

East Coast Tourism

Advice to Applicants

Thank you for your interest in working with us. This Advice to Applicants has been developed to assist you with our recruitment and selection processes and you are encouraged to read it in conjunction with the Position Description.

Further information about East Coast Tourism is available at the following links:

East Coast Tourism industry website <https://eastcoasttourism.com.au/>

East Coast Tasmania consumer website <https://eastcoasttasmania.com/>

Great Eastern Drive consumer website <https://greateasterndrive.com.au/>

Vacancy information

All of our selection decisions are made on the basis of merit. A merit selection process aims to select the best candidate for a vacancy, by assessing the relative claims of applicants against the required Knowledge and Experience as they relate to the Responsibilities, all of which are detailed in the Position Description.

If you want to know more about the vacancy, please contact Anne Greentree, Chair of the Board, by phone 0412 581 705 or email anne.greentree@gmail.com

Additional information about the position

Employment Arrangements

The position is a three-year performance-based contract position.

The position services the tourism industry on the east coast of Tasmania encompassing two local council regions – Break O’Day Council in the north and Glamorgan Spring Bay in the south. To provide presence and industry engagement, the position will be located on the east coast, with the specific location to be negotiated with the successful applicant. The Board is seeking maximum flexibility for this role and as such will be seeking to negotiate a home-based location.

Remuneration

A recent review of remuneration paid to positions of like value has been completed and the Board is offering a package of base salary and superannuation (as required by legislation and currently 9.5%). The base package is in the range of \$112,785 to \$117,165 negotiable with the preferred applicant.

A fully maintained vehicle is available in the organisation and private use is subject to negotiation. Other equipment and provisions will be provided as negotiated.

An additional annual performance bonus is applicable to a maximum of 7.5% of base salary. The performance bonus is not superannuable and is subject to performance review by a panel of the Board.

Your application

Your application is the first step towards securing a job with East Coast Tourism. You are required to submit:

1. A Statement of Claim of no more than three pages. This is a summary against the Knowledge and Experience particularly as they relate to the Responsibilities of the position, all of which are detailed in the Position Description; and
2. Your CV.

Your application is your opportunity to 'sell' yourself to the selection panel. It should provide evidence of your skills, abilities and experience through specific, relevant and recent examples that show what you have done and how well you did it. Be clear, honest and succinct.

Before writing your application, you should carefully read the Position Description and/or speak with the contact to ensure you have a good understanding of the role.

Submitting your application

Applications should be received by the nominated date on which applications will be reviewed – Monday 17 June 2019.

You will receive acknowledgement of your application. If you are unable to submit your application by the review date, you should call the contact officer to see if a late application will be accepted and to determine an alternative time for submission.

Applications should be submitted by email with the following subject line – APPLICATION FOR CEO ECRT0. Applications are to be submitted to Anne Greentree, Chair of the Board, by email anne.greentree@gmail.com

Interviews

You may be offered an interview to expand on and discuss the information provided in your application. Interviews generally consist of a series of questions relating to the role to enable the panel to get to know you and your abilities better. You will also have the opportunity to ask questions, provide relevant information and produce work samples if required.

Other selection tools

Sometimes other selection tools may be used in the selection process. You may be asked to provide examples of previous work and/or undertake appropriate assessments.

Referees

We will most likely want to contact referees to discuss your application. It is advisable to seek their approval prior to nominating them. It is important to select referees who have current knowledge of your relevant skills and abilities. At least two (2) referees should be nominated.

Selection outcomes

Applicants will be 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.

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

We look forward to receiving your application.