**Applicant Pack**

**Speech-Language Pathologist (HP 3) Vacancies in the Department of Education**

Within the State Schools Division, the department currently employs approximately 260 full-time equivalent speech-language pathologists and offers employment opportunities for speech-language pathologists throughout the state. Recruitment for these positions occurs via a coordinated state-wide process on an going basis forming an applicant pool. Applications are current for 12 months

Please download the Role Description from the Smart Jobs and Careers site to assist you with your application process, and refer to the steps below.

**Applications are to include:**

1. A current resume including details of your speech pathology degree qualifications and detailed profession-specific employment history.
2. Evidence of your eligibility for membership of Speech Pathology Australia (for more information on eligibility. Information available [here](https://www.speechpathologyaustralia.org.au/Public/Public/Overseas-trained/Skills-Assessment/Skills-Assessments.aspx)
3. Two referee reports with phone and email contact details (one referee to have current understanding of your role and responsibilities as a speech pathologist). Referee statements will be used by the panel to verify claims made by the applicant in their written documentation and at interview. The template for the reports is attached and is to be forwarded by you to your referees along with the role description.

Applicants with less than one year of experience are also encouraged to include academic results.

Applicants are to apply online at the Smart Jobs and Careers website ([www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)). The information outlined in points 1 to 4 above should be uploaded as part of your application. Please note you can only upload a maximum of 3 separate documents (no larger than 2MB per file) so you will need to scan and combine attachments before uploading.

**Interviews:**

Interviews will be held via Microsoft teams. Interview will assess your suitability referring to the five key capabilities under the **How You Will Be Assessed** section of the Role Description.

*Please note that while the heading for each key capability (e.g. ‘Achieves results’) is common to all public sector role descriptions, the sentence below that heading is the actual key capability you need to be able to meet (e.g. ‘Demonstrated ability to select and apply current methodologies in the provision of speech-language therapy services in an educational setting’). Please focus on this aspect of each key capability in your responses*

**About the State Wide Selection Process**

**Temporary vacancies are filled from an applicant pool formed through the major selection processes conducted at least twice per year. Applications are valid for 12 months.**

In addition, specific vacancies may be advertised from time to time.

**Full time and part time positions will be available throughout the state over the next 12 month period. Details of known vacancies will be provided at interview.**

Interviews will be conducted by a panel of two departmental representatives (including at least one Speech-Language Pathologist- or Senior Advisor-Speech Language Therapy). The interview process enables applicants to demonstrate the characteristics of an ideal applicant as outlined in the Role Description (see How You Will Be Assessed on page 3 of the Role Description).

Applicants are assessed to determine suitability for the position and an order of merit is determined based on the knowledge, skills and abilities demonstrated in the written documentation, interview, resume and referee report.

Applicants are advised in writing of the outcome of the recruitment process and are encouraged to seek feedback from the chair of the interview panel about their application.

Employment will be offered to applicants according to the order of merit, with consideration for the individual’s location and employment preferences, individual circumstances, experiences and other factors relevant to the position.

**Applications for recommended applicants remain in the pool and are current for 12 months**. As additional vacancies arise throughout the year, applicants from the pool will be considered for these positions according to the order of merit, location preferences and availability.

All appointments are subject to a probationary period.

**Additional documentation**

Please attach certified copies of the following documents, either as part of your online application, or by providing them to the interview panel chair on the day of interview or by emailing them to SLPJobs@qed.qld.gov.au :

* Speech Pathology degree/ Academic record (for student due to graduate in 2021)
* Evidence of eligibility for Certified Practising Membership of Speech Pathology Australia
* Birth Certificate
* Blue Card (if you do not currently have a paid employee Blue Card you can apply for one once you’ve been offered a position)
* Drivers Licence (if you do not hold a drivers licence please make it clear in your application and state when you will have the mandatory Drivers Licence)
* Change of name – marriage certificate (if relevant)
* Evidence of Permanent Residence Status or current working visa (if not an Australian Citizen)
* Statements of Service from previous employers if previous speech pathology work is to be considered in determining initial pay levels (see page 3).

**Location preferences**

During the online application process on the Smart Jobs and Careers website, you will be required to complete a series of questions which will allow you to indicate your preferences for working in different regions across the state. The questionnaire will be provided after you enter your application details.

Location and employment preferences are considered in the process for offers of employment. Do not express a preference for an area you will not consider for employment.

If you would consider anywhere in a specific region, just choose the first option in that Question and none of the districts or towns that follow. Eg. “All Central Queensland”.

Detailed maps of each region are available at:[*https://education.qld.gov.au/contact-us/region-maps*](https://education.qld.gov.au/contact-us/region-maps)

It is anticipated that vacancies could arise in most regions across the state in the next few months.

**Referee checks**

Referee reports are used to validate the claims made by applicants during the selection process. You are required to **upload two referee reports at the time of online application, or if the referees prefer they can email them to** **SLPJobs@qed.qld.gov.au**. At least one referee should have first-hand knowledge of your professional conduct and performance within the previous two years. If you are a current or previous Queensland Government public service employee, please include a referee who can report on your public service employment. **Please use the standard referee report template included in the application pack and provide them with copy of the role description**. Referee reports must be signed and dated by the referee. Written personal references should not be included with your application.

**Statements of service for determining pay points**

Relevant past experience as a speech pathologist may be recognised when determining an applicant’s starting pay point within the HP scale. At interview, experienced applicants should provide statements of service from past employers if they wish to have past experience recognised. A statement of service is a document that satisfies the following criteria:

* Original document or certified copy of an original document
* On the letterhead of the employing organisation
* Provides the location details of the organisation
* Specifies the exact nature of the employment performed and the position held
* Specifies the exact commencement and cessation dates of employment
* Indicates whether or not any periods of unpaid leave were taken – if no leave without pay was taken the statement must show ‘nil leave taken’
* Provides the commencement and cessation dates of any unpaid leave
* Indicates periods of full-time or part-time employment (if part-time, hours per week should be stated)
* Is signed

**Enquiries**

Any enquiries regarding Speech-Language Pathology positions in DoE or the recruitment and selection process can be directed to: Email : SLPJobs@qed.qld.gov.au

Phone: Roslyn Scandar, Senior Advisor- Speech Language Therapy 0419 767 030 or

 Jo Adsett, Senior Advisor Speech Therapy 0467 812 934

**Meeting Key Capabilities**

The role description and recruitment and selection processes are required to be aligned with the Queensland Government [Leadership competencies](https://www.forgov.qld.gov.au/capability-and-leadership-framework)

Your interview provides you with the opportunity to respond to the key capabilities in the context of questions presented and provides the selection panel with information about the extent to which you possess and demonstrate the skills, experience, knowledge and personal qualities being sought and how you have used them before or have the potential to acquire the skill or knowledge.

In your responses you should provide examples of what you have done, how you accomplished the outcomes and what knowledge and/or personal attributes you used (e.g. ability to work cooperatively with others) to achieve the outcome.

The wording of the key capabilities indicates the required level of knowledge, skills and abilities needed for the position.

*Examples include*:

**‘Vision’** means that you understand and support the broader purpose of the system. It also means that you recognise how your own work contributes to the achievement of organisational goals and stimulates ideas and innovation to inform practice.

**‘Results** means that youcontribute your expertise to achieve outcomes for the business unit. It also means that you build and sustain relationships to enable the collaborative delivery of customer focused outcomes.

**‘Accountability’** means that you maintain a high standard of practice and pursue opportunities for growth through agile learning, and development of self awareness within an inclusive workplace.