

Working for DNRME

Benefits of working for DNRME

- Make a difference for Queensland
- A diverse range of challenging, interesting and engaging work
- Work-life balance via flexible work arrangements and generous leave entitlements
- Access to discounted fitness membership programs and other health and wellbeing initiatives
- Competitive remuneration including employer superannuation contributions of up to 12.75%, salary packaging and leave loading (additional 17.5% paid on annual recreation leave entitlements)
- 70-20-10 Professional development opportunities including:
 - various training opportunities
 - mentoring
 - the opportunity to move into other roles
 - professional networks
 - involvement in multi-discipline projects
 - Study and Research Assistance Scheme

Our department - DNRME

The [Department of Natural Resources, Mines and Energy](#) (DNRME) works to help the community and the government make the best use of our renewable and non-renewable land, water, mineral and energy resources, and delivering safe, secure, affordable and sustainable energy and water.

Our [strategic plan](#) guides our priorities that support the Queensland Government's objectives for the community to focus to create a strong economy, protect the barrier reef and be a responsive government.

Our department is underpinned by the following four guiding principles:

- Safety and wellbeing
- Respect
- We deliver
- Professional excellence

We are a professional, modern agency of approximately 2,700 staff, with 52 offices located across Queensland. Our people are integral to our success as an organisation. Further information is available from the department's website at www.dnrme.qld.gov.au

Our people

At DNRME, we value every employee for their unique contribution and we actively support their safety and wellbeing. We are an equal employment opportunity employer and committed to supporting a diverse and inclusive workplace:

- where individual differences are respected; diverse skills, knowledge unique contributions are valued and utilised; and opportunities are available for all.
- welcomes people of all ages, gender, ethnicity, abilities and experiences

We provide culturally responsive services and an inclusive workplace where our Aboriginal and Torres Strait Islander employees thrive—we want to support your talent and ideas and develop your skills and experience. For further information and support in applying for a job in DNRME, please contact DNRME Aboriginal and Torres Strait Islander Futures phone: 07 3199 7395 or email HR@dnrme.qld.gov.au.

We can provide qualified [interpreting services](#) for applicants who are hearing impaired or have difficulties communicating in English.

DNRME is proud to be an accredited White Ribbon Workplace. We acknowledge that all forms of violence experienced by men, women and children are unacceptable and we promote a culture of respectful relationships in all our interactions with each other and with our customers and stakeholders.



How to apply

To determine your suitability for the role, you will be assessed on the [DNRME Capability Framework](#) that links to the “key duties, responsibilities and accountabilities” for this role as outlined in the Role Profile.

The following resources may assist with your application [how to write a resume and cover letter](#) and [tips for job interviews](#).

The selection process will start with shortlisting, where we assess the information provided in your application. Based on this, we will select applicants to proceed to the next phase of assessment, which could involve an interview or other assessment techniques. The department will work with you to accommodate reasonable adjustments:

- throughout the selection process to ensure you can demonstrate your ability to meet the inherent requirements of the role; and
- in the workplace if you are the successful applicant to enable you to be your best and participate effectively and safely at work.

How to submit your application

Apply online through the Smart jobs and careers website www.smartjobs.qld.gov.au. To do this, you will need to access the ‘apply online’ function and create a ‘My SmartJob’ account before submitting your online application.

By applying online you can track your application through the process, maintain your personal details through registration, withdraw your application if required and complete your diversity information. Although completing diversity information is optional, DNRME encourages you to complete this information as it supports our commitment to promoting an inclusive, diverse and accessible workplace for everyone. This information is confidential and non-identifiable and will not be disclosed to other parties, including the selection panel.

If you do not have internet access and are unable to submit your application online please contact the Applications Processing Team on (07) 3021 5465 or (07) 3021 5450, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements. Late applications cannot be submitted via the Smart jobs and careers web site, 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 Application Processing Team on the numbers above to arrange this. Hand delivered applications will not be accepted.

Additional information

- A three month probationary period may apply to the successful candidate.
- Candidates may be subject to a criminal history check or probity check during the selection process. The successful candidate may be required to disclose any previous serious disciplinary action.
- Newly appointed public service employees are obliged to disclose within one month of starting duty, a disclosure of employment as a lobbyist in the previous two years.
- In accordance with section 127 of the Public Service Act 2008 a person is eligible to be appointed as a public service officer only if they are an Australian citizen or reside in Australia and have permission, under a Commonwealth law to work in Australia and remain in Australia indefinitely. To be eligible for temporary positions, you must provide proof that you can legally work in Australia for the duration of the temporary appointment.
- Applications may remain current for 12 months and may be considered for recurring vacancies. These may be at an alternative location or for an alternative employment basis (full-time or part-time).
- Flexible work arrangements may be considered.