Advice to Applicants

Thank you for your interest in working with us. This information sheet has been developed to assist you with our recruitment and selection processes. You are encouraged to read this information carefully in conjunction with the Statement of Duties. For further information about the Department of Economic Development, Tourism and the Arts (DEDTA) please refer to www.development.tas.gov.au.

Why choose us?

DEDTA is a fun, proactive and innovative place to work. The department covers a broad spectrum of support to the Tasmanian community, from Arts Tasmania to Economic Development to Sport and Recreation.

Some of the benefits of working at Economic Development, Tourism and the Arts are:

- a workplace culture underpinned by organisational values
- a proactive health and wellbeing program (GLOW – Great Life Options at Work), with programs such as subsidised vaccinations, fitness centre partnerships, lunch-time physical activity classes; community fundraising events; and weekly fresh fruit distribution;
- an employee assistance program;
- flexible working arrangements;
- both in-house and external training and professional development;
- an enthusiastic, staff-led social club.

Diversity

DEDTA is committed to providing a diverse and inclusive workplace that enables our people to contribute to their full potential, through recognising and supporting their strengths and needs.

We encourage applications from everyone with the applicable skills and experiences, regardless of attributes.
**Values**

We are a values-based organisation.

Our values are:

- We act with integrity;
- Our people matter; and
- We make a real difference.

There is a simple expectation that all staff will uphold these core values through all their workplace behaviors. Our values guide the way we work and our decision-making, from the strategic to the operational. If your personal and professional values and behaviors align with these; you will find DEDTA a great place to work.

**Vacancy Information**

All our selection decisions are made on the basis of merit. A merit selection process aims to select the best candidate for a position, by assessing the relative claims of applicants against a selection criterion. The selection criteria are contained in the Statement of Duties.

If you want to know more about the position, please contact nominated staff member in the advertisement. The contact officer works in the area of the vacancy and will be able to talk to you about specific aspects of the position and the team.

**Your Application**

Your application is the first step towards securing a job at DEDTA. It provides you with the opportunity to ‘sell’ yourself to the selection panel. Before writing your application, it is strongly recommended you carefully read the Statement of Duties and/or speak with the position’s contact officer to ensure you have a good understanding of the role.

When addressing the selection criteria, you should provide an outline of your claims for the position in respect of each criterion. The most important aspect of addressing selection criteria is to provide evidence, through relevant examples. Support your claims with actual, specific examples of what you have done and how well you did it.

**Tips and Hints**

**Do:**

- address each criterion separately
- use relevant examples
- be clear and to the point
- be honest and factual.

**Don’t:**

- write lengthy responses.
- Rely just on your CV
Try using the STAR model:

The STAR model is one way of presenting information against selection criteria. For each criterion think about the following and use these points to form sentences:

**Situation:** Set the context by describing the circumstances where you used the skills or qualities 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 are applying for?

Submitting your application

Applications should be received by the nominated closing date. If you cannot submit your application by this time, you should call the contact officer to see if a late application will be accepted and to determine an alternative time for submission. You will receive email or written acknowledgement of your application.

Have you completed and attached the following documents?

- [ ] Application for Employment form
- [ ] Your resume (CV)
- [ ] Your response to the selection criteria.

Applications should be forwarded to:

Human Resources
Department of Economic Development, Tourism and the Arts
GPO Box 646
Hobart TAS 7001

Alternatively, you can fax your application to (03) 6233 5703 or email it to applications@development.tas.gov.au.

Eligibility to Apply

Where a position requires essential requirements, you must be able to demonstrate you meet all of those listed. If there are any essential requirements for the role you are interested in, they will be listed in the Statement of Duties.

If a position is subject to pre-employment checks and you have been successful in the application process, you will be asked to undertake a criminal history check prior to the offer of employment proceeding.
Please note, persons other than Australian citizens and permanent residents may hold a permanent or fixed-term appointment in the Tasmanian State Service provided they, at all times, hold and comply with all visa requirements as determined by the Australian Government’s Department of Immigration and Citizenship and the Migration Act 1958. For further information around visa requirements please refer to www.immi.gov.au.

Interviews

If an interview is conducted you may be offered an opportunity to explain or clarify information provided in your application. A series of questions relating to the role is generally used to enable the panel to assess each applicant. Applicants are also given the opportunity to ask questions of selection panel members, provide relevant information and produce work samples to support their claims.

Other Selection Tools

Sometimes other selection tools may be used in the selection process. You may be asked to provide examples of previous work, undertake appropriate tests, 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. Select referees who have current knowledge of your relevant skills and abilities. At least two referees should be nominated and their details provided on the ‘Application for Employment’ form.

Selection Outcomes

The selection panel will make a recommendation for appointment to the relevant authorised officer. Applicants are then advised in writing of the selection process outcome.

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 in relation to the selection criteria. This feedback is normally provided after an appointment to the position has been made.

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

We look forward to receiving your application and you taking the first steps towards a potential new career with a great employer.
Economic Development, Tourism and the Arts Values

We are a values-based organisation.

If your personal and work values are consistent with those developed by our staff, we’re sure you’ll find Economic Development, Tourism and the Arts a great place to work.

There is a simple expectation that all staff will uphold these core values and behave accordingly.

Our values form part of our organisation’s character. They underpin the way we work and are expected to act as we perform everyday tasks. Our organisational values also guide decision-making from strategic to operational issues and ultimately are reflected in how others view the organisation.

We aim to recruit and retain high performing, capable and passionate people who match our cultural profile and whose behaviour aligns to our organisational values.

<table>
<thead>
<tr>
<th>WE ACT WITH INTEGRITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>• We own our actions and decisions</td>
</tr>
<tr>
<td>• We respect others</td>
</tr>
<tr>
<td>• We’re open and honest</td>
</tr>
<tr>
<td>• We listen</td>
</tr>
<tr>
<td>• We do what’s right</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OUR PEOPLE MATTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>• We’re always learning</td>
</tr>
<tr>
<td>• We work together and share our knowledge</td>
</tr>
<tr>
<td>• We trust each other to get on with it</td>
</tr>
<tr>
<td>• We recognise achievement</td>
</tr>
<tr>
<td>• We have fun</td>
</tr>
<tr>
<td>• We enjoy a healthy work-life balance</td>
</tr>
<tr>
<td>• We embrace diversity</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WE MAKE A REAL DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• We’re passionate about achieving</td>
</tr>
<tr>
<td>• We deliver for our clients and for the community</td>
</tr>
<tr>
<td>• We work in partnership</td>
</tr>
<tr>
<td>• We value new ideas</td>
</tr>
<tr>
<td>• We strive for excellence</td>
</tr>
</tbody>
</table>