

Government services

The Write Solution offers business writing and consulting services to help you put your best foot forward – in writing.

Our strength is the writing that most people hate! We work with organisations of all sizes to achieve business success by helping find the right words for the right documents. From business plans and submissions to web content and policy manuals, we can help whatever your business writing need. We also work with government selection panels and tender review panels to develop selection and evaluation reports.

The Write Solution services

The Write Solution specialises in services for government and has more than fifteen years' experience working with government in Tasmania. Our specialist services include:

\ Recruitment

The Office of the State Service Commission (OSCC) supports the use of scribes who they say can 'minimise the time taken to complete selection reports'. The OSCC also says that 'scribes can also provide a more complete service throughout the selection process including shortlisting applicants, assisting with interviews, sitting on the panel and obtaining referee reports' (Office of the State Service Commission, *Tasmanian State Service Evaluation Report 2010: Recruitment in the State Service*, p38).

The Write Solution has assisted more than 200 government interview panels in Tasmania to select the right candidate for the job. We take the pressure of writing the selection report away from the panel, allowing panel members to focus more on choosing the right candidate.

Our recruitments services include:

- scribing
- selection reports
- referee checks
- interview questions
- project managing the recruitment process
- coaching and training in State Government selection reports.

Benefits of using The Write Solution include:

- reports developed within 5 days of interview and that comply fully with Government requirements
- hassle free process for line managers
- reduced interruption to core business
- positions filled more quickly
- speedier sign off of reports.

\ **Tender and funding submission evaluation**

We're experienced at helping government evaluation panels assess tenders and funding submissions and document their decision to meet government procurement requirements.

Our services include:

- scribing
- evaluation reports
- referee checks
- project managing the evaluation process

\ **Project management support**

We understand the pressures of running a project and can help with the burden of developing project documents.

Our services include:

- communication plans
- consultant briefs
- evaluation reports
- newsletters
- project closure reports
- project business plans
- policy manuals
- publications
- web content.

\ **Corporate and promotional writing services**

We have extensive experience developing corporate documents such as guidelines, policies, manuals and program evaluations reports. We've produced a wide range of publications for government such as policies, brochures, educational guidelines and web content.



Jane Melross is a communications consultant and writer with more than 20 years' experience in government and private industry. Jane established The Write Solution in 2007.

Jane was in charge of the high profile, award-winning Workplace Safe campaign with the Tasmanian government for eleven years. She managed the WorkCover Safety Awards from their inception in 1996 and was a founding member of the national committee that initiated the Safe Work Australia Awards. Prior to this Jane worked in television production and the casino industry in Tasmania and South Australia.

Jane has tertiary degrees in teaching and information studies and a graduate certificate of management. She is a member of the Australian Institute of Human Resources (AHRI) and the Society of Editors (Tasmania). Jane was State Manager of the Australian Marketing Institute in 2007.

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