

Applicant Information Package (Non –Teaching



Thank you for your interest in working with the [Department of Education and Training \(DET\)](#). This Applicant Information Package is provided to assist applicants understand the departmental recruitment and selection process for Non-Teaching vacancies. You are encouraged to read this information carefully prior to applying.

WORKING FOR DET

*Inspiring Minds.
Creating opportunities.*

DET is committed to

ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland.

DET touches the lives of over 1 million Queenslanders every day and has a presence, whether physical or virtual, in every community across the state.

Our customers range from:

- children, families, carers and non-government organisations
- students, families, carers and communities in school education
- students, apprentices and trainees, employers and industry in training and employment.

More information about DET, our strategic plan, key initiatives and organisational structure is available on our website – www.deta.qld.gov.au

Great People

DET is the largest employer in the state. It is our people that make the difference to the lives of Queenslanders every day. We value our people and promote leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.

Workforce Diversity and Equity

DET is committed to the inclusion of diversity and equity principles and practices to ensure our workforce reflects the diverse Queensland community that we serve.

Safe environment, healthy people

DET is committed to ensuring the health, safety and wellbeing of our staff, our students and

visitors to Department of Education and Training sites.

DET employees are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.

Emergency management and fire safety training is provided in the local context of the workplace. School based employees will also complete student protection related training.

Smoking policy

A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.

Superannuation

QSuper is the superannuation fund for current (and former) Queensland Government workers and their spouses. For further information please visit the QSuper website: <http://www.qsuper.qld.gov.au/>

Information Management

Staff responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources) must undertake these tasks in accordance with the DET's information management policies and procedures (for example recordkeeping, privacy, security and email usage).

Code of conduct

All departmental employees are required to uphold the [Code of Conduct for the Queensland Public Service](#) and the department's [Standard of Practice](#). In addition, each employee is required to commit to the department's zero-tolerance policy towards fraud and corruption, as set out in the department's [Fraud and Corruption Control Framework](#).

WHAT YOU NEED TO KNOW BEFORE YOU APPLY

Legal Work Status

You must be legally entitled to work in Australia to apply for a Queensland Government vacancy. Only Australian citizens, New Zealand citizens (who have a special category visa or the right to be granted one) and permanent residents can be appointed to permanent positions. If you have a work visa, you can only be employed in a temporary position (for the length of your visa, or until you become an Australian citizen or permanent resident). You will be required to provide evidence of your legal work status prior to or upon commencement.

Applicants previously paid a Voluntary Medical Retirement (VMR), Early Retirement, Redundancy, Retrenchment, other Severance Benefit or Voluntary Separation Payment (VSP)

In accordance with the *Public Service Act 2008* (s52(3)), *Industrial Relations Act 1999* (s687(3)) and [Public Service Commission Directives](#) relating to 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.

In addition to repayment conditions where liable, applicants who have accepted a Voluntary Medical Retirement (VMR) from a Queensland Government Entity may be re-employed as a consultant, contractor, or employee in a Queensland Government Entity provided that the applicant also provides medical evidence that clearly and unambiguously states that the applicant's current condition would not affect his or her ability to safely and effectively perform the proposed role and re-engagement would not pose a risk of worsening or aggravating an existing injury or illness. DET will also complete a risk assessment that supports re-engagement in such cases.

Voluntary Separation Payment (VSP) recipients are not eligible for to seek re-employment by a Queensland Government Entity for a period of three (3) years from the date of termination in accordance with the VSP Deed and will not be given further consideration if applying within this exclusion period.

Applicants who have been paid a VMR, early retirement, redundancy, retrenchment, other severance benefit, or VSP from a Queensland Government entity within the applicable periods are required to indicate this on the application form.

Pre-employment checks

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

Criminal History Check (CHC)

DET is committed to creating and maintaining safe and secure environments for all employees and students. Depending on the duties, duration and location of the position applied for applicants may be required to undergo a CHC. DET is not obliged to consider any applicant who does not consent to undergo a CHC.

This arrangement does not apply to teachers who hold registration with the Queensland College of Teachers' Registration unless the teacher changes Awards as part of their employment.

Criminal charges and convictions

Please refer to the department's [Criminal History Check procedure](#) for advice about departmental requirements relating to the disclosure of personal criminal history during the recruitment and selection process.

Working with children check

The well-being and safety of children in departmental care is supported through compliance with the *Working with Children (Risk Management and Screening) Act 2000* employment screening process, ensuring individuals working in schools or regularly in contact with child students possess a *Blue Card*. The role description will indicate if the position requires the preferred applicant to undergo a "working with children check".

DET are legally obliged to warn applicants that it is an offence for a disqualified person to sign a Blue Card application form. Further details regarding this check may be obtained by accessing the website: <http://www.bluecard.qld.gov.au/>

Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card.

Proof of identity

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. Proof of identity will also be required for payroll purposes for the successful applicant/s.

Employment as a Lobbyist – Conflict of Interest

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.

Private / sexual relationships

DET has a strict policy and code of conduct concerning private employee relationships with Queensland State school students. DET employees are prohibited from engaging in a private/sexual relationship with any Queensland State school student aged under 18 years of age, unless official approval has been given to the continuation of a pre-existing relationship.

If you have an ongoing private sexual relationship with a Queensland State school student aged under 18 years of age, and wish to be employed with DET, prior to commencing employment with DET you must confidentially declare this information to the Department's Ethical Standards Unit ☎ (07) 3255 2955.

Failure to make this declaration prior to commencing employment with DET could result in termination of your employment or other disciplinary action being taken. A declared relationship may continue after employment commences where there is no conflict between the private relationship and the proper performance of work duties.

APPLYING FOR THE VACANCY

Information about the vacant position

For specific information regarding the vacant position please read the role description attached to the vacancy advertisement, it includes the ability, aptitude, skills, qualifications, knowledge, experience and personal qualities relevant to carry out the duties in question. The role description also includes information outlining the role requirements, reporting relationships, tasks and areas of responsibility applicable to the position. All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit www.psc.qld.gov.au

Preparing your application

If the vacancy advertisement and role description asks you to address the key capabilities and your application does not address each of the capabilities, you will reduce your chance of being

considered further for the role at interview or via another selection tool.

Responses to the key capabilities should concisely and fully describe how you consider yourself suitable against each. Wherever possible give examples - do not simply state that you meet the capability. The wording of the key capabilities indicates the required level of knowledge, skills and attributes needed for the position.

Examples include:

- 'demonstrated' or 'proven' ability means that you should have successfully performed the activity or used the skill in the past/actual experience rather than just having potential;
- 'general ability' or 'general knowledge' implies that you have the potential to acquire the skill or knowledge if you have not had direct experience with the aspects of work required in the position you could demonstrate your ability by comparing it to similar or equivalent responsibilities, tasks, etc. or relevant studies undertaken; and
- 'thorough', 'sound or high level' gives an indication that advanced skill or knowledge is required.

Where the job advertisement or role description indicates mandatory requirements for the role, an applicant should detail their ability to fulfil such requirements. Applicants are required to provide certified documentary evidence of meeting mandatory requirements to the panel to allow for further consideration of their application.

Submitting your application online

Please note you will need to register on the [Smart Jobs and Careers](#) website before you can 'Apply online'. At the bottom of a vacancy advertisement click 'Apply online'. Complete username and password. You will then fill out the online application form and attach any documents as instructed in the vacancy advertisement or role description. Any attachments should be Microsoft Word documents or in PDF format. Do not zip files. You can only upload a maximum of 3 separate documents (no larger than 2MB per file).

You must read the [Privacy Statement](#) and indicate all information provided in your application is true and accurate. You may also be presented with an additional questionnaire as part of the online application process.

Once you click 'submit' you have sent your application. You will receive a system-generated

acknowledgement. Your applications will be saved in the 'My Applications' area for you to track their progress. You can withdraw your application before the closing date by ticking the box in the withdraw column. If you wish to withdraw your application after the closing date please advise the vacancy contact person.

Advertised vacancies are only visible on the website up until the closing date. If you miss the closing date you should check with the contact person if you can send a late application via another method.

If you experience a fault whilst lodging your application or did not receive a receipt of your application, please contact the officer listed on the role description during business hours.

ASSESSMENT OF YOUR APPLICATION

Selection Process

In accordance with part 4 of the *Public Service Act 2008*, the selection of an applicant is based on the panel's assessment of the relative merit of the applicant. The following elements are taken into account when determining merit:

- 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.
- The applicant's performance in their previous duties and their potential for development is also considered if relevant.

Shortlisting

The shortlisting process determines which applicants will be considered further. The selection panel will establish the process for shortlisting candidates. In general shortlisting occurs through assessment of the written application/covering letter and/or CV. All applications received are examined and evaluated by the selection panel based on the knowledge, skills and attributes the panel has established for each of the key capabilities relevant to the role.

Interviews

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

Other selection techniques

In many circumstances, other selection techniques will be used in the selection process. You may be asked to provide examples of previous work, or undertake appropriate tests or structured group and/or individual exercises.

Referee checks

Referee checks will be undertaken, at least, in relation to all suitable applicants. Referee checks may occur at any time during the selection process at the discretion of the selection panel. Selection panels will use referee checks to verify the claims of the preferred applicant or applicants in relation to achievements, qualifications, employment history and other significant matters. At least one referee should have first-hand knowledge of the applicant's conduct and performance within the previous two years. Where an applicant is a current or previous Queensland Government public service employee, the applicant will be required to nominate a referee who can report on their public service employment. Written personal references should not be included with your initial application unless specifically requested in the job advertisement/role description.

Appointment process

The selection panel will recommend an appointee to the relevant approving officer. Once approval has been granted the applicant can be offered the role. In considering an offer the successful applicant should discuss with the panel specifics regarding pay, appointment expenses, hours of duty, availability to commence etc. The agreed and approved details of the appointment will then be confirmed in writing with the successful applicant/s.

Applicant Feedback

Unsuccessful applicants will also receive advice regarding the final selection outcome. Post selection feedback is then available from a member of the selection panel upon request to the panel chair. Feedback will be based upon the panel's assessment of the individual's suitability against the role's key capabilities. After receiving feedback, an applicant who wishes to appeal or protest an appointment decision should refer to the information contained in the relevant [PSC Directive](#). Further information, is also available by contacting the Public Service Commission ☎ (07) 3003 2800.