

APPLYING FOR VACANCIES WITH QBCC | THE POSITION DESCRIPTION



Excellent working conditions and other benefits

Other benefits you will enjoy as a QBCC employee include:

- Flexible working conditions including flexible starting and finishing times to suit your needs, variable working hours and access to accrued days off, which assists in finding the balance between work and family life for the majority of staff
- Generous leave provisions (pro rata for part time staff):
 - four weeks paid recreation leave per annum with 17.5 per cent loading (or five weeks with 14 per cent loading for those employed in our north Queensland offices)
 - 10 days paid sick leave per annum
 - Long Service Leave which is available pro rata after seven years of service
 - parental leave – up to 24 months of maternity leave which includes 14 weeks paid leave. Partners can also access one week of paid paternity leave.
 - other leave benefits such as family responsibility leave and bereavement leave
 - some leave types may be available on a half-pay basis subject to certain conditions
- up to 12.75 per cent employer superannuation contribution through QSuper with a choice of investment options
- ability to implement personal salary sacrificing arrangements for superannuation and vehicles
- financial planning through QInvest
- generous study and research assistance scheme to support staff's continued education, including both financial assistance and paid leave for study and exams for accredited courses and qualifications
- extensive learning and development opportunities
- reimbursement of some professional registration fees
- offices in nine locations across Queensland, providing the opportunity to work in regional centres
- Employee Assistance Scheme which provides counsellors to support professional and personal needs
- an active social club where you can relax and meet workmates in an informal environment, including regular BBQs and themed nights out
- QBCC encourages staff to support **green initiatives**
- a state of the art riverside Brisbane office, close to cycle paths/walkways/public transport

The Position Description

The Position Description summarises the following information about the job:

- the position's purpose
- the organisational environment
- the key duties and responsibilities
- the ideal candidate attributes for the position.

The ideal candidate attributes describe the particular skills, knowledge, abilities and qualifications (if applicable) and other essential requirements needed to fulfil the position. You are required to address these in your covering letter/suitability statement.

How to apply

We'd like you to provide the following before the closing date, to convince the selection panel of your suitability for this position:

- a covering letter/suitability statement of no more than two pages addressing how you meet each of the ideal candidate attributes (usually four or five), and
- your current resume, outlining your previous work or voluntary experience and any other information relevant to this position.

We do not require written references, work samples, certificates etc. unless stated. Refer to the Position Description for further information before lodging your application.

Submit this information using the 'apply online' facility available on the Smart Jobs and Careers website (www.smartjobs.qld.gov.au). You will need to set up an account if you do not already have one.

If you have difficulties submitting your application please send an email - quoting the Vacancy Reference Number - to HR.Recruitment@qbcc.qld.gov.au with a brief explanation of the problem.

All applicants **must** provide a current phone number and email address for correspondence.

A person is eligible to be appointed to positions within the QBCC if they are Australian citizens; or people who reside in Australia and have permission, under Commonwealth Law, to work in Australia, and remain in Australia indefinitely.

Travel expenses to attend interviews are not payable.

Separate applications must be completed for positions with different Vacancy Reference Numbers.

Late applications may be considered, within reason, at the discretion of the Selection Panel.

Selection process

The Selection Panel will assess all applications and shortlist the most suitable candidates. These shortlisted candidates will be invited for interview. Other assessment techniques may be used, such as providing work samples, skills tests and/or presentations. You will be advised in advance if these methods are to be used.

During the interview you will have the opportunity to explain or clarify information given in your application and any other new information that may be relevant.

All interviewees will be asked the same questions to assist the Selection Panel to assess how well you meet the requirements of the position.

Employee screening and reference checks

Employment screening will be undertaken for the successful applicant, including a criminal history check. A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment with the QBCC. This will be at the discretion of the Commissioner or relevant Executive Director.

Referees of the highest-rating candidates will be contacted to verify the information gathered through the selection process.

Post-Selection Process

Post-selection feedback from the Selection Panel is available to all applicants upon request.

For general information about the QBCC visit our website: www.qbcc.qld.gov.au