

# Applicant information package

## Information about the recruitment and selection process for the Department of Justice and Attorney General

### What does the department do?

Our vision is that Queensland is fair, safe and inclusive. Our people thrive on delivering services that make a real difference in the lives of Queenslanders.

We are a diverse department of 4000 people working throughout the state. Our people provide direct services in courts around Queensland. We have employees who inspect licensed premises and casinos. We employ corporate employees behind the scenes in finance, information and communication technology, human resources and facilities roles.

We support vulnerable Queenslanders who have been victims of crime, or who have impaired ability to make important decisions about their health and finances. We are proudly working towards ending domestic, family and sexual violence in our communities.

We provide professional, high-quality policy and legal services to the Queensland Government.

#### Purpose

Through enabling a fair and just society we make a positive difference to the lives of Queenslanders through the important and challenging work we do.

### What we have to offer

#### The work

The services we provide make a meaningful and positive difference to the lives of many Queenslanders. Our work is far reaching, profound and rewarding.

#### Professional development

Build a professional and fulfilling career with us through:

- in-house training

- our mentoring program
- podcasts and a professional law library.

You may also build additional skills and develop your career through secondments to other areas of the department, or other Queensland Government entities, with the security of knowing you can return to your current role.

#### Careers

We offer extraordinary opportunities to undertake unique work and support our employees to constantly develop and grow in a wide range of careers.

#### Working conditions

Our working conditions support a contemporary view of work-life balance:

- a 36.25-hour working week for public service officers (7.25 working hours per day)
- flexible working arrangements may be considered in the context of role requirements
- flexible working hours, including accrued time, may be available depending on employment conditions
- up to 12.75% employer-funded superannuation
- job security working for Queensland Government
- salary packaging, for example, novated lease cars for permanent employees
- generous parental leave and access to special leave provision for carers, emergencies, disasters and critical incidents
- long service leave after 7 years
- potential recognition of previous service (long service and sick leave entitlements) from recent employment at other government or educational institutions
- 10 days paid domestic and family violence leave and unpaid domestic and family violence leave.



For most roles, the pay and conditions of employment are set out in the [Public Sector Act 2022](#), [Queensland Public Service Officer and Others Employees Awards – 2015](#) and [State Government Entities Certified Agreement 2023](#).

Specific employment conditions apply to senior officer and senior executive officer roles detailed in relevant employment directives.

### Contributing to our culture

We look for people who are committed to a fair and just society – those who want to support safe, healthy and productive workplaces and communities. We want people who respect Aboriginal peoples and Torres Strait Islander peoples and acknowledge their culture and history. We want people who welcome and embrace equity, diversity and inclusion, and appreciate cultural diversity. We want people who are professional, open, honest and friendly.

We mandate a workplace free of bullying, harassment, discrimination and violence. We treat each other with integrity and respect and work with trust and collaboration.

### People

We enjoy working with great people in a diverse workforce, where we provide true work-life balance, competitive benefits and recognise our staff for their contribution.

### Diversity, equity, respect and inclusion – let us know how to support you

We have working groups and networks fostering diversity, equity and inclusion across the department including Just Pride, Just Ability, First Nations and Women's networks. If you would like to be put in contact with any of the groups/ networks to discuss your personal requirements, please email [capabilityandculture@justice.qld.gov.au](mailto:capabilityandculture@justice.qld.gov.au). Don't forget to include which network you would like to contact you.

### Reframing the relationship with Aboriginal people and Torres Strait Islander people

We recognise and honour Aboriginal peoples and Torres Strait Islander peoples as the first peoples of Queensland and recognise the importance of their right to self-determination. We support the aims, aspirations and employment needs of Aboriginal peoples and Torres Strait Islander peoples and the need for their greater involvement in the public sector.

### Union encouragement

We recognise your right to join a union. Although union membership remains at your discretion, we encourage membership.

Under your industrial arrangements we provide your name, the name of your workplace and your workplace location to the relevant union for the purpose of providing the union with the opportunity to discuss with you the benefits of union membership.

For all employees (other than cleaner) the relevant union is Together Queensland, Industrial Union of Employees (TQ) and for cleaners, the relevant union is United Workers Union, Industrial Union of Employees, Queensland (UWUQ).

### Are you eligible to apply?

To be employed in the Queensland Public Sector you will need to demonstrate that you are either:

- an Australian citizen, or
- a person who resides in Australia and has the legal right to work in Australia.

If you are not an Australian citizen, you will need to provide proof you can legally work in Australia. If your permission to work ceases, you must inform your manager immediately.

### Is this the role for you?

Read the role description to learn about the key responsibilities and technical skills, abilities and cultural capability of the role, and any mandatory requirements or job-specific working conditions.

If you would like further information or have any questions about the role, reach out to the contact person named on the role description. It is a good idea to gain more insight into the role before applying. Make sure you have your questions ready before calling to ensure you gather all the information you need. Due to the nature of our work, employees within the department may be directly or indirectly exposed to confronting circumstances that may result in vicarious trauma. Please check the role description to see if you may be directly exposed to potentially traumatic material, offending behaviours, criminal activities or other explicit, offensive or distressing situations.

We have a range of strategies, such as our Employee Assistance Program, to help manage the risk of vicarious trauma and support employees who are impacted. However, use of individual coping strategies is also an important factor.

### Difficulty applying

If you experience difficulty accessing the Smart jobs website, please call 13 74 68 for assistance.

If you do not have internet access, please call Queensland Shared Services on 1300 146 370 to



make alternative arrangements for submitting your application.

## Recruitment, selection and post-interview screening processes

Recruitment and selection processes are:

- aimed at finding the person best suited to the role
- fair and transparent
- reflect equity, diversity, respect and inclusion obligations.

### Shortlisting and selection

The panel will assess your eligibility and suitability for this role by looking at:

- whether you are allowed to perform the role, for example, citizenship or residency, mandatory qualifications or conditions, licences.
- your ability to perform the requirements of the role, for example, the extent to which you have abilities, aptitude, skills, qualifications, knowledge, experience, and person qualities relevant to carrying out the duties in question
- how you have carried out any previous employment
- your potential to make a future contribution to DJAG
- how your employment would achieve DJAG equity, diversity, respect and inclusion obligations.

### The interview

Panel interviews, usually consisting of three panel members, will be held in person or via Teams. If shortlisted, you will be contacted by phone or email to arrange a day and time for an interview. All candidates are encouraged to advise the panel of any additional support or reasonable adjustments (i.e. building access, wheelchair access, interpreting services etc.) required during the recruitment process in order to ensure they can demonstrate their ability to meet the requirements of the role. In preparation for the interview:

- Make sure you have a good understanding of the role and know what skills and experience you can bring to the role. Think about examples of past work or studies where you applied relevant skills and abilities. If there are parts of the role requiring capabilities outside your skillset, tell us how you would go about learning new skills to enable you to do the role. Just because you have not done it all before doesn't mean you will be unsuccessful.
- Bring a copy of your resume to the interview for your own reference along with any personal notes to assist you.

You may also be given a work task to complete as part of the selection process or be required to participate in other assessment processes depending on the role.

### Reference checks

You will be asked to nominate at least two recent referees. At least one referee must have thorough knowledge of your conduct and performance within the previous two years unless this is impractical. You will be notified before your referees are contacted.

Note: Reference checks may be conducted on all interviewed candidates to gather further information about their performance, abilities and teamwork.

### Verification checks

Verification of mandatory qualifications and conditions including professional memberships may also be requested.

### Suitability for employment

Please note suitability for employment is also known as probity, employment screening or pre-employment checks.

Legally, certain roles require suitability checks to assess the honesty, integrity and character of a person.

The role description will state any suitability checks that may be required to determine your suitability for employment.

### Serious disciplinary action check

If you have had previous employment in the Queensland public sector, prior to an offer of employment, you will need to complete a declaration advising us of any serious disciplinary action taken against you during your employment in the public sector. A form will be provided to you to complete. Having disciplinary action taken against you does not automatically exclude you from employment with us.

### Criminal history check

You may be required to provide written consent for a criminal history check prior to being offered employment. If you are concerned about undergoing a criminal history check, please contact us on (07) 3738 9096 or email [HR@justice.qld.gov.au](mailto:HR@justice.qld.gov.au) to discuss any concerns. A criminal record does not automatically exclude employment with us. Criminal history checks are conducted in the strictest confidence.

### Working with children check

If you are required to work with children and you don't have a blue card, you will need to apply for a working with children check. A form will be provided to you to complete. The [Blue Card Services](#) website tells you more information about this check.

### Personal history and suitability of a person check

If the role is in Liquor, Gaming and Fair Trading, you may be required to undertake a personal history and suitability of a person check prior to being offered employment. This check is an assessment to determine if you are of good repute, having regard to character, honesty and integrity. The [About Liquor, Gaming and Fair Trading Factsheet](#) tells you more about this check.

### Disclosure – Matters you need to tell us about

#### Have you worked as a lobbyist?

If shortlisted with us, you must disclose if you have been employed as a lobbyist within the previous two years. This disclosure must be made during the selection process to the panel chair and again to your manager within the first month of your employment.

#### As a previous Queensland public sector employee, have you accepted early retirement, retrenchment or a voluntary medical retirement payment?

If you have previously accepted an early retirement, retrenchment or voluntary medical retirement payment from the Queensland public sector, you must disclose this information in your application and again during your interview. There are circumstances where you may need to repay part or all of the benefit you received if you accept a role with us.

#### Do you have any pre-existing medical conditions?

During your interview, you should disclose any workplace adjustments you may require due to a pre-existing medical condition. Further medical advice may be sought in relation to reasonable adjustments required.

### Closure of the role and seeking feedback

You will be notified of the outcome of your application once the recruitment and selection process is complete. This may take up to two to three months after the closing date on the advertisement. You can request feedback about your application/interview through the panel chair/contact person in the role description. The feedback process is designed to be constructive and will be based on an assessment of your suitability for the role.

### Probation

A minimum three-month probationary period applies to new, permanent Queensland public service employees. The probation period may also be extended to evaluate your suitability for the role past three months if you have not had opportunity during your employment to demonstrate your suitability for the role (for example, due to taking extended leave).

The job advertisement will state whether a probationary period applies and the duration.

At the end of your probation, a decision will be made as to whether your ongoing employment is confirmed.

### What are the Leadership Competencies for Queensland (LCQ)?

These are a tool we use as to assist us in many aspects of an employee's life cycle, including recruitment. The LCQ describe behaviours/actions used in everyday leadership, including self-leadership, and form part of the selection process.

### Privacy statement

Any personal information you provide will be used for the purpose specified at the time it is collected, and will otherwise be managed in accordance with the [Information Privacy Act 2009](#).

In some assessment processes (such as an assessment centre) your identity as an applicant may become apparent to other applicants.

If you disclose serious disciplinary action taken against you, that information may be disclosed to the Chief Executive (or their delegate) of the entity where the action was taken for the purpose of seeking further information.

Any person (including an applicant) who seeks documents in relation to a recruitment and selection process must make an application under the [Right to Information Act 2009](#). Fees and charges may be payable. You have the right to access your personal information held by the government under the [Information Privacy Act 2009](#).