# Advice to Applicants

## Short form applications

Thank you for your interest in working with us. This information has been developed to assist you understand our recruitment and selection processes.

## Working at the Department of Natural Resources and Environment Tasmania

We are Tasmania's lead natural resources agency, responsible for the sustainable management of the State's natural and cultural heritage and the integrity of the racing industry for the benefit of the Tasmanian community.

Our people are our greatest asset, and through our principles we identify the Department of Natural Resources and Environment Tasmania way whilst also recognising our role and place as part of the broader Tasmanian State Service. Department of Natural Resources and Environment Tasmania's principles outlined below define the culture of our workplace:

- We will work together as one department;
- We will be accountable for our performance;
- We will invest in our people; and
- We will provide excellent client service.

We are committed to providing a diverse and inclusive workplace, which recognises the diversity of the Tasmanian community.

We undertake employment decisions in line with the merit principle which aims to select the best candidate for a position based on an assessment of the candidates' work-related qualities and their capacity to achieve outcomes related to the duties of the role.

Want to know more about working at the Department of Natural Resources and Environment Tasmania? Further information is available on www.nret.tas.gov.au.

## About the role

You are encouraged to read this Advice to Applicants carefully in conjunction with the Statement of Duties, and to get in touch with the contact person to discuss the role further or to ask any questions that you may have. It is also your opportunity to decide if the role is a right fit for you.

## 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 either be an Australian citizen, a permanent resident, or at all times hold and meet any visa requirements as determined by the Australian Governments Department of Home Affairs and the *Migration Act 1958.*

For more information on visa requirements please refer to www.immi.gov.au.

## Essential Requirements

Where a position is subject to essential requirements you must be able to demonstrate that you meet all and be able to continue to meet the listed requirements. However, we do not require evidence of any essential requirements, e.g. certification, qualifications, etc. at this stage of the application process.

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.

The Statement of Duties will specify any essential requirements for the role.

## Your application

Your application is the first step towards working for the Department of Natural Resources and Environment Tasmania. This is your opportunity to provide useful information about yourself to the selection panel (the panel) to help in assessing your suitability for the role.

To apply, you will need the following:

- A short form application (no more than two pages) – unless specifically requested, do not include copies of certificates or qualifications at this stage.

  Your short form application should outline how your experience, skills, and knowledge relate to the role as outlined in the Statement of Duties which will help us assess your application.

- An up-to-date résumé (up to four pages).

  Your résumé should tell us what you have done and achieved including a summary of your relevant qualifications and/or training history.

- Details of two referees, usually your last two managers.

  Your referees may be contacted at any stage of the selection process, including as part of shortlisting. You should advise your referees before submitting your application, as the panel may wish to contact referees during shortlisting and will assume they are aware. Please speak with the contact person if you have a concern about this.

## Information on short form applications

The panel will read your short form application and résumé together to get an understanding of what you have done previously and how it applies to the role.

In putting your application together consider that the panel will look at **what** you have done, **how** you have done it, and **why** they should choose you.



## What?

The panel want to know what you have done previously that is relevant to the role. As a minimum your résumé should include:

- The skills you have that will support you to do the role.
- A history of your relevant work experience (paid and unpaid).
- Relevant education, qualifications, and/or training history.
- The contact details of two referees who can attest to your capacity to perform the role.

Keep your résumé succinct with clear headings and dot points so it is easy to read.

## How? (short form application)

The panel want to know how you think and act, so think about the role and what will be required of someone to do it well now and into the future. Put yourself in the role and think about what you will need to accomplish and what the panel have asked you to focus on. One way to present this is to use a real-life situation focusing on how you handled it.

Example 1:
*"The following example is typical of my approach and gives an insight into my skills in [insert relevant topics from the Role Description covered by the example]"*

Example 2
*"Performing [insert] tasks in my role at [insert] I had the opportunity to do [insert]. I approached this by thinking about [insert] then took the following action [insert] in the following way [insert]. This resulted in [insert]."*

Example 3:
*"My experience in doing [insert] has given me capabilities in [insert]. As such when I approach [insert] type of tasks I consider [insert] then act in the following ways [insert]."*

The key thing the panel will be looking for is an insight into how you would deliver the requirements of the role.

## Why? (short form application)

The panel want to know why they should choose you. As a guide this would be roughly a quarter of your short form application. Finish your application by telling the panel why you are attracted to the role and why you would be a good fit for it. This is about giving the panel insight into what you will bring to the future of the role. For senior roles an indication of your vision for where you want to take the role would also be appropriate here.

# How to submit your application

Applications must be submitted online by the advertised closing date and time via www.jobs.tas.gov.au. Find the relevant vacancy on this website and click the blue 'Apply now' button. You will be prompted to complete an online application form including the names of two referees. Attach your résumé, short form application, and any other documents requested.

Ensure all your documentation is correct and has uploaded properly before you submit it. Once it has been submitted you are unable to make further changes. You will get an email acknowledging your application has been received.



If you can’t submit your application online or wish to amend uploaded documents, please email our Recruitment Team before the closing date and time.



## Next steps

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 assessment of your skills and abilities, (usually in the form of an interview but may involve other assessment methods). 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.
- Written or numeracy work-related exercise.
- Presentation exercise at interview.
- Other assessment methods such as skills or ability testing.
- Referee checks.

Shortlisted applicants will be advised who is on the selection panel. Should you have any concerns regarding any of the panel members, please discuss with the contact person in the first instance or our Recruitment Team.

If an interview is conducted, the panel will explore your suitability for the role through a series of questions relating to the role. You will also have the opportunity to ask questions of the panel members, provide relevant information and may be asked to bring along work samples to support your claims.

The contact person will keep you informed if there are any delays in the recruitment process.

## We can provide reasonable adjustments

We seek to cater for the diverse needs of applicants and will aim to provide reasonable adjustments for you during the recruitment process. We seek to give all applicants the opportunity to demonstrate they are the best applicant for the role and can readily make reasonable adjustments in the workplace. Please call the contact person to discuss any specific requirements that you may need if shortlisted.

## How will I know about the selection outcome?

The selection process usually takes six to eight weeks from the date applications close.

Once the panel have made a recommendation for appointment, all applicants will be advised of the outcome in writing. However, you are also welcome to email or phone the contact person at any point in the process to discuss the progress of your application.

If you are the successful applicant, you will be notified of the outcome by phone and will receive an offer of employment by email. Where applicable offers are conditional, subject to the satisfactory completion of any pre-employment checks, verification that you meet any essential requirements, and may be subject to a review period.

If you are unsuccessful, we encourage you to seek feedback from the panel which can help you understand their decision and how you may improve your future applications and/or interview performance.

## How can I express my interest in other roles at the Department of Natural Resources and Environment Tasmania?

If you were unsuccessful on this occasion, we encourage you to create a “job alert” on www.jobs.tas.gov.au for any

future vacancies.