

AMBULANCE TASMANIA

APPLICANT GUIDE

FOR

PARAMEDICS

2023



This Applicant Guide has been designed to provide an outline of the recruitment and selection screening process during 2023.

It is highly recommended that you read it thoroughly.

Ambulance Tasmania

Department of Health

Web: www.health.tas.gov.au/hospitals/ambulance

Email: at.recruitment@ambulance.tas.gov.au

Ambulance Tasmania (AT) is seeking Ambulance Paramedics that have completed an orientation to practice qualification through a jurisdictional ambulance service AND have a current independent clinical scope of practice at that level AND have recency of practice. This process does not form part of an Ambulance Tasmania Graduate Paramedic Training Course recruitment.

Commencement dates from late January 2024.

All applicants who apply will go through a series of assessments for the state-wide **Ambulance Tasmania (AT) Paramedic positions in 2023/24**. The following provides information on the various stages of the selection process applicants will follow. There are five stages in total.

General Information

AT promotes and provides integrated high quality, emergency ambulance care, rescue, and patient transport to the Tasmanian community. The role of AT is to provide out-of-hospital patient care, specialised patient transport, medical transfers, and public education. AT achieves this using salaried and volunteer staff as well as through the support of independent ambulance services.

AT paramedics are registered health care professionals who provide efficient and effective medical care, which is timely, appropriate to the needs of the patient, of a high quality and equitably available.

AT has three regions of operation being North West, South and North. Within the application form, applicants will be requested to declare which regional locations they are genuinely willing to work in.

Applicants should not select regions that they are not prepared to work in.

Applicants will be selected on knowledge, skills, qualifications, experience, and on-going potential for future development. Applicants must demonstrate their psychological capacity to manage the physical and emotional requirements of the role.

Please be aware that paramedic selection is extremely competitive; therefore, applicants must demonstrate their ability to meet the selection criteria and sell their case comprehensively throughout the application stage, testing stage and interview stage of this recruitment process.

Only those applicants who satisfactorily complete a stage will remain in the process and advance to the next stage.

We encourage you to diligently monitor your email inbox as all communications in regard to this process may have actions we require to be completed by you within short time frames.

No late applications will be accepted. No exceptions will be considered.

If you have any queries pertaining to the process or your application, please contact at.recruitment@ambulance.tas.gov.au and indicate in your email subject line that it is a **Paramedic Recruitment Campaign Enquiry**.

Stage One – Initial Application Screening – October 2023

All candidates applications will be assessed against the essential requirements contained within the Statement of Duties. Only suitable applications will progress to the next stage of the process – Stage Two.

Stage Two – Psychometric Testing – October 2023

Successful applicants from initial application screening will be invited to a psychometric screening test. The purpose of this testing is measuring your suitability to the role based on personality characteristics and aptitude. Ambulance paramedic work can be challenging and confronting at times, we are a strong team-based organisation that welcome our people and patients regardless of gender, sexual preference, religion, ethnicity or social background or standing. Our organisational values embody these principles and we do not accept anything less in our people in upholding these values with their colleagues, peers, patients and the community.

Stage Three – Formal Application Shortlisting – October/ November 2023

Applicants who have successfully completed stage two testing will have their applications progressed to shortlisting. Each individual application will be assessed against the selection criteria using a marking matrix to calculate a score for each application. Only the applications that reach a specific score will be progressed to the next stage.

Stage Four – Interview – November 2023

Applicants who have successfully passed stage three Formal Application Shortlisting will be contacted and requested to attend an interview. This panel will consist of a chair and two panel members who will undertake a question and answer-based assessment. At the completion of the interview there will be a short amount of time for you to ask any questions in relation to the role. There is no formal time limit but interviews generally go for between 30mins to 1hr in length. Preference is for face-to-face interviews, but options will be available for remote video interviews if needed.

Stage Five – Reference Checks/ Pre-Employment Checks

You will be asked to nominate two referees within the initial application form, please ensure you include your referees preferred contact email address and phone number. At least one of your referees must have been your professional workplace immediate supervisor.

Your referees must be able to comment on your recent work experience and skills specifically relating to the selection criteria. Please ensure your referees know you have nominated them. Final pre-employment checks including police/ background check will be conducted at the same time.

Offer of Employment

The number, and location, of paramedics appointed by AT will depend on operational requirements at the time and will follow Tasmanian State Service recruitment processes in progression to any appointment offers. All applicants found appointable will be listed in order of merit. Offers will be made on a meritorious basis.

You must only select the locations you are genuinely prepared to work in. Offers will NOT be made to the locations you have not selected. If you decline a permanent offer to a location you have selected, you will not be considered for any further offers.

Once the selection report has been signed and approved by all panel members and the Chief Executive (CE) of AT, those applicants deemed appointable will only be offered appointment to their nominated locations (i.e. if the first ranked person chooses to only work in the southern region, they will not be offered appointment until a southern region vacancy arises). Applicants will receive an verbal offer and have 24 hours in which they are to accept or decline via email to the Executive Director of Operations Office, at.recruitment@ambulance.tas.gov.au. If accepting, applicants will receive a formal offer with a commencement date in due course. The list will remain active under Employment Direction 1 for 12 months from advertised date unless withdrawn prior.

All the above assessments must be completed within set timeframes

Applicants will have a limited time frame to complete the assessment and other processes such as having their referee reports completed and returned. Please monitor your email inbox to see if you have been invited to undertake testing and an interview. Given the expected large number of candidates, the panel also has a limited ability to offer multiple choices for interview time. Please make yourself available to undertake all parts of the process as required.

Workplace Diversity

AT is committed to workplace diversity and recognises the diverse backgrounds and differences of people in the workplace, ensuring that those differences are valued, respected, and encouraged.

AT is committed to promoting a positive workplace culture and has developed a Positive Workplace Strategy which includes a range of initiatives such as Promoting a Positive Workplace Culture – Joint Statement. The Health and Community Services Union and the Volunteer Ambulance Officers Association of Tasmania have joined AT in making this commitment.

If you have any queries, please use the nominated email address at.recruitment@ambulance.tas.gov.au and indicate in your email subject line that it is a **Paramedic Recruitment Campaign Enquiry**.