



# Applicant Information kit

Children's Health Queensland

January 2023



Queensland  
Government

## Thank you for your interest in working with Children’s Health Queensland

This information package has been developed to inform potential applicants about the recruitment and selection process at Children’s Health Queensland Hospital and Health Service and provide some background about our organisation.

## Contents

About Children’s Health Queensland	3
Our vision, purpose and values	3
Our strategy	3
Benefits	5
How do I apply?	8
What do I include in my application?	8
The selection process	9
Pre-employment checks	10
Commencing employment	11
Future vacancies	12

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## About Children’s Health Queensland

Children’s Health Queensland is a recognised leader in paediatric healthcare, teaching and research, delivering a full range of clinical services and training, tertiary and quaternary care and health promotion programs to children and young people from across Queensland and northern New South Wales.

Our interprofessional workforce of more than 5,000 people delivers responsive, integrated and internationally recognised person-centred care through a network of services and facilities, including the Queensland Children’s Hospital (pictured right), Jacaranda Place, Ellen Barron Family Centre, our Child and Youth Community Health Service, our Child and Youth Mental Health Service, and other statewide services and programs including specialist outreach and telehealth services.

Through its Centre for Children’s Health Research, Children’s Health Queensland hosts world-leading research in the prevention and early detection of serious childhood illness and injury, lifesaving treatments, and building sustainable person-centred healthcare systems.

As the only statewide Hospital and Health Service in Queensland, we strive to deliver, enable and partner in clinically excellent paediatric healthcare across the state and are relentless in our pursuit to achieve real and sustainable change in the health outcomes for Aboriginal and Torres Strait Islander children and young people living in Queensland.



## Our vision, purpose and values

### Our vision

Leading life-changing care for children and young people – for a healthier tomorrow.

### Our purpose

To improve the health and wellbeing of children and young people through world-class care, research, advocacy and leadership.

### Our values



Our values express who we are as an organisation; the shared behaviours and beliefs we demonstrate to translate our vision into reality. Simply, but importantly, they guide how we do things.

*Every day, children in our care have their most important days. It's our job to make sure we're ready for them. Because whatever we do today is going to affect their tomorrow.*

## Our strategy

The *Children's Health Queensland Strategic Plan 2020-2024* sets the path for how we will lead life-changing care for children and young people – for a healthier tomorrow.

### We value all people

We create an inclusive environment where all people feel valued, safe, engaged and empowered

### Generate knowledge and innovate

We build and harness creativity, research, technology and collective expertise to prepare for the future.

### Collaborate in care

We work together with a shared purpose to create a connected system of care.

### Perform at our best every time

We adapt and improve to achieve sustainable high-quality outcomes.

*We deliver care in community clinics, family homes, in schools, and in regional hospitals and remote communities – sharing our knowledge so every child can get the best care, closer to home.*



## Queensland Health

Queensland Health is a dynamic organisation committed to providing a range of services aimed at achieving good health and well-being for all Queenslanders. More than 90,000 people work for Queensland Health, making it one of Australia's leading organisations. Queensland Health delivers a range of integrated services including hospital inpatient, outpatient and emergency services, pathology, radiology, community and mental health services, aged car services and public health and health promotion programs.

Visit [health.qld.gov.au](https://health.qld.gov.au) and [health.qld.gov.au/employment/work-for-us](https://health.qld.gov.au/employment/work-for-us) for more information.

## Benefits

Children's Health Queensland enjoy a variety of benefits. We promote professional development and other training opportunities to assist employees to reach their individual work goals. We want to help new employees adjust to a new work environment and to foster enthusiasm for our values and beliefs. We strive to create a healthy, productive workplace, free from harassment and unlawful discrimination. We offer competitive remuneration, benefits, and opportunities with outstanding support for workplace training and education within our flexible, family friendly workplaces.

As a Children's Health Queensland employee you will have access to:

- challenging, interesting and engaging work
- rewarding career opportunities across a number of disciplines including medical, nursing, allied health, scientific, technical, administration and support roles;
- ongoing opportunities for mentoring, professional development, training and research;
- work-life balance via flexible work arrangements and generous leave allowances;
- healthy lifestyle and wellness programs;
- access to an Employee Assistance Program;
- employer superannuation;
- Study and Research Assistance Scheme; and
- salary packaging

## Work-life balance

We value our people and recognise the changing nature of work, family and life commitments, and acknowledge that flexible work arrangements contribute to the attraction and retention of skilled employees to deliver quality health services. We are committed to providing supportive and flexible work options and have a range of policies to assist in balancing the needs of the individual whilst meeting the demands and environment of the workplace.

## A safe and healthy workplace

We're committed to building an empowered and engaged workforce and have developed an Employee Wellbeing plan that provides the framework and the program to achieve the plan's strategic direction to '*foster staff health and wellbeing*'. The framework underpinning the program includes:

- physical health
- emotional wellbeing
- social wellbeing
- cultural and spiritual aspects
- financial wellbeing.

We aim to make your workplace a better place in which to work by providing a safe and healthy work environment:

- Through the development and maintenance of safe systems of work;
- Where safety is everybody's responsibility.

- All employees from every classification and level have work health and safety responsibilities and are required to take reasonable care for their own health and safety and the safety of others.
- These include general employee responsibilities as well as those with additional responsibilities that apply to senior, manager and supervisory positions.
- By promoting activities that improve your health and wellbeing such as participation in:

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

## Competitive remuneration

Competitive remuneration includes:

<b>Annual Salary Increases</b>	Competitive salary rates with annual incremental pay levels
<b>Remuneration</b>	Total remuneration value is comparable with salary packages for roles in the private sector and includes the base salary, employer's superannuation contribution (based on employee contributing 5% of their salary) and leave loading (additional 17.5% paid on 4 weeks recreation leave).
<b>Salary Packaging</b>	<p>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.</p> <p>Some areas of Queensland Health offer a number of benefits only available to not-for-profit organisations that work to help others and the community (public hospitals fringe benefits tax exception cap (formerly known as PBI status).</p>
<b>Income Protection Insurance</b>	Income protection is an insurance benefit that is provided to permanent and temporary employees who are making standard contributions and are temporarily unable to work in their current job due to illness or injury, and are on sick leave without pay.

<b>Superannuation</b>	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.
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## Base terms and conditions

Base terms and conditions include:

<b>Annual leave</b>	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/shiftwork).
<b>Long Service Leave</b>	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).
<b>Sick leave</b>	10 days sick leave per year which accrue with each year of service.
<b>Paid parental leave</b>	Includes maternity, spousal, pre-natal, pre-adoption and adoption leave. 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 maternity leave and spousal leave (one week or 2 weeks at half pay).
<b>Other leave options</b>	Carer's leave, bereavement leave, special leave and cultural leave, domestic and family violence leave.
<b>Allowances</b>	Shift and all call allowances.

For specific terms and conditions visit [health.qld.gov.au/employment/conditions/default.asp](http://health.qld.gov.au/employment/conditions/default.asp)

## How do I apply?

All applications should be made online by going to SmartJobs website: <https://smartjobs.qld.gov.au> .

Applying online also allows you to:

- track the progress of your application
- update your personal details if they change after you have submitted your application; and
- withdraw your application if you wish.

Please ensure you submit your application by midnight of the closing date. Late applications cannot be lodged online. Acceptance of a late application is at the discretion of the selection panel and may only be considered upon approval from the nominated contact officer. Late applications must include a completed 'Application Form'.

## What do I include in my application?

The application process can vary depending on the role. Ensure you carefully read the role description as it will detail what is required to apply for a job.

The online application process will require you to input information and attach supporting documentation as follows:

- Personal details (mandatory)
- Australian work status (mandatory)
- Resumé (mandatory)
- Written statement or cover letter (mandatory, if requested)
- Referees (optional, at the application stage)
- Other information (optional, you will be asked to provide EEO information)

**Note:** please ensure you only attach the supporting documentation that is specified in the role description. **Do not attach photographs or other large graphics.** The file size for an online application **should not exceed 1MB.**

Certain roles within in CHQ HHS will have mandatory qualifications and professional registration that are outlined in the position description.

**You are not required to provide evidence of qualifications or registration when you submit your application.** Documentary evidence will be required if you are the successful applicant and form part of the pre-employment checking process.

If you have completed your qualification overseas, you may need to have this assessed to determine an equivalent Australian qualification. For further information contact the [Overseas Qualification Recognition Unit](#).

## Referees

You will be required to nominate names of at least two referees. Where possible, at least one of your referees should be a person that can attest to your performance and conduct in the workplace (preferably your current supervisor). If



you have not had any recent work experience then you can provide another relevant referee, for example, if you have undertaken any volunteer work. If you have not been in the workforce, you will not be disadvantaged because you do not have a current or recent past supervisor.

The selection panel will not contact any referees without your consent.

## The selection process

Applications are assessed on merit (how your skills, experience, qualifications, knowledge, abilities and personal qualities will meet the requirements of the job, compared to other applicants) in a way that is:

- fair and free from bias
- consistent with the principles of employment equity and anti-discrimination
- systematic and appropriate for the role
- An applicant's previous employment and the extent to which they have the potential for development are also considered relevant.

A selection panel consisting of two or more people will conduct the selection process which can include:

### Shortlisting

The selection panel will review the information provided in the application process such as your resume and written statement. Applicants who best meet the requirements of the role are shortlisted for further assessment. If you are shortlisted, the selection panel will contact you to organise a time to undertake further assessment.

### Interview and/or other selection methods

Following the shortlisting process, the selection panel can use different techniques to further assess your suitability for a role against other applicants. Assessment methods used by Queensland Health can vary depending on the role but can consist of the following:

- interview (including telephone interview if relevant)
- work samples
- work based demonstrations or presentations
- referee reports
- psychometric testing
- or other relevant selection technique

Interview questions and other assessment methods may therefore provide you with the opportunity to:

- outline how your experience is relevant to the role
- discuss how you meet the skill requirements as outlined in the position description, including your technical knowledge
- indicate how you would respond to a scenario or situation that may arise if you were working in the role

## Referee check

Referee checking is a mandatory requirement for all Queensland Health recruitment processes to verify information gathered. Referee checking also seeks information on whether an applicant currently or previously employed in the Queensland Public Service has been subject to any disciplinary action.

Referee checks may be undertaken at any time during the selection process at the discretion of the selection panel. However, the selection panel will generally conduct a referee check on the most suitable applicant/s. Your referees will be asked to comment on your work performance or verify any claims made by you in your application or at interview.

## Offer

If you are the successful applicant, the selection panel will contact you to advise that you have been successful in the selection process, subject to meeting pre-employment checks.

## Notification

All applicants are advised in writing of the outcome of their application once the selection process is finalised.

## Post-selection feedback

Feedback on the selection process is available from the chair person or nominated panel member of the selection panel. Seeking feedback will enable you to identify areas which may require further development or experience to improve your success in the future. You should wait until advised in writing of the outcome of your application.

## Pre-employment checks

It is a condition of employment at CHQ HHS that pre-employment checks are carried out on applicants recommended for appointment/employment. Pre-employment checks include confirming your qualifications, professional registration/s, previous employment history (including any previous disciplinary action), criminal history, Australian work status and vaccination requirements.

If information is received that varies from what has been provided, you will be given an opportunity to respond. Any statement in your application that is found to be deliberately misleading will result in disqualification from further consideration. If you are already employed in the Queensland Public Service, it may be grounds for disciplinary action.

Once pre-employment checks are cleared your appointment is confirmed and will be printed in the Queensland Government Gazette.

The following pre-employment checks may apply to you:

<b>Early Retirement, Redundancy or retrenchment</b>	If it is established that you have received an early retirement, redundancy or retrenchment package issued by a Queensland Government agency and are currently within the benefits period, you will be required to repay some of the funds. The Department of Health will initiate benefits recovery action.
<b>Visa or Citizenship</b>	To be eligible for appointment you must satisfy visa requirements.
<b>Criminal History</b>	Criminal history checks are conducted for permanent appointments, temporary or casual appointments expected to continue for longer than one month. If information is received that may exclude you from further consideration you will be given an opportunity to respond and your response will be taken into account in the evaluation process.

<b>Working with Children Check (Blue Card)</b>	Roles providing health, counselling and support services mainly to children will require a Blue Card.
<b>Mandatory qualifications / professional registration</b>	Mandatory qualifications are required for clinical roles such as medical, nursing and Allied Health staff. The position description will stipulate what these are. You must provide documentary evidence of compliance if you are the successful candidate.
<b>Disclosing previous serious disciplinary action<sup>1</sup></b>	You must disclose any previous serious disciplinary action taken against you in the Queensland Public Service. Any relevant disclosures are then considered as part of the suitability for employment.
<b>Vaccine Preventable Diseases and COVID-19 vaccination</b>	<p>All employees must have had their first 2 doses of the COVID-19 vaccination. You must provide proof of vaccination before employment commences.</p> <p>Employees who have direct contact with patients or who in the course of their work may be exposed to blood/body fluids or contaminated sharps are required to be immunised against:</p> <ul style="list-style-type: none"> <li>○ measles</li> <li>○ mumps</li> <li>○ rubella</li> <li>○ varicella (chicken pox)</li> <li>○ pertussis (whooping cough)</li> <li>○ hepatitis B.</li> </ul> <p>You must provide proof of vaccination before employment commences.</p>

### Recognition of previous employment

You may be eligible to have your previous employment and/or experience recognized for leave entitlements and/or salary increment purposes. The chair of the selection panel can provide you with further information.

### Relocation and appointment expenses

Assistance with appointment and relocation may be available for some roles. The chair of the selection panel can advise you if assistance may be provided for the advertised role.

## Commencing employment

<b>Probation</b>	A minimum probation period appropriate to the appointment (between 3 months to 6 months) may apply for permanent appointments.
<b>Lobbyist</b>	All newly appointed applicants who have been employed as a lobbyist in the previous 2 years are required to provide a disclosure to the Director-General within one (1) month of taking up the appointment in accordance with the Disclosure of Previous Employment as a Lobbyist Policy.

**Report child abuse and neglect**

All relevant health professionals (including registered nurses and medical officers) 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 obligation and a duty of care to immediately report such concerns to Child Safety Services, Department of Communities.

## Future vacancies

Some position descriptions may state that applications will remain current for twelve (12) months. This means you may be considered for other vacancies as they arise within that 12-month period.

Vacancies may include an alternative employment basis (temporary, full time, part time) or alternative location. Alternatively, you can also submit an online expression of interest for any future vacancies in medical, nursing, Allied Health and dentistry roles. Visit the Queensland Health Work For Us website at [health.qld.gov.au/workforus](http://health.qld.gov.au/workforus) for further information or to submit an expression of interest.

## Contact us

Our recruitment team is happy to help if you have any questions:

**Medical jobs**

t: +61 7 3068 5301

e: [CHQ\\_MWES@health.qld.gov.au](mailto:CHQ_MWES@health.qld.gov.au)

**Nursing jobs**

t: +61 7 3068 3397

e: [CHQ\\_NursingJobs@health.qld.gov.au](mailto:CHQ_NursingJobs@health.qld.gov.au)

**Other jobs and general information**

t: +61 7 3069 7051

e: [CHQ-Recruitment@health.qld.gov.au](mailto:CHQ-Recruitment@health.qld.gov.au)