**Environmental Services and Regulation**

**Environmental Officer (PO2) Continuous Applicant Pool**

**Applicant Package Information**

Our Department

The Department of Environment, Science and Innovation (DESI) recognises the enormous value a clean environment, innovative society and economy, and a diverse and inclusive culture makes to Queenslanders’ lives. As a diverse organisation, the department brings together environment, heritage protection, national parks, science, and innovation to help achieve government objectives for a better Queensland.

We value and are committed to:

* Building inclusive cultures in the Queensland public sector that respect and promote [human rights](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.forgov.qld.gov.au_humanrights&d=DwMFAg&c=tpTxelpKGw9ZbZ5Dlo0lybSxHDHIiYjksG4icXfalgk&r=W4Gweh5POIqUFNTEU92Jny_3m0ZH7_MyCNsZ6WbxI2w&m=DP2ZLFkNwNjdifpUVipAQaVEBuedVVc4i5VxMuP_IJE&s=n8IaVLsBmceOUzhioUYLOvzCEJhlCoAknsTUtJUryPc&e=) and [diversity](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.forgov.qld.gov.au_inclusion-2Dand-2Ddiversity-2Dcommitment&d=DwMFAg&c=tpTxelpKGw9ZbZ5Dlo0lybSxHDHIiYjksG4icXfalgk&r=W4Gweh5POIqUFNTEU92Jny_3m0ZH7_MyCNsZ6WbxI2w&m=DP2ZLFkNwNjdifpUVipAQaVEBuedVVc4i5VxMuP_IJE&s=koW3J_GJiZzzdkvt7CTYJukNsnFmkSdIgcEJAKnkghA&e=).
* Strengthening our culture which values results, professional growth, workforce diversity and a healthy balance between work and life commitments.
* Encouraging and supporting employees as individuals in an inclusive environment by embracing our differences and applying diverse and inclusive thinking to our business.
* The values of the Queensland Public Sector: customers first; ideas into action; unleash potential; be courageous; and empower people.

The department is proud to be an accredited White Ribbon Workplace. Domestic and family violence has no place in homes, communities or workplaces and we are committed to preventing violence and supporting employees affected by domestic and family violence.

At DESI we recognise, respect and value First Nations people and cultures.  We are progressing self-determination by recognising the rights and interests of First Nations people. We are investing in a culturally connected and agile organisation, with the skills and experience we need to support better outcomes for First Nations people. We are taking action in fundamental areas like employment and procurement, and by building strong and sustainable partnerships with First Nations organisations and communities. We are focused on working with First Nations people to improve service design and delivery, knowing that this will deliver better outcomes for all of Queensland.

More information on the department’s functions, focus and the type of organisation we are, can be found on our [website](https://www.des.qld.gov.au/our-department/employment).

# About Environmental Services and Regulation (ESR)

The Environmental Services and Regulation (ESR) Division of DESI provides targeted, consistent, and transparent regulation that facilitates sustainable development in Queensland. Regulation activities are aligned with environmental outcomes without placing unnecessary burden on industry or the community. ESR proactively manages and monitors environmental risks through a modern and innovative regulatory framework that includes assessment, compliance, investigation, and enforcement programs. ESR also provides extensive frontline services both centrally and regionally.

ESR is dedicated to safeguarding the State’s environmental values and reducing any impacts to values from environmental harm.

To enable the timely delivery of environmental approvals and strong industry compliance, ESR:

* Implements and reviews legislation and policy.
* Sets regulatory standards and compliance frameworks.
* Educates and raises awareness of impacts, obligations, and regulatory approaches.
* Promotes timely delivery and environmental rigour to project assessments and approvals.
* Delivers a proportionate, consistent, and transparent compliance and enforcement framework that responds to issues arising and proactively deals with the greatest threats to our environment.
* Works collaboratively with government, industry, and community groups, to monitor compliance, improve performance and reduce environmental risk.
* Maintains an investigation and litigation capability to respond to and deter serious breaches, as well as respond to appeals against statutory department decisions.

# Benefits and Conditions

Employees of the department enjoy a range of benefits, excellent working conditions, and flexible working arrangements that give them the opportunity to manage their career to suit their lifestyle.

These include but not limited to:

* A 36.25 hour week (a 38 hour week applies to some specific roles).
* Generous leave entitlements— four (4) or five (5) weeks paid annual leave depending on location.
* Reasonable adjustment for people with disabilities.
* An environment that supports family commitments, including 14 weeks paid maternity leave.
* Option to purchase additional leave.
* Competitive salaries and generous superannuation entitlements.
* Locality allowance for those who work in particular regional locations.
* Incentives for roles in regional areas in Queensland.
* Potential recognition of prior service (long service and sick leave entitlements) from previous government or educational institutions.
* Annual salary increases based on performance until the top of the salary range is reached.
* Opportunities for training and professional development.
* A safe and healthy workplace.
* The opportunity for salary packaging.
* Relocation assistance (conditions apply).

# What we are looking for

Recruitment and who gets selected for a role within ESR, is governed by the *Public Sector Act 2022* (the Act). Appointments to the public service are based on finding the eligible person best suited to the role. To do this, the panel will consider:

**Are you eligible to do the work?**

Do you have the right to work in Australia and do you have the required licences and qualifications?

**Can you perform the role?**

Do you have the skills, abilities, personal qualities, qualifications, knowledge, experience, and aptitude, relevant to doing the role.

Importantly, they will look to understand how you are able to contribute to diversity and inclusion in ESR.

**The panel may also consider**:

* How you carried out previous employment.
* The potential you have to make future contributions.
* How the decision could contribute to equity objective strategies and targets.

To make these decisions they look at the context of the role and the make-up of the team, unit, and division, and make a decision about considering the ‘whole person contribution’ that the applicant can make.

In line with the Act, the sector is focussed on increasing the representation of four (4) minority groups:

* Aboriginal and/or Torres Strait Island peoples.
* People with a disability.
* Women.
* Cultural and linguistically diverse people (CALD).

Diversity is much broader than these four (4) groups, and includes a wide range of thinking, being and doing characteristics. Our objective is to enhance capability across the sector by enriching diversity.

The panel may look to increase representation of any of these four (4) groups, or where the team may already have an adequate representation of these groups, the panel make look to increase diversity in other aspects of thinking, being or doing, to create diversity within the team.

Panels must now consider an applicant’s overall value, to select the eligible person best suited (in the context of the vacancy in that team, at that point in time). Not just their skills and experience, and not just their diversity contribution, but all of it together as the whole person contribution.

# What you need to know before you apply

If you are placed in the applicant pool, you may be offered an opportunity to participate in the next selection activity. However, depending on your profile, function, classification, and location preferences, it may be a while before you hear from us.

By submitting an application, you will not automatically be considered for other advertised vacancies across ESR. If you wish to apply for other roles or continuous applicant pool for our Senior Environmental Officer (PO3) in our division, you will need to submit an application via Smart Jobs and follow the process outlined in that vacancy.

## Pre-employment checks

You may be required to undergo a variety of pre-employment checks including, but not limited to disciplinary and/or criminal history checks.

## Work Status

To be eligible for employment in this position, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. If you are not an Australian citizen you will need to provide evidence of your residency status or visa, with your right to work (including any conditions / restrictions) prior to engagement. You are required to notify the department if your right to work in Australia ceases.

## Referee checks

Your referee can be asked for information that may be relevant in making a suitability assessment including information about your job performance, behaviours, disciplinary history, and attendance. Where adverse comments are made by a referee which may have potential to affect the outcome you will be given an opportunity to respond. If contacting a referee may cause you problems, please advise.

## Probation

For appointments to government position, a successful applicant who is not already a permanent employee with the Queensland Public Service, will initially be subject to a minimum probation period of three (3) months before the appointment is confirmed. However, a longer period of probation can be implemented provided it is reasonable and if the employee and manager agree in writing prior to the employee commencing.

## Qualifications

To be eligible for employment in this position, you must hold a university degree (undergraduate and/or postgraduate including graduate certificate and graduate diploma) from a recognised tertiary institution in one of the following disciplines: environmental management; chemical, forensic, physical, geological, hydrological, environmental, applied or biological sciences, or environmental engineering. Other closely related disciplines may be considered.

You will need to provide a copy of your qualifications, with originals sighted prior to engagement or [My eQuals](https://www.myequals.edu.au/education-providers-list) link. Please contact [esrhr@des.qld.gov.au](mailto:esrhr@des.qld.gov.au) if you have queries regarding equivalency.

If your qualification is from an overseas institution, you are responsible for obtaining official recognition (see <https://desbt.qld.gov.au/training/training-careers/osqrecognition>). You will be required to provide this prior to engagement.

## Licenses

It is a mandatory requirement for Environmental Officers to hold an unrestricted manual driver’s license or be prepared to obtain a manual license if they do not. Officers are required to drive government vehicles, including four-wheel drives as a part of their day-to-day and field work.

## Appointment expenses

If you are required to relocate your place of residence to accept an appointment you may be eligible for reimbursement for certain expenses in accordance with legislation, policy, and established practice. You should discuss appointment expenses with the Panel Chair if you are invited for further assessment.

# Applying for the vacancy

**Read the position description carefully.** The position description provides you with the information about the job and the skills, experience and qualifications that are required for the role. It will help you decide if the role is right for you.

## Preparing your application

Review the position description, in particular the ‘look fors’ and ‘how to apply’ section. Make sure you follow the **requirements** of the ‘how to apply’ section. This means keeping to the page limit and including the information that has been asked for.

**Make it easy for the panel to see you in the role.** Your resume and written response are your opportunity to pitch for the role and demonstrate why you are the best suited person. Try to show how your experience directly relates to the role that you are applying for. Don’t put every task that you did for each role but keep it a summary of the most important or relevant responsibilities and the value that you would bring. This doesn’t mean you have to spend hours and hours personalising your resume. Focus on your experience as it relates to the ‘look fors’.

**Show the panel what you would bring.** Equity, diversity, respect, and inclusion are important to ESR and DESI. You will see that we speak to this, our commitment to First Nations peoples employment and all diversity in our position descriptions. This is because we want to be as diverse as the community we serve.

We want to know about how you will contribute to workplace equity and diversity. Being the successful applicant for ESR requires more than simply demonstrating that you have the most skills, qualifications, and experience (against the ‘look fors’ stated in the position description).

Your application and the recruitment process are your opportunity to share what you could bring to the role to support diversity and build a culture of innovation, respect, and inclusion, in the context of the role. You should continue to share what you could bring through your resume, cover letter and any selection processes such as interviews.

**For priority consideration vacancies**,you will need to provide written assertion that you are eligible to apply.

**For general vacancies**, you may choose to share specific information about how you contribute to diversity ad inclusion within ESR. For example, you are neurodiverse, from culturally and linguistically diverse background, or you may share how you are able to contribute without possessing an attribute, through diversity of experiences and knowledge (e.g., experience of inclusivity practices). The panel doesn’t need to know the all the details and are interested in the diverse perspectives and lived experiences you can contribute.

All applicants should highlight their personal commitment to, or experience in contributing to a safe, respectful, and inclusive workplace, or share any experience they have in working with or supporting diversity target groups or other minority groups.

**All processes are different.**

Long and complicated selection criteria are becoming less common; however, each panel decides the type of process they will run to find the eligible person best suited to the role they are trying to fill.

Some are more comfortable running a more traditional process, others are trying a more contemporary ways to find and assess applicants. Whatever the method, the panel should make it clear on the format of any assessment or selection process as you progress through.

How modern or traditional an approach is will help to guide you on the types of responses the panel might be looking for, the style and process of the selection, and even potentially how they team operates more generally. You should think about the style you are using in your responses. You should still be professional; however, use language that is concise, easy to understand and talks to the value you could bring to the role.

## Tips for writing your application

You must explain why you are the best suited person for the role, which includes why you are interested in the role and what strengths you will bring to the relevant “what we are looking for” attributes.

Your response should be concise and fully describe how you consider yourself best suited against each of the “What we are looking for” attributes. Wherever possible give examples – do not simply state that you meet them. The wording of the attributes indicates the required level of knowledge and skills needed for the position. The department values equity and diversity so please include information that will help us understand how you could contribute to our workforce diversity.

Read each requirement for the role very carefully and determine what each one is asking and ensure that you address all components of each requirement.

In answering each requirement and providing an example you may wish to adopt the STAR approach:

**S**ituation – outline the situation/environment.

**T**ask – identify the task or project.

**A**ction – clearly identity what action you took and your role.

**R**esult – what was the outcome from your action.

# How **to** write a resume and cover letter

Resumes Before you begin writing your resume, think about your work history and note your achievements and skills. The layout of your resume should be neat, simple, and easy to read. Aim for two (2) – six (6) pages, depending on how long you have been in the workforce. Employers often have to read multiple job applications so use headings and dot points to make your resume easy to read.

Employers will be looking for your:

* Contact details.
* Career strengths.
* Employment history.
* Education.
* Training achievements.
* Assertion of your ability to meet the eligibility requirements for the role.
* Referees.

Read more about [how to write an effective resume](https://myfuture.edu.au/career-articles/details/how-to-write-an-effective-entry-level-resume).

## Additional resources to help you land a job with ESR

* [Finding and applying for Queensland Government Jobs](https://www.qld.gov.au/jobs/finding)
* [Tips for job interviews](https://www.qld.gov.au/jobs/finding/interviews)
* [Indeed Career Guide](https://au.indeed.com/career-advice)
* [Job hunting - Seek](https://www.seek.com.au/career-advice/job-hunting)
* [Job interview tips - Seek](https://www.seek.com.au/career-advice/article/job-interview-tips)