



## **Information for Applicants**

Thank you for considering a vacancy with the Port Arthur Historic Site Management Authority (PAHSMA). Information about PAHSMA, can be viewed on our website at [www.portarthur.org.au](http://www.portarthur.org.au)

This document has been prepared to assist you in applying for vacancies with the Authority.

### **Vacancy Management**

All of PAHSMA's vacancies are managed through an on-line system. You should apply on-line as it ensures security and confidentiality. All communication regarding the vacancy will be directed to you via your email.

### **Enquiries about an advertised vacancy**

The Authority encourages potential candidates with job related queries to communicate directly with the nominated Contact Officer. Enquiries about the progress of your application once you have applied should be directed to the Recruitment Officer on (03) 6251 2357.

### **Application**

The application is the first stage in demonstrating your claims and ability against the vacancy. It provides you with the opportunity to 'sell' yourself to the selection panel and is the critical factor in whether you progress to the next stage of the selection process. It is important to have a good understanding of what the position involves and the range of skills required. Your application should include a document that clearly addresses your response to each of the selection criteria contained in the Statement of Duties. Your application will then be assessed by the selection panel in regard to your qualifications, work experience and relevant skills against the selection criteria.

When you apply through [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) the Application for Employment form is part of that process. If you cannot apply on-line your application should also include a completed 'Application for Employment' form (Form 201) and Resume/CV. Please indicate the position number you are applying for in your application.

### **Essential Requirements**

Where the advertised position is subject to essential requirements, you must be able to meet all the essential requirements. Copies of certificates and qualifications demonstrating that you meet the listed requirements can be attached.

### **Merit Selection**

Selection decisions are made in accordance with the merit principle. This means that an assessment is based on the:

- relative suitability of the applicant;



- capacity of the applicant to achieve outcomes related to the duties; and the
- applicant's work related qualities.

For a period of six months from the date of advertising, the selection process may be used to fill subsequent similar vacancies.

### **Referee Reports**

The Authority may wish to contact referees to discuss your application. Referees are people nominated by you that can offer comments in relation to your ability to meet the selection criteria. Details of at least two (2) referees should be provided.

### **Lodgement of applications**

The Authority strongly advises that you use the on-line system at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) to apply. If you have any queries regarding your application please email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au)

Please ensure that your application is received by the actual closing date specified. Late applications will not be accepted. You will be notified by email of the outcome of your application and whether you are required to attend an interview.

For **further information** on other opportunities within the Tasmanian State Service, visit the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website