



# Candidate Information Pack

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## **Introduction**

Please read this information carefully before preparing and submitting an application.

This information pack should be read in conjunction with the Job Description. Both documents provide useful material regarding the role that you are applying for and further advice to guide you with your application.

Should you require further information, please call the contact officer assigned to this advertisement.

## **Inclusion and Diversity**

The department supports inclusiveness and encourages all employees regardless of their gender, cultural background, disability, sexual orientation, or age to bring their authentic self to work to achieve their full potential.

Our vision is to foster a workplace where employees feel included, valued, and that they can contribute and participate fully at work. We embrace the variety of experiences, skills and perspectives that people bring to the workplace and harness these to achieve our objectives.

We are proud to be a gold member of the Australian Network on Disability and a bronze Australian Workplace Equality (LGBTQ inclusion) employer and member of Pride in Diversity. The department is also proud to have been officially granted stretch status by Reconciliation Australia for our Reconciliation Action Plan (RAP).

The department has a range of strategies and initiatives to embed diversity and inclusion, including the following employee networks:

- Indigenous Staff Network
- Culturally and Linguistically Diverse Employee Network
- Disability and Carers Network
- LGBTIQ Pride Network
- Gender Equity Network
- Mental Health Awareness Network

Each Network has a Senior Executive Service (SES) level champion to play a visible leadership role across the department to work towards the vision of a more inclusive and diverse workplace. Our Champions work closely with the Employee Networks and the broader department to achieve a cohesive approach to inclusion and diversity.

We encourage applications from people with diverse experience and backgrounds including: Aboriginal and Torres Strait Islander people, LGBTIQ people, culturally and linguistically diverse people, mature age and people with disability. The department is an inclusive employer and is committed to supporting people who are transgender / gender divergent. We encourage trans and gender divergent people to apply for roles in the department.

If you would like a confidential conversation about how we support diversity and inclusion at the department, please feel free to contact us using the contact details on each of our advertisements.



As an organisation, we are committed to building a culture where difference is valued and respected, and where we work together and leverage the benefit of our diversity.

## **The selection process**

We recruit staff based on merit, which means that from a field of candidates we need to select the best person for the position. To do this we compare and weigh up the skills, experience and abilities of each candidate.

We use different tools and techniques, such as written applications, interviews and or work sample tests, to collect the evidence we need to make a merit-based decision.

For additional information on preparing your application and addressing selection criteria refer to the [Cracking the Code. Shape Australia. Create your future](#) publication on the Australian Public Service Commission's website.

## **Selection criteria/statement of claims**

Candidates should address each selection criterion/assessment requirements and provide examples which demonstrate their ability to perform the duties of the position.

Some vacancies will not ask for a response against the selection criteria but will instead ask you to submit a statement of claims.

Where you are asked to provide a statement of claims, you do not need to specifically respond to the selection criteria (if they are listed on the duty statement) unless this is expressly stated in the duty statement.

## **Responding to the selection criteria/preparing a statement of claims**

Your achievements against the selection criteria are an important part of your application.

It allows you the opportunity to communicate to the Selection Panel that you have the abilities, experience, performance and personal qualities that would make them feel confident that you should be shortlisted for the position.

Your application should specifically address each selection criterion.

Responses to the selection criteria should concisely and fully describe how you consider yourself suitable against each selection criterion.

Wherever possible, give examples of how you meet the selection criterion. Do not simply state that you meet the selection criterion.

You should restrict your responses to the length specified on the online application form.

All selection criteria are weighted equally, unless otherwise noted on the selection documentation and applications will be assessed on all of the criteria.

If you are asked to prepare a statement of claims, the instructions will specify what the selection advisory committee are asking you to submit.

For example, you may be asked to submit a statement telling us why your skills, knowledge, experience and qualifications make you the best person for the job.

## **Referees**

You don't need to provide written referee reports with your application. However, you must include the names and contact details of at least one referee who can comment on your work performance.

We expect that one of your referees will be your current supervisor or manager. If you don't want us to contact your referees without advising you first, indicate this in your application.

Candidates are strongly encouraged to make suitable arrangements with their nominated referee prior to the lodgement of their application.

If one of your referees is a member of the Selection Panel, you must contact them prior to the job closing date to arrange a written referee report.

## **Privacy**

The *Privacy Act 1988* places obligations on Australian Government agencies (and their employees) in relation to collecting and handling personal information.

The information provided in the selection processes and forms will not be used without your prior consent for any purpose other than in relation to your assessment for engagement as an Australian Public Service (APS) employee.

## **Eligibility**

Employment with the department is subject to conditions prescribed within the *Public Service Act 1999*.

### **Citizenship**

APS employees are required to be Australian citizens.

### **Criminal history and conduct**

A history of criminal conduct, irrespective of whether the clearance subject was formally charged with, or punished, may be of significant security concern where the:

- offences involve dishonesty or deception
- offences involve misappropriation of resources or misuse of positions of trust
- clearance subject would endeavour to ensure that the details of the activity remain concealed from family, friends or work colleagues
- offences indicate a serious or habitual disregard for the law

- offences are indicative of some other basis for concern.

A history or pattern of criminal activity may create doubt about the clearance subject's judgement, reliability and trustworthiness. Such behaviour may indicate the clearance subject's lack of respect for rules, the law and social expectation.

### **Spent Convictions Legislation**

The aim of spent convictions legislation is to prevent discrimination on the basis of certain previous convictions. Spent convictions legislation limits the use and disclosure of older, less serious convictions and findings of guilt.

There are some different offences excluded from being spent where the check is required for certain purposes – these offences will be released regardless of how old they are. Where a record exists within an Australian police jurisdiction, relevant spent conviction legislation/policies governing the release of that information for that jurisdiction will be applied. As a result certain convictions will not be released provided this is in accordance with the relevant legislation/policies.

For Commonwealth records the AFP applies the provisions within Section 122.4 of the *Criminal Code Act 1995* (Criminal code) and for ACT records provisions within the ACT spent convictions Act 2000 are applicable. If further information or clarification is required please contact the individual jurisdiction where the record is held.

### **Provision for False or Misleading Information**

You are asked to certify that the personal information you have provided on the form is correct. Where your check is for employment related purposes and the result is to be provided to your employer or other organisation, discovery of any false or misleading information may be reported by the AFP and may impact on the decision being undertaken by the employer or organisation. The AFP provides information, with your consent, to the employer or organisation but takes no part in any subsequent assessment.

### **Disputed Record Enquiries**

If you believe the information provided on your police certificate is incorrect or inaccurate a Disputed Record form (CR 1200) is available from the AFP website. This form should be forwarded to the AFP through the agency or organisation with whom you have lodged your application for a National Police Check. Include any additional information or documents supporting your enquiry to enable the AFP to more accurately assess your application. In some instances the AFP may require comparison fingerprints to resolve some disputes. Applicants will be notified in such instances.

### **Mitigating factors**

The *Crimes Act 1914* protects clearance subjects from having previous minor criminal convictions held against them long after the offence has been dealt with, provided they have not since reoffended.

These are called spent convictions. A spent conviction is a conviction for an offence that satisfies all of the following conditions:

- it is 10 years since the date of the conviction (or five years for child offenders)

- the clearance subject was not sentenced to imprisonment or was not sentenced to imprisonment for more than 30 months
- the clearance subject has not reoffended during the 10-year waiting period (five years for child offenders)
- an exclusion does not apply (a [full list of exclusions](#) is available from the Office of the Australian Information Commissioner).

## **Health assessment**

New APS employees may be required to undergo a medical examination conducted by the department's preferred medical supplier.

Where, after receiving a report from a Commonwealth medical officer/medical practitioner, the delegate is not satisfied with your standard of health or physical fitness, they may elect not to proceed with offer of employment or terminate your engagement.

It is a requirement that all employees who may be required to drive on departmental business have a current licence for the vehicle they are to operate.

## **Rotation**

In order to meet operational requirements and deliver client service, departmental staff in regional offices may be rotated through various work areas.

## **Outside employment**

Employees are required to seek approval to engage in any form of paid employment outside of the department.

Employees also need to declare and seek approval for any form of unpaid work or voluntary activity which might impact on their ability to perform their duties or might be perceived to involve a conflict of interest.

## **RecruitAbility scheme**

We are committed to supporting the employment and career development of people with disability.

Our participation in APS RecruitAbility means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into RecruitAbility and meet the minimum requirements for the vacancy.

## **How do I opt into RecruitAbility?**

If RecruitAbility applies to this advertisement, you will be asked to indicate if you wish to opt into RecruitAbility in the diversity section of the application form.

You must tick the 'opt in' box to participate in RecruitAbility. Simply declaring that you have a disability will not automatically include you.

Please see [RecruitAbility: a guide for applicants](#) on the Australian Public Service Commission website for more details.

## **Reasonable adjustments**

We provide reasonable adjustments, such as access, equipment or other practical support at relevant stages of the recruitment process. Please ask us if you need any adjustments made.

If you have individual requirements that need to be accommodated to participate in an interview or assessment centre, please inform the contact person listed on the job information.

We will consider all requests for reasonable adjustment for people with disability to assist in the application process and if successful, the inherent requirements of the position.

## **Working environment**

The department is committed to creating a fair, accessible and flexible work environment accommodating the individual needs of employees and aligning with organisational goals. These arrangements are available to all employees within the department where operational requirements permit.

## **Behaviour and conduct in the workplace**

All Commonwealth employees must comply with the requirements of the *Public Service Act 1999*, including the Australian Public Service (APS) Values, APS Employment Principles and the APS Code of Conduct.

The APS Values, APS Employment Principles and the APS Code of Conduct specify the type of behaviour and conduct expected of employees.

Proven breaches of the APS Values or the Code of Conduct may result in formal action being taken in accordance with the department's procedures.

Sanctions that may apply for a proven breach of the APS Code of Conduct range from a reprimand through to termination of employment.

**Note:** Refer to [Integrity in the APS](#) on the Australian Public Service Commission website.

## **Work health and safety**

Under the *Work Health and Safety Act 2011*, as a worker you must cooperate with any reasonable instruction, policy or procedures given to you by the department—person conducting a business or undertaking (PCBU)—which relates to health and safety in the workplace.

You must also take reasonable care for your own health and safety while at work, and ensure your acts or omissions do not adversely affect the health and safety of other persons in your workplace.

**Definition:** A worker includes contractors, sub-contractors, graduates and volunteers working for a Commonwealth or non-Commonwealth licensee business or undertaking.

## **Review of promotion decisions**

Where the outcome of a recruitment process is a promotion, a person can apply for a review of the decision when the following criteria are met:

- a promotion decision has been published in the [Australian Public Service Gazette](#) on the APSJobs website for a job at the APS 1 to 6 classification
- the person is an ongoing APS employee who has applied unsuccessfully for promotion to the job
- the successful candidate is an ongoing APS employee who will be promoted to the job.

A promotion review must be lodged within 14 days of the promotion notification in the Australian Public Service Gazette.

Please contact the [Office of the Merit Protection Commissioner](#) for further information.

## **Drug and alcohol guidelines**

### **Alcohol and other substances**

Improper and/or inappropriate use of alcohol and other substances can cause serious injury to the health of employees, impair the workplace performance and endanger the safety and wellbeing of fellow employees and members of the general public.

Departmental employees and contractors must not, through the consumption of alcohol or other substances (whether legal or illegal), render themselves unfit or incapable of performing their duties.

Employees whose work performance or conduct is impaired by alcohol or other drugs:

- will be directed to cease work immediately
- are expected to make appropriate leave arrangements and not attend work until they are fully effective.

## **Illegal substances**

The department adopts a zero-tolerance policy toward the use of illegal drugs. All employees and contractors must not, at any time, take part in, or knowingly have a continuing association with persons involved in the illegal importation, possession, trafficking, manufacture or use of illicit drugs or other prohibited substances or associated paraphernalia.

Failure to comply with these requirements may result in the imposition of disciplinary procedures.

## **Smoking**

The department is required by work health and safety legislation to provide employees with a healthy and safe working environment

Smoking is banned:

- in all areas of buildings or parts of buildings occupied by the department, including offices, basements, stairwells, toilets and balconies
- in vehicles, vessels or aircraft under the control or hired by the department
- at all social functions held on departmental premises.

This ban applies at all times, not just during working hours and covers all workplaces in central office, the regions and overseas.

## **Further information**

Further information on Departmental roles and responsibilities is available on our website.

**Thank you for your interest with the Department of Climate Change, Energy, the Environment and Water.**