



INFORMATION FOR APPLICANTS

INTRODUCTION

Thank you for considering a position with The Parliament of Tasmania. These guidelines are designed to ensure that sound human resource management practices are followed during the recruitment process so that the best person is selected to fill the position.

CITIZENSHIP REQUIREMENTS

To be employed at Parliament of Tasmania, you must be an Australian citizen or permanent resident, a New Zealand citizen, or hold a current visa which allows you to work in Australia. Visa sponsorship is not available for this appointment.

LOCATION

We foster a collaborative and engaging workplace. As such, this role is required to be performed in person and on site at our office location.

MERIT SELECTION

The Parliament of Tasmania recruitment process is based on merit selection. Persons are appointed to positions on the basis of the capacity of the person to do the job. The Parliament of Tasmania is an equal opportunity employer.

POSITION DESCRIPTION

Every position advertised will have a Position Description. The Position Description sets out the outcomes the role is expected to deliver (accountabilities), essential and desirable requirements to fulfill the functions of the role, and the selection criteria outlining the specific skills, knowledge, and abilities (capabilities) required to effectively perform in this role and achieve key results. The advertisement for the position will direct you to where the Position Description can be located on the Parliament House website at www.parliament.tas.gov.au

SALARY AND CONDITIONS OF EMPLOYMENT

Parliament staff are employed under the Parliamentary Privilege Act (PPA) 1898, with salary and conditions of employment aligned with the Tasmanian State Service Award. The position description stipulates the salary range for the advertised position. Positions are advertised with a salary range based upon the Band (classification) level described in the Position Description. New employees are typically hired at the base of the Band. Candidates can request levels above the base if they provide evidence of significant experience, skills or equivalent higher pay levels in their currently employed position.

ESSENTIAL REQUIREMENTS FOR POSITIONS

Before you commence your application, please ensure you meet the requirements detailed in this 'INFORMATION FOR APPLICANTS' guide and you can meet the essential requirements

for the position described in the Position Description. To be considered, please apply now. All applications should include:

- a **resume**
- a **short application** of no more than two pages to demonstrate how what you have done previously applies to the advertised vacancy. It is not necessary to repeat information in your short application that can easily be seen in your resume.

FURTHER INFORMATION

Each advertised position will include details for a point of contact for enquiries. You should contact this person to ask questions about the position, the work conditions or any aspects of the selection criteria you are unsure of.

REFEREE REQUIREMENTS

Please be aware that if you are shortlisted in the recruitment campaign, be prepared to consider the provision of two referees: their name, position, organisation, business address, contact telephone number and email address. It is important that you obtain your referees' permission and confirm they are in a position to supply a report if requested. You should only provide details of referees who can comment on your work performance and capacity to meet the requirements of the position. Ideally, the nominated persons should have directly supervised you within the past five (5) years. Personal (or character) referees are not required.

SELECTION PANEL

The role of the Selection Panel is to make a recommendation as to which applicant best meets the criteria based on their relative merit. In making this judgment, it will firstly short-list the applicants for interview based on their applications (and potentially phone screening), then determine the superior applicant based on interview performance and a consideration of referee reports and other means of claim verification. Other selection processes such as written exercises, skills tests or other assessment tools may also be used in the recruitment process. The selection panel will consider a range of processes to verify the information contained in your application. These may include:

- Requesting additional information, documentation and/or other evidence from you.
- Seeking reports from your referees.
- Contacting people other than cited referees. These may include your current employer. The selection panel will consult you if it intends to contact your current employer.

PRE-EMPLOYMENT CHECKS

This role may require checks as a condition of employment including:

- qualification checks (e.g. tertiary education, security licence, first aid)
- national police record check
- registration to work with vulnerable people
- identity check
- right to work in Australia check

INTERVIEW

Not all applicants will necessarily be interviewed. Usually only those applicants who can demonstrate their ability to meet the selection criteria to a high degree will be interviewed. If you are short-listed for interview you will be advised of the date, time, venue and format of

the interview at least three working days prior to the interview. The interview will be based on a behavioural and situational approach. You will be asked questions that seek responses that provide examples of your prior work experiences and how you would react when confronted with a given situation. Responses should demonstrate your capacity to meet the selection criteria for the position. You may be asked to attend a second-round interview in the event that the Selection Panel cannot choose between two or more candidates.

Some interviews will also include position related testing. These may be in the form of a written test of provided scenario that candidates need to prepare for before the interview.

POST INTERVIEW PROGRESSION

Applicants identified to progress to the next stage of the recruitment process after an interview may be asked to complete Role Suitability Assessments. If applicants have not provided referee contact details on their resumes, they will also need to provide suitable referees for reference checks at this stage of the recruitment process. These referees should ideally be someone who has been a recent direct supervisor or manager.

POST-SELECTION FEEDBACK

Unsuccessful applicants are offered the opportunity to undertake post-selection feedback to assist with subsequent job applications.

MERIT LIST

A merit list is a list of candidates who have been assessed as suitability to fill the vacancy. Unsuccessful candidates assessed as suitable for the position may be asked if they are willing to be placed on a merit list. If the position, or a similar position becomes vacant within 18 months of being placed on the list, applicants on the list may be contacted by the Parliament of Tasmania in order to fill the vacancy.

REASONABLE ADJUSTMENT

If you require a reasonable adjustment during the selection process (e.g. building accessibility, information in different formats), it is recommended that you do not include this in your written application but call to discuss this with the vacancy contact person.

BEFORE LODGING YOUR APPLICATION

Check that you have:

- Completed your '**short application**'.
- Proofread your application and your resume to check for accuracy of information and grammatical and spelling errors.
- Attached your **resume and short application**.

Applications are to be lodged by the closing date and method (e.g. seek.com.au) indicated in the advertisement. Late applications are rarely accepted and then only at the discretion of the Selection Panel.

APPLICATIONS FROM EMPLOYEES IN OTHER PUBLIC SECTOR AGENCIES

When a person is employed by the Parliament of Tasmania, having been an employee of a public sector agency, the employee is not transferring. Parliament of Tasmania staff are appointed in accordance with the *Parliamentary Privilege Act (PPA) 1898*. Parliamentary officers and employees are not public servants and are not employed under the Tasmanian State Service Act 2000. As such, the employee would need to resign their position with the

State Service agency and their entitlements such as annual leave and sick leave, would not transfer to the Parliament of Tasmania.

LONG SERVICE LEAVE (LSL) TRANSFERS

State and Federal Public Service employees who are successful in obtaining a role with the Parliament of Tasmania and meet the conditions under section 9 of the *Long Service Leave (LSL) (State Employees) Act 1994*, are entitled to be credited with up to 65 days of the long service leave you would have been entitled to or eligible for if you had not ceased to be so employed.

POLITICAL NEUTRALITY

Political neutrality refers to the principle that individuals remain impartial and not engage in political activities that could bias their professional responsibilities. The Parliament of Tasmania is an independent body, and all staff members have the responsibility to provide independent, impartial and high-quality services to all elements of the Parliament of Tasmania.

FURTHER QUESTIONS

If you have any questions about information contained in these guidelines or the advertised position, please contact the person nominated in the advertisement.