

# Applicant guide

## Department of Energy and Public Works

Thank you for your interest in working with the Department of Energy and Public Works (EPW). We trust that you have read and familiarised yourself with the Role description and understand the responsibilities associated with the role and what we are looking for.

This guide will give you a better understanding of the Department and our recruitment and selection processes.

### Working for EPW

At EPW, we work together to benefit all Queenslanders now and in the future by optimising sustainability, economic growth, safety and fairness in Queensland's energy and building sectors and through procurement that prospers Queensland businesses.

We lead efforts to help the community and government to make the best use of our energy resources including integration of renewable hydrogen production, deliver a safer, fairer, and sustainable building and construction industry, support Government asset management and provide procurement services that support jobs and regional economies.

Learn more about what we do by visiting our [website](#).

### Healthy, safe and inclusive workplace

As an organisation, we are committed to providing a healthy and safe place of work for all employees.

To us, a healthy and safe workplace is not only one that is free from injury but a positive work environment, in which work-life balance, early conflict resolution and reasonable workload are supported and encouraged.

We promote a respectful workplace culture that is free from all forms of harassment, workplace bullying, discrimination and violence.

We are committed to building a culture in the Queensland public sector that respects and promotes [human rights](#) and [diversity](#).

We are an equal employment opportunity employer and committed to supporting a diverse and inclusive workplace where:

- individual differences are respected
- diverse skills, knowledge, unique contributions are valued and utilised; and
- opportunities are available for all.

We are also a White Ribbon Accredited Workplace and a gold member with the Australian Network on Disability – a network of organisations across Australia who are committed to advancing the inclusion of people with disability in all aspects of business.

### Leave entitlements\*

Permanent and temporary employees may have access to a range of leave entitlements including:

- Recreational leave
- Parental leave
- Sick leave
- Special leave
- Long Service leave
- Carer's leave

### Flexible work arrangements\*

To help employees balance work and life responsibilities, the department offers flexible work arrangements. Our flexible working options include, but are not limited to part-time work, flexible start and finish times, purchased leave and telecommuting. All current employees have the right to request and discuss flexible work arrangements.

*\*Not all employment benefits are available to casual employees and requests for leave/flexible work arrangements are considered based on operational needs of the area that the role is in.*

### Superannuation

Queensland Government employees can choose their superannuation fund.

[QSuper](#) is the current default superannuation fund used by Queensland Government employees.



For new Queensland Government employees, if you do not choose a superannuation fund, your superannuation contributions will be paid into a QSuper Accumulation Account.

If you wish to join another fund or already have a superannuation fund when you join the Queensland Government, you must complete the superannuation choice of fund form which will be available from our payroll provider.

## Salary packaging

You may be entitled to salary package (also known as salary sacrifice), which allows you to pay for certain expenses with money from your salary before tax is taken out.

Options for expenses you can salary package may include your superannuation, work-related laptops and mobile devices, a car via novated lease and bus travel to and from work.

Your personal circumstances will determine whether salary packaging will be beneficial to you. It is strongly recommended that you obtain independent financial advice prior to entering into a salary packaging agreement.

## What you need to know before you apply

EPW encourages you to apply for roles that are relevant to your experience, skills, qualifications and interests. Simply call the contact person listed on the Role description if you need more information.

## Eligibility

To be eligible for permanent appointment to the Queensland public service, applicants must provide proof of Australian citizenship, permanent residency or permission under Commonwealth law to work in Australia.

To be eligible for temporary appointment, applicants must provide proof that they can legally work in Australia.

## Pre-employment checks

Pre-employment checks will occur prior to any offer of employment being made.

Checks may include:

- **Referee check**

At least one referee check will be sought by the panel and this can be done at any stage of the recruitment and selection process.

Your referee will be asked to provide information that is relevant for the panel to make an informed suitability assessment of your application. This can include information about your job performance, behaviours, disciplinary action and attendance.

In most cases, the most appropriate referees are your present supervisor or your immediate past supervisor. If you are a current or previous Queensland Government public sector employee, you should nominate a referee who can report on your public service employment.

Where adverse comments are made by a referee which may have potential to affect the selection outcome, you will be given the opportunity to respond.

Comments made by referees will be documented by the selection panel. It is in your interests to discuss your application with prospective referees and ensure they have a clear understanding of the role so that they can make an informed contribution to the selection process.

- **Serious discipline history declaration**

In accordance with the *Public Service Act 2008*, applicants who are recommended for appointment within EPW, who have had prior employment in the Queensland public sector, will be required to disclose previous serious disciplinary action taken against them.

Serious disciplinary action means disciplinary action taken against you, under a public sector disciplinary law, involving:

- termination of your employment
- a reduction in your classification level or rank
- transfer or redeployment to other employment
- a reduction in your remuneration level
- a disciplinary declaration stating that your employment would have been terminated or your classification or rank reduced had your employment not otherwise ended.

Any relevant disclosures will be considered as part of determining the recommended applicant's suitability for appointment. Failure to provide this information, or the provision of false or misleading information may mean that you are not considered further for the role.

- **Criminal history check**

Criminal history screening may be undertaken on the recommended applicant/s. A criminal conviction or charge may not exclude an applicant from consideration for appointment.

- **Working with children check (blue card)**

A blue card will be required where an employee carries out regulated employment under the *Working with Children (Risk Management and Screening) Act 2000*.

- **Proof of eligibility for appointment to the Queensland public sector**

- **Proof that mandatory requirements have been met**

## Pay rates

Appointments will be at the minimum pay point of the relevant classification level. The selection panel may recommend a relevant pay point and approval will be based on your knowledge, skills and experience or as otherwise provided in an industrial instrument.

## Applying for the role

The requirements for your application are in the "How to apply" section of the Role description.

The 'STAR' method is a helpful format to use when thinking of examples that demonstrate your experience:

**Situation:** what was the situation that you were in?

**Task:** what was the task or project that you were responsible for?

**Action:** what did you do and how did you do it?

**Results:** what was the result/outcome of your actions?

### Example:

*I have substantial experience in project work in my present position and in my previous role with ABC Consulting. In this previous role the accurate maintenance of the project database was paramount. I devised and implemented a system that flagged blockages and delays on a daily basis. As a result, I was the recipient of several customer recommendations for ensuring that milestones were delivered on time.*

Resources such as [how to write a resume and cover letter](#) and [tips for job interviews](#) may also assist when applying for a role.

## Submitting your application

Applying online through the Smart jobs and careers website [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) is the preferred means to submit an application. To do this, access the 'apply online' facility on the Smart jobs and careers website. You will need to create a 'My SmartJob' account before submitting your online application.

By applying online, you can track your application through the process, maintain your personal details through registration and withdraw your application if required.

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 Role description. If you do not have internet access and are unable to submit your application online please contact the Queensland Shared Services (QSS) Customer Support Team on 1300 146 370, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.

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. You will need to seek approval from the selection panel for a late application.

All calls relating to the role details or status of your application once the job has closed should be directed to the contact officer on the Role description.

Hand delivered applications will **not** be accepted.

## The recruitment and selection process

All applicants are encouraged to advise the selection panel of any additional support or reasonable adjustments required during the recruitment process to ensure they can demonstrate their ability to meet the inherent requirements of the role.

For example, qualified interpreting services can be provided for applicants who are hearing impaired.

The selection process will usually start with short-listing, where the selection panel assess the information provided in the applications and select applicants to proceed to the next phase of assessment.

Selection techniques **may** include one or more of the following:

### Interview

There are typically four types of interview questions that may be asked:

**Behavioural:** “Can you give an example of a time when you were working under pressure to meet a deadline?”

**Situation/Scenario:** “You are working on a project that is likely to run significantly over budget, what will you do and what factors will influence your decision?”

**Job knowledge:** “What are the finance regulations required for the approval of large purchases?”

**Background:** “Your resume refers to experience as a client service manager. Can you please tell us more about that role?”

Focus on your experiences/skills/education and answer the question(s) asked to demonstrate your strengths and attributes relevant to the role you applied for. Concentrate on the job and your ability to do it.

Remember, an interview is a two-way conversation. Ask questions, confirm your understanding of the role or the organisation. The interview is also your opportunity to decide if the role is a good fit for you.

## Work test

Work tests require you to perform tasks that are similar to those that are performed in the role you have applied for. For example, if you have applied for the role as Executive Officer, you may be asked to prepare a briefing note or manage the diary of an executive.

## Psychometric test

There are two main types of psychometric tests – ability tests (E.g.: numerical reasoning, problem solving, comprehension/grammar) and personality tests (E.g.: resilience, decision-making, conflict management, negotiation).

If you are asked to complete a psychometric test as part of the selection process, data collected from psychometric testing will be combined with other selection sources to form a holistic merit decision.

## Work Assessment centre

Assessment centres are commonly used in bulk recruitment or for specialised roles. Similar to psychometric tests, the work assessment centre forms part of the selection process and allows the selection panel to observe your performance against the key capabilities of the role. Activities may include group exercises, job knowledge tests, role plays or work sample tests.

## Post selection

Following the outcome of pre-employment checks, the selection panel will recommend the most meritorious applicant to the relevant approving officer. Once the recommendation is approved, the selection panel will offer the role to the successful applicant. When offered the role, you should discuss specifics such as pay, appointment expenses, hours of work, commencement date etc prior to accepting the offer.

The details of your appointment will be confirmed in writing with your official appointment letter.

Unsuccessful applicants will be advised of the selection outcome. Post-selection feedback is also available to all applicants upon request. If you are unsuccessful at any stage of the process you can request feedback from the selection panel.

## Reasonable adjustment

EPW has a reasonable adjustment policy. At any stage throughout the recruitment process or if you are the successful applicant, we will work with you to ensure reasonable adjustments are made in the workplace to enable you to work safely and productively.

## Probation

On employment, you may be subject to a probationary period in accordance with the *Public Service Act 2008* and/or the *Industrial Relations Act 2016*.

The probationary period is generally the first three months of employment.

The purpose of a probationary period is to provide the employer with an opportunity to monitor and evaluate the newly appointed employee's suitability and capacity to perform the requirements of their role during their initial period of employment.

A structured review will occur before the end of the probationary period to:

- confirm the appointment, or
- extend the probationary period for a further period, or
- terminate the employment

## Employment as a lobbyist

Newly appointed public service employees must disclose, within one month of starting duty, whether they have been employed as a lobbyist in the previous two years.

## Conflicts of interest

A conflict of interest means a personal interest of a person that conflicts, or may conflict, or appears to conflict, with the discharge of the person's work duties, responsibilities and/or activities.

Anyone working for or with EPW must:

- disclose any conflicts of interest; and
- ensure that any conflicts of interest are resolved in the public interest.