PSBA Application Guide

The selection and appointment procedures of the Public Safety Business Agency (PSBA) are guided by legislation and standards common to all government departments.

Merit is the basis for selection and is gauged by how well you satisfy the accountabilities and attributes of the role outlined in the ’Your Opportunity’ section in the role description. In choosing the right person for this role we will consider what you have done previously – the knowledge, skills, abilities, aptitude and experience you’ve built, your potential for development, and your personal qualities.

The aim of this Application Guide is to assist you in understanding the requirements of the position and realistically assess your suitability prior to making application for the position.

Role Description

A role description is a document which describes the work to be performed and the requirements needed to perform the work (Your Opportunity) of individual positions. The role description should be read carefully as it describes the nature of the position and the qualifications, skills and knowledge required to do the job. It will help you decide if the role is right for you.

Role descriptions for vacant positions are available on the internet at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au).

Are you the right person for the job?

The PSBA has adopted the Queensland Government ICT Skills framework which utilises the Skills for the Information Age (SFIA) technical framework. The Framework describes the skills needed to fulfil roles within an ICT environment and will apply to ICT roles within the PSBA.

Information on SFIA can be obtained from <https://www.sfia-online.org/en>.

The accountabilities specific to the role will be listed in the (Your Opportunity section). The role description will also outline the behaviours of the PSBA and any mandatory or desirable skills or qualifications.

**To apply for roles with the PSBA, please provide your resume or CV and a maximum 1 page covering letter telling us what you will bring to this role in the context of ‘Your Opportunity’ in the role description. In your application please quote the above reference number.**

**The resume or CV should be succinct and provide a short summary of relevant details intended to give the selection panel information on your suitability for the role. When preparing your resume or CV, keep it clear, concise, and relevant to the job application. A maximum of 5 pages is encouraged.**

Short listing for interview will be determined on how well you address the requirements outlined. Both your one page covering letter and your resume or CV will be used to assess your suitability.

Applicants are encouraged to comply with the job application instructions. This includes specified page limitations. Non-compliance with job application instructions may result in the application/parts of the application not being considered further. This may include the absence of a skill or qualification listed as mandatory.

Completion of Applications

Applications are complete when they include the form titled ‘Advertised Position Application’, a copy of your resume or CV and a one A4 page covering letter outlining your suitability for the role by addressing the items in the ‘Your Opportunity’ section of the role description.

Separate applications must be submitted for positions with different job ad/vacancy reference numbers (e.g. QLD12345/13).

Lodgement of Applications

Applications are to be submitted **online** via the Queensland Government *Smart Jobs and Careers* website at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au).

* 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 by the closing date.
* Do NOT attach photographs or other large graphics to your application.
* Do NOT complete the application form unless you cannot submit your application on-line.

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 position 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 9:00am to 5:00pm Monday to Friday, to enquire about alternative arrangements.

Hand delivered applications will not be accepted.

Before lodging your application you should use the following checklist:

* Does your application include your name and the vacancy reference number on the header/footer?
* Have you carefully read the role description
* Have you observed any specified page limit?

Receipt of Applications

Complete applications must be received no later than midnight on the specified vacancy closing date.

Late Applications

Selection panel convenors have the discretion to consider late applications provided they are satisfied exceptional circumstances exist which prevented the applicant from submitting a completed application by the closing date. Applicants should be aware that short listing can occur at any stage from the time applications close and failure to supply full details in time may result in the application not being considered.

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 submitting a late application, please contact the Applications Processing Team on the numbers above to arrange this.

Changing your Details

If your personal details change after you have submitted your application, you need to advise Queensland Shared Services. Please ensure that the job ad/vacancy reference number (on the front of the role description) appears in the email subject line, or appears on the outside of the envelope, and send your correspondence to the Queensland Shared Services office or email address which appears at the end of the relevant role description.

Withdrawing an Application

### Applicants have the option to withdraw their online application from the ‘My Applications’ page of ‘My SmartJob’ prior to the closing date. Queensland Shared Services will confirm in writing that the application has been withdrawn. Applicants who withdraw an application online before the closing date will not be able to resubmit an application for the same vacancy online. Applicants wishing to reapply will need to contact the QSS Customer Support Team on 1300 146 370, between 9:00am to 5:00pm, Monday to Friday, to enquire about alternative arrangements.

There are two steps involved in withdrawing your online application **after the closing date**:

Step 1: Access your application from the ‘My Applications’ page of ‘My SmartJob’ and change the status to ‘withdrawn’; AND

Step 2: Advise Queensland Shared Services of your withdrawal by emailing [P1QPSWithdrawals@dsitia.qld.gov.au](mailto:P1QPSWithdrawals@dsitia.qld.gov.au).

Queensland Shared Services will advise the selection panel of any applications withdrawn after the vacancy has closed.

Additional Information

Should you require any further information please contact the officer whose name appears against “Contact Officer” on the role description.

The PSBA is supportive of a flexible workplace which assists employees to achieve a balance between work, family and personal responsibilities. A range of flexible work arrangements are available to employees. Flexible work practices aim to achieve mutually beneficial outcome which supports an inclusive and constructive workplace. Each request will be considered on a case by case basis assessing the operational needs of the organisation and associated costs and benefits.

Applications will remain current for a period of up to 12 months and may be considered for other vacancies.

You must be an **Australian citizen or you can reside in Australia and have permission under Commonwealth law to work in Australia and remain in Australia indefinitely** to be permanently appointed to the Queensland Public Service (section 127 of the *Public Service Act 2008*).

In accordance with the Agency’s **EEO Management Plan**, applications are encouraged from:

* People of Aboriginal or Torres Strait Islander backgrounds
* Women
* People with disabilities
* People from non-English speaking backgrounds

A **non-smoking policy** is effective in Queensland Government buildings, offices and motor vehicles.

Appointment to positions in the PSBA will be made pursuant to the provisions of the *Public Service Act 2008.* Terms and conditions of employment will be in accordance with legislative provisions and agreements. This could include the following legislation:

* Queensland Public Service Officers & Other Employees Award – State
* Building Engineering & Maintenance Service Employees (Qld Government) Award – State;
* General Employees (Queensland Government Departments) and Other Employees Award – State; and
* State Government Entities Certified Agreement (or other Agreement as appropriate).

Appointment to this position of a person not currently an officer of the Queensland Public Service will be subject to a probationary period of not less than three months, unless otherwise determined.

If you are an unsuccessful applicant you may request formal feedback once the appointment of the successful applicant/s has been finalised.

A successful applicant who has been employed as a lobbyist in the previous two years is to provide a statement outlining lobbying activities within one month of taking up duty.

The PSBA is an ISO27001 accredited organisation. All employees are expected to be fully aware of and remain compliant with agency information security policies and procedures.

Employment Screening / Security Checks

Appointment to this role will be contingent on the satisfactory outcome of a check on your recorded criminal history.

A criminal history check and/or integrity check will be undertaken on the preferred applicant. This will also require the disclosure of serious disciplinary action taken in accordance with Public Service Commission Directive – Recruitment and Selection.

Applicants seeking appointment 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 1986, section 9A(1).

A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment. PSBA will obtain information from the Queensland Police Service on whether an applicant is under investigation for a serious offence and, if necessary, information can be obtained concerning the person. All personal information obtained in the application process will be treated confidentially and held securely by the PSBA. Applicants who have lived or worked overseas will be required to provide a current police clearance. Failure to disclose your criminal history is an offence under the Corrective Services Act 2006. Failure to consent to the criminal history check will render the applicant unsuitable for the role.

Natural Justice

In the interests of natural justice, should information become available through security checks that may preclude an application from progressing further, the person will be provided with written advice detailing the substance of the concerns and be afforded the opportunity to respond to the information within 14 days of receipt of the initial written advice from the PSBA.

Where a written submission for review is received, consideration is given to the applicant’s submission and the applicant is provided with written advice of the outcome.