

# Applicant Information Package

Thank you for your interest in working with the Department of Justice and Attorney-General (DJAG). This Applicant Information Package is provided to tell you about working for DJAG and assist you with the recruitment and selection process. You are encouraged to read this information carefully prior to applying.

## WORKING FOR DJAG

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DJAG delivers a wide range of services and is committed to ensuring Queenslanders have a fair and just society with safe, healthy, productive workplaces and community.

**Our Vision** – A fair, safe and just Queensland

More information about DJAG, our strategic plan, [our Charter](#), the services we deliver and organisational structure is available on our website - [www.justice.qld.gov.au](http://www.justice.qld.gov.au)

### Leave entitlements\*

Employees of the department have access to a range of leave entitlements. Access to some of the leave types below will be subject to operational requirements and further discussion and agreement with the relevant manager.

- Recreation leave
- Parental leave
- Sick leave
- Special leave
- Long service leave
- Carer's Leave
- Purchased leave or extra leave for proportionate salary
- Leave and travel concessions for remote areas

\* Some employment benefits are provided subject to organisational convenience and may change from time to time.

### Flexible working arrangements\*

The department aims to maximise service delivery to the community whilst providing flexibility to its employees. To assist employees balance work and life responsibilities the flexible working arrangements outlined below may be available. These arrangements will be subject to operational convenience and further discussion and agreement with the relevant manager:

- Part-time arrangements
- Job sharing
- Telecommuting or Work from home
- Leave without pay
- Accrued/Accumulated time
- Aggregated/Averaged hours of work
- Compressed hours
- Staggered hours
- Purchased leave or extra leave for proportionate salary

\*Subject to organisational requirements and may change from time to time.

### Superannuation

QSuper is the default superannuation fund for Queensland Government employees. When an employee contributes 5% into their superannuation, the department will contribute 12.75%. For further information visit the, QSuper website [www.qsuper.com.au](http://www.qsuper.com.au). Employees may elect to have their superannuation contributions paid to an alternative fund.

### Salary packaging options

An employee's own personal circumstances will determine whether salary packaging will be of benefit. Some of these items attract Fringe Benefits Tax, so it is important for employees to review their own situation with a financial adviser. [Remserv Remuneration Services](#) and [Smartsalary](#) provide salary packaging services. For further details visit the Remserv website [www.remserv.com.au](http://www.remserv.com.au) or Smartsalary website [www.qldsmartsalary.com.au](http://www.qldsmartsalary.com.au)



## **WHAT YOU NEED TO KNOW BEFORE YOU APPLY**

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### **Work Status**

A person is eligible to be a public service officer only if the person is an Australian citizen; or resides in Australia and has permission, under a Commonwealth law, to work in Australia.

You will be required to provide evidence of your legal work status prior to or upon commencement.

### **Applicants previously paid a Voluntary Medical Retirement, Early Retirement, Redundancy, Retrenchment, other Severance Benefit or Voluntary Separation Payment**

Voluntary Medical Retirement (VMR) and Early Retirement, Redundancy and Retrenchment severance benefit recipients who are re-employed by a Queensland Government entity within the period covered by the severance benefit may be subject to financial penalties.

### **Pre-employment checks**

DJAG may require applicants to undergo a variety of pre-employment checks including but not limited to disciplinary and/or criminal history checks.

The Office of Liquor and Gaming Regulation requires a mandatory probity check to be conducted on all employees and **no** offer of employment will be made until the results of this check is known. Refer to the Role Description for further information regarding this requirement.

### **Referee checks**

A referee check can be sought by the Selection Panel at any stage of the recruitment and selection process. The referee can be asked for information that may be relevant in making a suitability assessment including information on your job performance, behaviour, disciplinary history and attendance.

Where adverse comments are made by a referee which have the potential to affect the selection outcome you will be given an opportunity to respond.

If contacting a referee may cause you problems please advise the Panel accordingly.

### **Disclosing previous serious disciplinary action**

An applicant recommended for appointment may be required to disclose any previous serious disciplinary action taken against them in the Queensland Public Service. Any relevant disclosures are then considered as part of determining suitability.

### **Criminal history check**

If indicated in the Role Description, a criminal history check will be undertaken for the recommended applicant. If information is received that may exclude you from further consideration you will be given an opportunity to respond and your response will be taken into account in the evaluation process.

Under the *Director of Public Prosecutions Act 1984* persons seeking engagement in the Office of the Director of Public Prosecutions are required to disclose their criminal histories (including convictions which are not recorded) and/or charges at the time of the interview. Criminal history checks will be undertaken by the Division on the preferred applicant(s).

### **Working with children check**

If indicated in the Role Description, a working with children check will be undertaken for the recommended applicant. If you do not currently have a blue card, and you are the successful applicant you will need to apply. You will be provided with a departmental form. More information is available at <https://www.bluecard.qld.gov.au>.

Panel chairs will be responsible for contacting applicants to obtain applicant consent to undergo a criminal history check and acceptable documents to support the applicant's identity

### **Pay rates**

Appointment will normally be at the minimum pay point of the relevant classification level. However, if you present a case to the Selection Panel demonstrating a higher level of skills, knowledge and abilities, you may be able to negotiate salary within that classification level.

## Qualifications

In accordance with relevant legislation, industrial award or accreditation requirements, certain roles within DJAG have mandatory qualification or registration requirements. You are not required to provide evidence of qualifications or registration when you submit your application, but must provide documentary evidence of compliance with mandatory requirements before you can be appointed. This involves allowing the Panel to sight a copy of the required documents.

An overseas qualification can be recognised in Australia if it has been through a Skills Recognition process. For more information on [Skills Recognition](#) in Australia go to where you will be required to [Submit an application](#) for recognition of your overseas qualification.

Attempts to fraudulently obtain or retain an appointment in the Department may constitute [corrupt conduct](#) within the meaning of s15(2) of the *Crime and Corruption Act 2001* (Qld) and be referred to the Crime and Corruption Commission.

## Appointment expenses

If you are required to relocate your place of residence to accept an appointment you may be eligible for reimbursement for certain expenses. You should discuss appointment expenses with the Panel Chair if you are invited for further assessment.

## Probation

Any successful applicant who is not a permanent employee of the Queensland Public Service will initially be appointed to a minimum probationary period of 3 months. In certain circumstances and with your agreement the maximum probationary period can be 13 months.

## Late Applications

Vacancies are open until midnight on the day of closing.

A late application may be considered by the Panel Chair, upon request. However, you cannot appeal against the appointment outcome if your application is late.

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## APPLYING FOR THE VACANCY

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### The Role Description

Each role will have a specific Role Description.

The Role Description provides you with the information about the job and the skills, experience and qualifications that are required for the role. It will help you decide if the role is right for you. **Please read the Role Description carefully** as it describes the job application process and outlines any mandatory requirements. It also outlines the closing date and identifies the contact officer who will be available to answer any specific questions.

The job market is very competitive and your application has more chance of attracting interest from the selection panel if it is well presented, succinct and relevant.

### Preparing your application

The 'Interested in applying?' section outlines the information required to apply for the role. You may be required to provide a **written statement, cover letter or application** demonstrating how you meet the 'Key responsibilities' or 'How you will be assessed?' criteria.

If required, you must address the key competencies/responsibilities listed in the role description. Responses to these should be concise and fully describe how you consider yourself suitable against each. Wherever possible give examples – do not simply state that you meet them. The [Leadership Competencies for Queensland \(LCQ\) booklet](#) indicates the required level of knowledge, skills and attributes needed for the position.

## Preparing your application (cont'd)

Look for key words and determine what they mean. Key words frequently used are explained below:

- "*Demonstrated*" or "*proven ability*" mean that you have successfully performed the duty or used the skill in the past. Actual experience rather than potential to perform the duty is required.
- "*An ability to rapidly acquire*" means that if you do not already have the skills, knowledge and abilities you can demonstrate your potential to acquire these by comparing them to relevant tasks or responsibilities you have undertaken in previous positions or through study.
- "*Thorough*", "*sound*" or "*a high level*" indicate that advanced skill or knowledge is required.

## Your Resume

Your resume should provide a short summary of relevant details which is intended to give the Selection Panel information about you, your employment history, achievements, education and other relevant information to assist the panel in assessing your suitability for the position.

Four important points to remember when preparing your resume are to keep it:

- *Clear and concise* (few pages is plenty)
- *Informative* (assume the Panel doesn't know anything about you)
- *Relevant to your job application* (don't include any unnecessary information) and
- *Free of errors*

## Your Referees

You should nominate referee(s) who can comment on your skills, knowledge and experience in relation to the 'Requirements for the Role/Key Attributes'.

You must seek prior approval from your referees to nominate them. Unless extenuating circumstances exist at least one referee must have a direct knowledge of your conduct and performance within the previous two years.

If you are a current or previous Queensland Government public service employee, you will be required to nominate a referee who can report on your public service employment.

## Submitting your application online

You must apply on-line for jobs through the *Smart Jobs and Careers* website:

([www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)).

Online applications have special requirements:

- You need to create a 'My SmartJob' account before submitting your online application. Details are available through the Queensland Government Smart Jobs and Careers website at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au);
- You can 'save and submit later', allowing you to organise your attachments for submission at a later time, but before the closing date of applications;
- Do not attach photographs, certificates, references or other large graphics to your application;
- Late applications cannot be accepted online; and
- Any documents attached to SmartJobs or submitted by email should be in Microsoft Word 2003 or PDF format and NOT saved as a zipped file.
- If you did not receive an email receipt of your application, contact the officer listed on the role description during business hours.

If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.

If you do not have internet access and are unable to submit your application online please contact the QSS Customer Support Team on 1300 146 370, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.

Late applications cannot be submitted via the Smart Jobs and Careers website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the QSS Customer Support Team on the number above to arrange this.

Hand delivered applications will **not** be accepted.

## **ASSESSMENT OF YOUR APPLICATION**

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### **Selection Process**

The Selection Panel usually consists of two or three members.

The selection process includes consideration of the applications, short listing a range of selection techniques applicable to the position key attributes/capabilities. These are designed to identify the applicant with the highest overall merit.

When determining merit, the following elements are considered:

- The extent to which each applicant has abilities, aptitude, skills, qualifications, knowledge, experience, and personal qualities relevant to the carrying out of the duties in question.
- Each applicant's performance in their previous duties and the potential for development is also considered if relevant.

### **Shortlisting**

The shortlisting process determines who should be interviewed and is based on how well the information in your application is assessed as meeting the key attributes/capabilities required for the role.

The Selection Panel's assessment is made on the information you provide, so it is in your best interests to show the Panel clearly how your achievements, skills, experience and knowledge apply to the position.

### **Interviews**

The interview provides applicants with the opportunity to demonstrate their suitability for the position advertised.

Questions relating to the key attributes/capabilities may be used to provide a consistent interview structure during the selection process. This enables the panel to comparatively assess each applicant.

### **Interviews (cont'd)**

Applicants will be given the opportunity to direct questions to the panel, provide relevant information, and produce work samples to support their claims. Interviews may be conducted on the telephone if necessary and possible. Each interview normally takes between 30-45 minutes.

The Panel will endeavour to meet any special requirements you may have to be able to attend the interview, such as building access or communication assistance. Please inform the Panel prior to your interview of your needs.

### **Other selection techniques**

There are some roles in DJAG that undergo further selection processes. These will be outlined in the role description or during the selection process.

### **Preparing for Interview**

Generally, short listed applicants will be contacted at least 48 hours before any interview process. If you have been contacted to attend an interview, you will be advised of the interview structure. It is at this point you should ask what material you can take to the interview.

General points to remember:

- Arrive 10 minutes early, allowing you time to relax and clear your mind
- Consider if you have any questions or information you need clarified
- Re-read your application before the assessment

The Panel may ask follow-up or probing questions for each key attribute/capability to ensure they get the information they require. It is suggested that you give some thought to the type of questions that might reasonably be asked and to answers that accurately reflect your capabilities.

## Conducting Referee checks

Referee checks are carried out on the applicant with the highest overall merit. These checks are conducted to verify that the information provided in your application and your interview is accurate. Comments made by referees are documented by the Panel.

The Selection Panel will not contact any referee without your consent. The most appropriate referees are your present team leader/manager and/or your immediate past team leader/manager.

If you are a current or previous Queensland Government public service employee, you will be required to nominate a referee who can report on your public service employment.

## APPOINTMENT PROCESS

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The selection panel will recommend the applicant with the highest overall merit to the relevant approving officer. Once approval has been granted the applicant can be offered the role.

When considering an offer of employment, you should discuss with the panel the specifics regarding pay, appointment expenses, hours of duty, commencement date.

The agreed and approved details of the appointment will then be confirmed in writing with your official appointment letter.

## APPLICANT FEEDBACK

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Unsuccessful applicants will receive advice regarding the final selection outcome. Post selection feedback is then available from a member of the selection panel upon your request to the panel chair.

Applicants who are unsuccessful are encouraged to seek feedback.

## EMPLOYEE UNION

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The Queensland Government recognises your entitlement to join a registered union. Whilst you are not obliged to join a union, the Government encourages its employees to do so. You should also know that your name, the name of your workplace and your workplace location will be provided to the relevant union for the purpose of providing the union with the opportunity to discuss with you the benefits of union membership.

Organisations whose charters include coverage within DJAG include: Together (all staff except cleaners) and United Voice (cleaners).

DJAG encourages employees to join and maintain financial membership of an organisation that has the right to represent their industrial interests.

## EMPLOYMENT AS A LOBBYIST

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It is Government policy that all public service employees are to provide, within one month of taking up duty, a disclosure of employment as a lobbyist in the previous two years, in accordance with Public Service Commission Directive Disclosure of Previous Employment as a Lobbyist Policy.

## APPEALS

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If you are a Queensland Government employee, you may have a right of appeal against a promotion decision. The Queensland Industrial Relations Commission hears public service appeals. Further information is available on the QIRC website: [Public service appeals | Queensland Industrial Relations \(qirc.qld.gov.au\)](http://publicserviceappeals|QueenslandIndustrialRelations(qirc.qld.gov.au)).

## PRIVACY STATEMENT

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### Privacy and access regarding your applicant statement

Personal information is collected in the recruitment and selection process to assess the applicants' suitability for the position or positions under Chapter 5 of the *Public Service Act 2008*.

In some assessment processes (such as an assessment centre) your identity as an applicant may become apparent to other applicants.

## **PRIVACY STATEMENT (cont.)**

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If a public service employee discloses serious disciplinary action taken against them that information may be disclosed to the Director-General of the agency where the action was taken for the purpose of seeking further information.

Any person (including an applicant) who seeks documents in relation to a recruitment and selection process must make an application under the *Right to Information Act 2009*. Fees and charges may be payable. You have the right to access your personal information held by the government under the *Information Privacy Act 2009*.