: articulate your vision for the future of the role. Describe the direction you would take it, the impact you aim to have, and how you plan to evolve the position to meet emerging challenges and opportunities.

## The STAR approach

The STAR approach is a useful tool to effectively describe how you meet the selection criteria within your SFA response.

**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?

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*As a Research Support officer at the Department of XYZ, I needed to ensure that managers were kept informed of policies and procedures (**Situation**). To do 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 approved lines of communication between managers and the Research Support Unit (**Results**).*

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## Essential and desirable requirements

Each role has a Statement of Duties that outlines the essential and/or desirable requirements.

**Essential requirements** are qualifications or attributes that applicants must possess to effectively perform the responsibilities of the role, these may include:

- [Registration to Work with Vulnerable People \(RWVP\)](#)

All employees, volunteers and others (such as contractors and other external providers) who work or operate at DECYP must hold a valid and current RWVP registration status of Employment/Volunteer.

- [Teacher Registration](#)

All teachers must have a current full registration, provisional registration, specialist VET registration or limited authority to teach granted by the Teachers Registration Board before they can be employed to undertake teaching duties.

Vacancies advertised within certain areas of the Department require conviction checks to be completed prior to the incumbent taking up an appointment, promotion or transfer.

If the vacancy you are applying for requires a conviction check, it will be outlined in the Statement of Duties.

**Desirable requirements** are not mandatory, but they are highly regarded and can strengthen an applicant's demonstration of merit or potential. You do not need to meet these requirements to be considered for the role.

## Submitting your application

DECYP use an online recruitment system in which all applications are submitted electronically. By applying online, you receive immediate confirmation that your application is received.

A further benefit to applying online is that you can build your profile with your resume, copies of your qualifications and credentials to use when applying for positions in the future.

Submit a separate application for each position you wish to apply for. If you have any queries regarding how to apply, contact the vacancy contact person listed in the advertisement.

## What happens next?

The panel will discuss the applications and assess which applicants have best demonstrated merit for the role. If you are shortlisted, a panel member will contact you to arrange further assessments of your skills and ability. The assessment methods will be clearly communicated to you if you are shortlisted.

Assessment methods may include:

- Interview - face to face, telephone or virtual e.g. Microsoft Teams
- Work-related written or numeracy exercise
- Interview presentation exercise
- Skills or ability testing
- Referee checks

If you are shortlisted for the role, you will be informed by the members of the selection panel. Should you have any conflict of interests with any panel members that you have concerns about, please raise them with the designated contact person or reach out to our Recruitment Team for support.

If an interview is conducted, the panel will assess your suitability for the role through targeted questions aligned with the selection criteria. You will also be provided the opportunity to ask questions, share relevant information, and may be invited to bring along documentation to support your application (this will be requested at the time of invitation to interview).

The contact person will keep you updated on the progress of the recruitment process and notify you of any delays.

## Inclusive recruitment and flexible work

DECYP is a diverse and inclusive workplace and knows how important flexible working is.

We encourage people from all backgrounds to apply, including:

- First Nations Australians
- People with disability
- People from different cultures and languages
- Older workers
- LGBTIQ+ people

We support reasonable adjustments during every step of the recruiting process. Everyone's needs are different, so if you'd like to talk about what support might help you, please reach out to the contact person listed in the job advertisement. We'll work with you to make sure you can fully take part in the selection process.

## Outcome notification

Once the selection panel has made a recommendation, all applicants will be notified of the outcome in writing. The successful applicant/s will first be contacted verbally by the panel convenor and then receive a conditional offer of employment via email from Recruitment.

Unsuccessful applicants are encouraged to seek feedback from the selection panel to gain insight into the decision and to improve future applications or interview performance.

## How can I express my interest in other roles at DECYP?

If your application is not successful, we encourage you to stay informed about future opportunities. You can create a "job alert" on [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) and explore other platforms such as [Seek](#) or [LinkedIn](#) to receive notifications about upcoming vacancies that match your interests and experience. You can also express your interest by registering to be on one of the department's [fixed-term and casual employment register's](#).

**We look forward to receiving your application and you taking the first steps towards a new career with the Department for Education, Children and Young People and all we can offer.**