



Information for Applicants

This information package is designed to inform potential applicants about the recruitment and selection process and provide further information about employment within the Metro South Hospital and Health Service (MSHHS). It will assist you in the preparation of applying for a job within MSHHS and what to expect from the selection process. Use this package to find out more on:

- Queensland Health
- Metro South Hospital and Health Service
- Our vision, purpose and priorities
- Benefits of working for us
- Before you apply
- Preparing your application
- How to apply
- The selection process and outcome
- Pre-employment checks
- Selection process documentation

Queensland Health

Queensland Health delivers health services to meet the needs of more than four and a half million Queenslanders. More than 60,000 people work for Queensland Health, making us one of Australia's largest organisations.

Queensland Health is a dynamic organisation committed to providing a range of services aimed at achieving good health and well-being for all Queenslanders. Through a network of 16 Hospital and Health Services and the Mater Hospitals, Queensland Health delivers a range of integrated services including hospital inpatient, outpatient and emergency services, pathology, radiology, community and mental health services, aged care services and public health and health promotion programs.

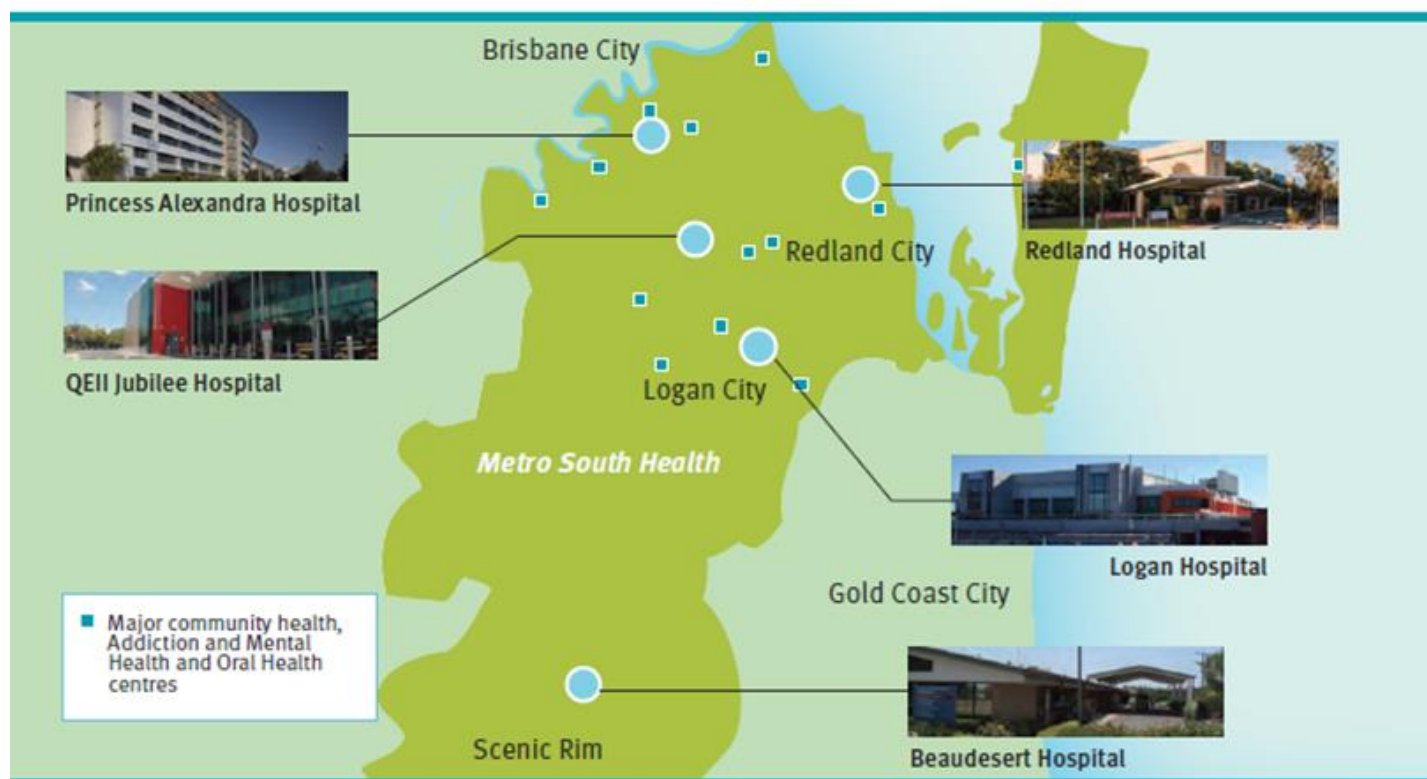
Metro South Hospital and Health Service

Metro South Hospital and Health Service (Metro South Health) is the major provider of public health services, and health education and research, in the Brisbane south side, Logan, Redlands and Scenic Rim regions.

Metro South Health is one of 16 Hospital and Health Services in Queensland and serves an estimated population of 1.1 million people, equating to 23 per cent of Queensland's population. We employ more than 15,000 staff and have an annual operating budget of \$2.3 billion. The health service's catchment spans 3,856 square kilometres and covers the area from the Brisbane River in the north to Redland City in the east, south to Logan and the eastern portion of the Scenic Rim to the border of New South Wales. This health service does not include the Mater Hospitals.

MSH is one of the most culturally diverse areas of Queensland, which we acknowledge and celebrate. With more than a quarter of residents from a different cultural or language group, our community has a rich diversity of ideas, skills, traditions and customs and we strive to make sure our workforce reflects this diversity.

MSH is made up of five major hospitals in addition to a number of health centres throughout the region.



- Princess Alexandra Hospital
- Logan Hospital
- Beaudesert Hospital
- QEII Hospital
- Redland Hospital
- Wynnum-Manly Community Health Centre, Gundu Pa
- Redland Residential Care
- Redland Renal Dialysis Unit
- Casuarina Lodge
- Marie Rose Centre (Dunwich)
- Community Health Services
- Oral Health Services
- Addiction and Mental Health Services
- Medical Aids Subsidy Scheme

Connect with us

Learn more about what's going on at Metro South, what it's like to work here, what we do and how we do it.



[Metro South Health on Facebook](#)



[Metro South Health on Twitter](#)



[Metro South Health on Instagram](#)



[Metro South Health on YouTube](#)



[Metro South Health on LinkedIn](#)



[Metro South Health Website](#)

We care about you



**Queensland
Government**

Our Vision

Health and wellbeing for all in the community.

Our Purpose

Partnering to deliver care for the MSH community, training the workforce for the future and researching and innovating delivery of health care for the future.

Our Hospital and Health Service Values – ICARE²



Benefits of working for us

We employ diverse clinical and non-clinical staff right across our services. You'll find plenty of opportunities in nursing, medical, allied health, administration and support services. We also play a key role in education and research, with strong links to the University of Queensland, Queensland University of Technology, Griffith University and several other academic institutions.

MSH strives to provide our community with the best possible health care experience at every encounter. From our reception staff to our doctors, administrators to cleaners - we are committed to providing our community with quality health care that respects individual preferences, needs and values. We believe that by focusing on our patients' individual needs not only improves their overall experience, but it can also result in better clinical outcomes. There is a great deal of evidence that person-centred organisations also experience benefits such as reduced length of stay, improved patient satisfaction and decreased infection, readmission and mortality rates.

Metro South Health is proud to be first health service in Australia to be recognised for excellence in person-centred care by Planetree International. Planetree is a person-centred and holistic approach to healthcare which means: caring for each person as an individual recognising their mental, social, emotional, spiritual and physical care needs.

We collaborate, we embrace innovation and always look for ways to better ourselves and our services. A leader in healthcare innovation and technology, Metro South Hospital and Health Service is striving to be a leader in excellence in health care. In 2018, Metro South Health became [Australia's first digital health service](#), with all hospitals now digitalised.

We offer rewarding career opportunities across a wide range of clinical and non-clinical areas across our health service from pathology to administration support services, patient liaison to operational patient support services, medicine to nutrition and nursing to maintenance. We pride ourselves on providing a work environment that is safe, satisfying, flexible, and promotes a healthy work-life balance.

This is your opportunity to join the dedicated team of professionals at Metro South Health and be part of a world-class, dynamic and growing health service that embraces technology, excellence in health care, teaching, research and empowering our people to be the best in serving our community. MSH offers competitive remuneration packages and excellent employment conditions with a wide range of additional benefits:

We care about you



**Queensland
Government**

Competitive remuneration and benefits

Annual Salary Increases	<ul style="list-style-type: none"> Competitive salary rates with annual incremental pay levels
Salary Packaging	<ul style="list-style-type: none"> Salary packaging is a tax effective way of receiving your salary as a combination of income and benefits. Salary packaging allows you to deduct some of your pre-tax income and use it to pay for benefits. By reducing your pre-tax income you can reduce the amount of tax you pay and increase the amount you take home each fortnight.
Superannuation	<ul style="list-style-type: none"> Employer contribution up to 12.75% (compares favourably to the standard 9.75% employer contributions paid by most private employers). Salary packaging is available for employee superannuation contributions.
Flexible work conditions and arrangements	<ul style="list-style-type: none"> Enjoy the lifestyle that south-east Queensland offers with flexible rosters, time off in lieu, and generous leave allowances. Most employees have access to flexible working arrangements including support for mothers returning to work after parental leave.
Rural and remote incentives	<ul style="list-style-type: none"> A range of allowances, bonuses and other incentives for some employees working in rural and remote areas.
Professional development	<ul style="list-style-type: none"> We are committed to employee development through on-the-job training as well as additional opportunities.
Paid study leave	<ul style="list-style-type: none"> You may be eligible for paid study leave as well as financial assistance for courses relevant to your work.
Allowances for specific roles	<ul style="list-style-type: none"> Health professionals may be eligible for allowances specifically related to their roles such as night shift.
Training and skills development opportunities	<ul style="list-style-type: none"> We have dedicated clinical educators in each discipline, as well as leadership and development programs.
Modern facilities	<ul style="list-style-type: none"> You'll have access to some of the most modern clinical and staff facilities in Queensland.

Base terms and conditions

Annual leave	<ul style="list-style-type: none"> Most employees have access to a minimum 4 weeks annual leave (pro-rata for part-time employees), recreation leave loading of 17.5%. (Extra annual leave for work on public holidays/shift work).
Long Service Leave	<ul style="list-style-type: none"> Most employees have access to 13 weeks after 10 years of continuous service (pro-rata for part-time employees). (Accrued at 1.3 weeks per full year of service and may be accessed after 7 years of service).
Sick leave	<ul style="list-style-type: none"> Most employees have access to 10 days sick leave per year which accrue with each year of service.
Paid parental leave	<ul style="list-style-type: none"> Includes maternity, spousal, pre-natal, pre-adoption and adoption leave.
	<ul style="list-style-type: none"> Eligible employees are entitled to 14 weeks of paid maternity leave (28 weeks at half pay) (pro-rata for part-time employees), 104 weeks of unpaid parental leave and spousal leave (one week or 2 weeks at half pay).
Other leave options	<ul style="list-style-type: none"> Carer's leave, bereavement leave, special leave and cultural leave.
Allowances	<ul style="list-style-type: none"> Shift and all call allowances.

A work environment that is safe

Employee Assistance Program (EAP)	<ul style="list-style-type: none"> The EAP is a voluntary free confidential counselling service to assist employees with personal or work-related problems.
Corporate Discounts	<ul style="list-style-type: none"> Certain health insurance companies offer corporate plans that offer benefits for financial and health and wellbeing purposes to our employees. Discounts also apply to several leading health and fitness clubs across Brisbane.
Non-smoking work environment	<ul style="list-style-type: none"> As part of our commitment to providing a safe and healthy work environment, a non-smoking policy is effective in all Metro South Health facilities / premises / Queensland Government motor vehicles.

Before you apply

MSH encourages you to apply for roles that are relevant to your experience, skills, qualifications and interest. Before applying for an advertised role, you should:

- review the role description to gain a broad understanding of the role
- decide whether your experience and skills will enable you to achieve the key requirements of the role
- decide if you meet the key requirements for the role

You will need to hold the mandatory qualifications and/or professional registration that are indicated in the role description.

You may wish to consider obtaining further information about:

- the specific role from the contact officer shown in the advertisement and/or role description
- MSH by visiting <https://metrosouth.health.qld.gov.au/>

Preparing your application

The requirements for advertised roles will be specified in the role description. We usually require your resume and a cover letter and/or a two-page short response addressing key requirements. The purpose of your covering letter and/or short response is to demonstrate to the selection panel that you have the ability to perform the role. It should therefore specify the role you are applying for and succinctly outline how your experience, education, skills and work preferences relate to the key requirements of that role.

Check to ensure your resume reflects that you have the key skills required for the role. We suggest you include the following information:

- career summary or career objective
- career history
- roles held, including dates
- responsibilities and achievements
- education/qualifications and training
- professional memberships
- referees' details - names and contact details of two referees.

Referee checking is a mandatory requirement for all MSH employment. Where possible, your referees should be previous employers, managers or supervisors who can comment on your recent performance in the workplace (preferably your current supervisor). If you are moving back into the workforce, you will not be disadvantaged because you do not have a current or recent past supervisor. Referees should have a thorough knowledge of your work performance and conduct. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.

How to apply

Applications should be submitted online. Visit <https://metrosouth.health.qld.gov.au/job-vacancies> to find the job you intend to apply for and click on '**Apply Online**' at the bottom of the job advertisement screen. You then register an account and complete the Online Application. Late applications cannot be lodged online.

If you wish to submit an application after the due date, contact the nominated contact person immediately. Late applications may only be accepted at the discretion of the selection panel.

To withdraw your application:

- **Before** the closing date: Withdraw your application online or advise Recruitment Services using the contact details on the role description
- **After** the closing date: Advise Recruitment Services using the contact details on the role description.

The selection process and outcome

The selection process is based on a fair and transparent assessment of the applicants' knowledge, skills, abilities, qualifications, aptitude, experience and personal qualities against the requirements of the position. A selection panel consisting of two or more people will conduct the selection process.

Assessment methods used by MSH include but are not limited to:

- | | |
|--|--|
| ▪ a review of your resume and covering letter | ▪ work-based demonstrations or presentations |
| ▪ an application screen – where applicants are required to include written responses | ▪ role plays |
| ▪ questions relating to key requirements | ▪ skills testing |
| ▪ interviews, including telephone interviews | ▪ psychometric testing |
| ▪ a review of work samples | ▪ reference checking |

We will notify you in writing of the outcome of your application. The successful applicant's name may also be published in the Queensland Government Gazette and/or the Queensland Health Services Bulletin.

Feedback on the selection process is available from a member of the selection panel. You should wait until advised in writing of the outcome of your application before seeking feedback.

Applications remain current for 12 months for permanent positions, or the duration of the vacancy for temporary positions, therefore you may be considered for similar vacancies that occur during this period.

Pre-employment checks

MSH needs to verify that information provided by applicants is true and correct. This includes confirming your qualifications or previous employment details.

Eligibility to work with us

MSH applicants need to 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

Qualifications/Professional registration

In accordance with relevant legislation, industrial award and/or accreditation requirements, certain roles within MSH have mandatory qualification or registration requirements. Applicants for roles where these mandatory requirements are indicated must provide documentary evidence of compliance before they can be appointed i.e. certified copies of qualifications held or current registration certificates.

Criminal history

When an applicant is recommended for a role, a criminal history check must be conducted if the applicant is not an existing permanent employee of Queensland Health. Failure (without reasonable explanation) to provide the appropriate documentation and consent within seven (7) days of the request will result in disqualification from further consideration for appointment.

Appointment to MSH cannot be finalised until the criminal history checking process is completed. Depending on the relevant duties of the role, having a criminal history may not necessarily result in disqualification for appointment.

Working with children check

For some MSH roles, employees must be deemed suitable to work in child-related employment in accordance with the Commission for Children and Young People and Child Guardian Act 2000 (Qld).

Aged care employment checks

The MSH has an obligation to ensure that employees and other persons engaged in aged care services meet the National Police Certificate requirements of the Aged Care Act 1997 (Cwlth).

Additional checks are undertaken for Director of Nursing and Nursing Officer Grade 7 and above roles in aged care facilities, which have been identified as 'key personnel' for the purposes of the Aged Care Act 1997 (Cwlth). The Act requires that a person cannot be appointed to these roles if they have been convicted of an indictable offence, are insolvent under administration, or are of unsound mind.

Serious discipline history

Under section 179A of the Public Service Act 2008 (PSA) and section 66 of the Hospital and Health Boards Act 2011, an applicant for a Metro South Health role can be required to disclose any previous serious discipline history taken against them.

Probation

Employees who are permanently appointed to Metro South Health may be required to undertake a period of probation of six months (except for certain medical officers whose probationary period is 12 months) in accordance with Metro South's Probation Procedure WS.B.PR.2.3.

Disclosure

Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the Workers' Compensation and Rehabilitation Act 2003 (<http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003>)

Health professional roles involving delivery of health services to children and youth

All relevant health professionals who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.

Disclosure of Previous Employment as a Lobbyist

Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at <http://www.psc.qld.gov.au/library/document/policy/lobbyist-disclosure-policy.pdf>

Vaccinations

On and from 1 July 2016, applicants seeking to be engaged by MSH must provide documentary evidence to verify that they are either vaccinated against or that they are not susceptible to any of the Vaccine Preventable Diseases (VPD) listed in Table 1 prior to an offer of engagement.

Risk criteria	Vaccine preventable diseases
Roles that have direct contact with patients or who in the course of their work may be exposed to blood/body fluids or contaminated sharps.	Hepatitis B
Roles that have contact that would allow acquisition and/or transmission of measles, mumps, rubella, varicella or pertussis. This applies to roles in which: <ul style="list-style-type: none"> work requires face to face contact with patients, or normal work location is in a clinical area such as a ward, emergency department or outpatient clinic, or work frequently requires them to attend clinical areas. 	Measles, mumps, rubella (MMR) Varicella (chicken pox) Pertussis (whooping cough)

Privacy

Queensland Health manages information obtained through recruitment and selection activities by applying the following principles:

- Any personal information held by us on any applicants who have applied for a position must be used for no other reason than determining the suitability of an applicant for the position that they have applied for. There may be occasions where for the purposes of recurring vacancies that applications are shared across Queensland Health. You will be given the opportunity to consent to the sharing of your application before this occurs.
- If the personal information is used for any purposes other than recruitment and selection, the applicant must give their fully informed consent.

The information (both electronic and hard copy) will be held in a secure environment and will only be accessed by those directly involved in the recruitment process. Queensland Health processes are consistent with the *Information Privacy Act 2009* (Qld).