

# Queensland Corrective Services

# Applicant Information Pack

Thank you for your interest in working for Queensland Corrective Services (QCS). The Applicant Information Pack is provided to assist you to understand our recruitment and selection process. Please read this information carefully prior to applying.

QCS, in partnership with other key criminal justice agencies, is committed to the critical role of keeping our communities safe.

We set strategy, policy and standards for the management of the state's system of correctional facilities. We also develop programs for the humane containment, management and rehabilitation of prisoners and the community-based supervision of offenders.

**Our vision** – a fair, safe and just Queensland.

## Our values

**Integrity** – we act ethically, honestly, impartially and in the best interest of the community.

**Accountability** – we are publicly accountable for our actions.

**Working together** - we work with our colleagues, stakeholders and the community.

**Learning** – we value creativity, innovation, flexibility and continual improvement in the pursuit of excellence.

**Diversity** – we treat all people with respect and value differences.

Our values underpin everything we do and are the building blocks for our workplace culture. They guide our behaviour and decision making and support us in being a high performing, impartial and productive workplace that puts the people of Queensland first.

More information about QCS, our strategic plans, key initiatives and organisational structure is available on our website -

<http://www.justice.qld.gov.au/corporate/business-areas/queensland-corrective-services>

## Things to consider before applying

Before you apply for a vacancy you should:

- read the role description to gain a broad understanding of the role;
- consider if you are the right person for the job;
- determine if you possess any mandatory qualifications and/or professional registrations that may be a requirement of the role; and
- consider your motivation for working with QCS and what skills, knowledge and capabilities you bring to the role

## Are you eligible to work with us?

You must be legally entitled to work in Australia to apply for a Queensland Government vacancy. You must be either:

- an Australian citizen;
- a permanent resident of Australia;
- a New Zealand citizen who has entered Australia on a valid passport; or
- a non-citizen with a valid visa which provides the right to work in Australia.

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. You must have unlimited working rights in Australia to be permanently employed with the Queensland Government.

## Qualifications

Some positions will require mandatory qualifications and/or professional registrations and will always be listed in the role description.

In accordance with relevant legislation, industrial award or accreditation requirements, certain roles within QCS have mandatory qualification or registration requirements. You are required to provide evidence of qualifications or registration when you submit your application. You must provide documentary evidence of compliance with mandatory requirements before you can be appointed.

Therefore, if you are an international/overseas candidate you will need to provide evidence of formal recognition of your qualifications before applying or provide a statement which shows the Australian equivalency of your qualifications.

An overseas qualification can be recognised in Australia if it has been through a Skills Recognition process. For more information on Skills Recognition please submit an application for recognition of your overseas qualification prior to applying for the vacancy.

<https://training.qld.gov.au/training/osqrecognition>

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

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); if you have accepted a VMR from a Queensland Government entity you may be re-employed as a consultant, contractor, or employee in a Queensland Government entity provided you also provide medical evidence that clearly and unambiguously states your current

condition would not affect your 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.

If you are a recipient of a Voluntary Separation Package (VSP) you are not eligible for or to seek re-employment by a Queensland Government entity for a period of three (3) years from the date of termination and will not be given further consideration if applying within this exclusion period.

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

## Applying for the Vacancy

---

It is important to prepare an application that best represents you and what you can offer. An ideal application will demonstrate why you are the best person for the job and how your experience, abilities, knowledge and personal qualities are relevant for the role.

The requirements for your application are listed on the role description.

## Your Resume

Your resume should provide a short summary of relevant details which is intended to give the Selection Panel information about you to assist in assessing your suitability for the position.

Important points to remember when preparing your resume. Keep it:

- Clear and concise (a 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 eg. personal details – date of birth/marital status is not required)
- Free of errors

- Advertised vacancies are visible on the website up until 11.59pm on the specified closing date
- Late applications cannot be accepted online, so please allow enough time before the closing date to submit your application; and
- Hand delivered applications will not be accepted.

### Your Referees

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

You must seek prior approval from your referees to nominate them. Unless extenuating circumstances exist; at least one referee must have a thorough 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 through the *SmartJobs and Careers* website: [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)

Online applications have special requirements:

- You need to register 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)
- Fill out the online application form and attach any documents as instructed in the vacancy request of the role description. Any attachments should be Microsoft Word documents or in PDF format do not save as a zipped file. You can only upload a maximum of three (3) separate documents (no larger than 2MB per file).
- Do not attach photographs, certificates, references or other large graphics to your application  
Once you click "Submit" you will receive a system generated acknowledgment. Your application will also be saved in the My.Applications areas for your to track their progress.

- If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13QGOV (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.

### Assessment of your application

---

The selection of a candidate is based on the Panel's assessment of merit. The following elements are taken into account when determining merit.

- The extent to which each candidate has abilities, aptitude, skills, qualification, knowledge, experience, and personal qualities relevant to the carrying out of the duties of the role.
- Your performance in your previous duties and your potential development is also considered if relevant.
- The shortlisting process determines who should be interviewed. Shortlisting is based on how well the information in your application is assessed as meeting the 'Role Fit' listed in the role description.
- The Panel's assessment is made on the information you provide. It is in your best interests to show the Panel clearly how your achievements, skills experience and knowledge apply to the 'Role Fit'.

### Interviews

Interviews provide you with the opportunity to:

- Outline how your experience is relevant to the role;
- Discuss how you meet the requirements of the role;
- Indicate how you would respond to situations that may arise if you were working in the role;
- Describe your previous achievements or response to situations relevant to the role; that is, examples of your previous work.
- Demonstrate your personal qualities and potential for development.

## Criminal History Checks

---

Criminal history checks will be undertaken by Queensland Corrective Services on preferred applicant(s).

Applicants seeking appointment to QCS are required to disclose any criminal histories and/or charges (including convictions which are not recorded) usually at time of interview. As per the provisions of the *Criminal Law (Rehabilitation of Offenders) Act 1984 section 9A(1)* and the *Corrective Services Act 2008*.

A criminal conviction or charge will not automatically exclude you from consideration for appointment with QCS. QCS will obtain information from the Queensland Police Service if you are under investigation for a serious offence and, if necessary, information can be obtained concerning the person.

## Pre-employment Checks

---

Pre-employment checking may be conducted on preferred applicants before placement. They are used to verify that the information you provided in the selection processes is true and accurate. Pre-employment checking includes checking performance or previous discipline history.

### Disclosure of any pre-existing injury or medical condition

You may be required to disclose any pre-existing injury, medical injury or medical condition of which you suspect would be aggravated by performing the role. Details are available in section 571(b) of the *Workers' Compensation and Rehabilitation Act 2003*. If you provide false or misleading medical information may be impacted under

571(c) False or misleading disclosure  
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-027#sec.571B>

### Candidate Feedback

You will receive advice regarding the final selection outcome. Post selection feedback is then available upon request from the Panel chair.

## Working for QCS

---

Employees of QCS 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 your Manager.

### Leave entitlements\*:

- 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
- Christmas closure\*

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

### Superannuation

You can nominate your own superannuation fund or join QSuper which is the superannuation fund for current (and former) Queensland Government workers and their spouses. When an employee contributes 5% into their Superannuation, QCS will contribute 12.75%. For further information visit the QSuper website [www.qsuper.com.au](http://www.qsuper.com.au)

### Conditions of Employment

Your governing award, certified agreement, employing legislation and directive determine your employment conditions. These industrial instruments as well as current salaries, wages and the Directives referred to in this document can be viewed on the QCS intranet site or at

[www.psc.qld.gov.au/page/queenslandgovernment-employees/index.shtml](http://www.psc.qld.gov.au/page/queenslandgovernment-employees/index.shtml)

## Flexible working arrangements\*

QCS 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.

Due to the operational requirements and nature of QCS these arrangements are not available to all positions within the department. Further discussion and agreement is required from your Manager:

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

## Salary packaging options

Your own circumstances will determine whether salary packaging will be of benefit. Some of these items attract Fringe Benefits Tax, so it is important for you to review your situation with a financial adviser. Remserv Remuneration 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)

## Pay rates

Appointment will normally be at the minimum pay point of the relevant classification level. However, if you are an external applicant (or government employee who has relevant acting in higher duties) and present a case to the Selection Panel demonstrating a higher level of skills and knowledge, you may be able to negotiate salary within that classification level.

## Appointment expenses

If you are required to relocate from your place of residence to accept an appointment you may be eligible for reimbursement for certain expenses in accordance with legislation, policy and established practice. You should discuss appointment expenses with the Panel Chair if you are invited for further assessment.

## Employee obligations

---

### Respect in the Workplace

QCS values and respects the diversity of its workforce and believes that all employees should be treated fairly and with dignity and respect. All employees of QCS must show respect for each other, visitors, the general public, contractors, prisoners and offenders by treating them fairly and objectively, ensuring freedom from discrimination, sexual harassment, racial or religious vilification, victimisation, and bullying.

QCS is an equal opportunity employer.

To demonstrate support for a safe, secure and supportive workplace, QCS is a White Ribbon Australia accredited workplace.

### Private relationships

QCS has a strict policy and code of conduct concerning private employee relationships with offenders and prisoners. If you are successful you will be asked to declare a pre-existing relationship prior to commencement of employment.

Failure to make this declaration prior to commencing employment 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.

### Additional Information

---

All newly appointment public service employees who have been employed as a lobbyist in the previous two years are required to provide a disclosure to the Commissioner within one month of commencement in accordance with *Disclosure of Previous Employment as a Lobbyist Policy*.

If you are recommended for appointment and are a current or previous public sector employee you are required to disclose previous serious disciplinary action taken against you. If recommended for appointment the Panel Chair will contact you further to discuss this requirement. Any relevant disclosure are then considered part of determining your suitability for employment.