Department of Energy and Climate

Information for applicants

Contents

[How to use this guide 4](#_Toc162972499)

[Information for applicants 4](#_Toc162972500)

[About us 4](#_Toc162972501)

[Why work at the Department of Energy and Climate? 5](#_Toc162972502)

[Our workplace commitment 5](#_Toc162972503)

[Remuneration and benefits 5](#_Toc162972504)

[Wages and working conditions 5](#_Toc162972505)

[Paid and unpaid leave 5](#_Toc162972506)

[Allowances and entitlements 5](#_Toc162972507)

[Superannuation 6](#_Toc162972508)

[Salary packaging 6](#_Toc162972509)

[Employee assistance service 6](#_Toc162972510)

[Flexible work arrangements 6](#_Toc162972511)

[Training and development opportunities 6](#_Toc162972512)

[Reasonable adjustments 6](#_Toc162972513)

[How to apply and the selection process 7](#_Toc162972514)

 [7](#_Toc162972516)

[Before you apply 7](#_Toc162972517)

[Preparing your application 7](#_Toc162972518)

[Referees 7](#_Toc162972519)

[Mandatory requirements and/or conditions 8](#_Toc162972520)

[Submitting your application 8](#_Toc162972521)

[Apply online 8](#_Toc162972522)

[Selection process 8](#_Toc162972523)

[Adjustments to support inclusive recruitment 8](#_Toc162972524)

[Interviews 9](#_Toc162972525)

[How you will be assessed 9](#_Toc162972526)

[Eligibility and pre-employment checks 10](#_Toc162972527)

[Eligibility for employment 10](#_Toc162972528)

[Mandatory requirements and/or conditions 10](#_Toc162972529)

[Criminal history 10](#_Toc162972530)

[Serious discipline history declaration 10](#_Toc162972531)

[Identified and targeted positions 10](#_Toc162972532)

[Employment outcome 11](#_Toc162972533)

[Notification of outcome 11](#_Toc162972534)

[Pay point 11](#_Toc162972535)

[Probation 11](#_Toc162972536)

[Feedback 11](#_Toc162972537)

[Additional Information 11](#_Toc162972538)

[Conflicts of interest 11](#_Toc162972539)

[Information privacy 11](#_Toc162972540)

[Queensland Government severance benefit recipients 11](#_Toc162972541)

[Lobbyist 12](#_Toc162972542)

[Connect with us 12](#_Toc162972543)

[Checklist for applicants 13](#_Toc162972544)

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**How to use this guide**

This guide has been designed to provide you with essential information about our department, the recruitment and selection process, benefits of working with us and provide you with tips on how to prepare a professional application.

**Information for applicants**

Thank you for your interest in working with the Department of Energy and Climate (DEC).

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.

We are looking to find the eligible person best suited for the role in accordance with section 45 of the [*Public Sector Act 2022*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#ch.3-pt.3). You will be assessed on the combination of skills, experience, knowledge, and behaviours that you bring to the role, as well as your potential for development and personal qualities.

**About us**

At the Department of Energy and Climate, we are driving energy and emissions transformation and climate action for Queensland, and delivering nation-leading government procurement.

We are achieving our vision of ‘powering today, securing tomorrow’ by working together to transform Queensland’s clean economy future through new energy, less carbon and more jobs.

Our [departmental values](https://www.epw.qld.gov.au/about/department/our-vision-and-values) are part of how we work and everything we do. Our work environment supports all employees to make a positive contribution and reach their full potential to help deliver on our priorities.

Learn more about what we do by visiting [our website.](https://www.epw.qld.gov.au/)

**Why work at the Department of Energy and Climate?**

* **We are committed** to providing a healthy and respectful workplace for all employees.
* **We have** **impact** in making Queensland a better place to live.
	+ **We provide** flexible working options to help employees balance work and life responsibilities.
	+ **We offer** competitive remuneration and benefits.
* **We are proud** to support Queensland businesses.
* **We are** taking climate action.
* **We embrace diversity** andrecognise that our collective strength derives from the varied backgrounds and perspectives of our people.

**Our workplace commitment**

We will provide a workplace that supports the wellbeing of our employees, fosters a culture of respect and inclusion, and actively progresses equity and diversity to ensure our workforce is reflective of the Queensland community.

Our [Equity, Diversity, Respect and Inclusion plan](https://www.epw.qld.gov.au/__data/assets/pdf_file/0029/47729/equity-diversity-respect-inclusion-plan-2024-26.pdf) demonstrates how we’re striving to foster a departmental culture based on choice, equal participation and overcoming barriers so everyone feels safe, valued and accepted.

**Remuneration and benefits**

**Wages and working conditions**

Employment conditions are set out in the [*Public Sector Act 2022*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034)*,* the [*Industrial Relations Act 2016*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2016-063) and, for employees covered by awards and agreements, the [*Queensland Public Service Officers and Other Employees Award - 2015*](https://www.qirc.qld.gov.au/sites/default/files/qld_public_service_010918.pdf?v=1542530003)*,* and the [*State Government Entities Certified Agreement 2023*](https://www.qirc.qld.gov.au/sites/default/files/2023-10/2023_cb112.pdf) or [*QFleet Certified Agreement 2022*](https://www.qirc.qld.gov.au/sites/default/files/2023-08/2023_cb74.pdf), as relevant(including wages).

Specific employment conditions applying to Senior Officer and Senior Executive Service roles, which are not covered by awards and agreements, are detailed in the relevant employment conditions [Directives (including wages)*.*](https://www.forgov.qld.gov.au/directives-awards-and-legislation)

**Paid and unpaid leave**

The Queensland Government recognises the importance of providing employees with opportunities for both paid and unpaid [leave](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/pay-benefits-and-leave/leave). This could include recreational leave, sick leave, personal leave, or other forms of time off.

**Allowances and entitlements**

Some roles may attract additional allowances, such as a recognition of accredited qualification allowance. Eligible employees may also receive a cost-of-living adjustment (COLA) payment which is paid annually, if payable under the relevant agreement for that year.

**Superannuation**

[Superannuation](https://www.forgov.qld.gov.au/superannuation) is paid in line with the Queensland Government guidelines.

**Salary packaging**

All employees are eligible to take advantage of salary packaging which can save on tax and increase take-home pay. Salary package options include your superannuation, work-related laptops and mobile devices, a car via novated lease and bus travel to and from work.

It is strongly recommended that you obtain independent financial advice prior to entering into a salary packaging agreement.



[Remserv](http://www.remserv.com.au/) – 1300 30 39 40 [Smartsalary](https://www.smartsalary.com.au/)  – 1300 47 62 78

**Employee assistance service**

Acknowledging the importance of employee well-being, the department offers all staff (including managers and supervisors) and their eligible family members access to the [Employee Assistance Service](https://www.telushealth.com/en-au) (EAS) service ​24 hours a day, 365 days a year. This could involve access to professional counsellors or mental health resources to support employees' emotional well-being.

**Flexible work arrangements**

To promote work-life balance, the department offers flexibility in work arrangements. This includes options such as flexible working hours, telecommuting (working from home/another location), part-time hours, purchased leave, leave without pay, transition to retirement or compressed work weeks to accommodate employees' individual needs and preferences.

**Training and development opportunities**

A wide range of opportunities are available to support employees who wish to continue their professional development. We are a workplace based on positive performance management principles supported by a collaborative annual Achievement and Development Plan (ADP) process, designed to assist you in your role or [career development](https://www.forgov.qld.gov.au/recruitment-performance-and-career/career-development/career-development-activities).

**Reasonable adjustments**

The department is open to considering reasonable adjustments in the workplace to create a more inclusive and accommodating environment. This may involve modifying physical workspaces or providing assistive technologies to support employees with specific needs.

How to apply and the selection process

Pre-employment checks

Research role and organisation

Understand application process

Submit your application

Write your application

Referee check and selection

Offer of employment or feedback

**Before you apply**

We encourage you to apply for roles that are relevant to your experience, skills, qualifications, and interest.

Before applying for an advertised role, you should:

* review the role description
* determine if your experience, knowledge, skills and potential for development will enable you to undertake the key requirements of the role
* determine if you are [eligible for employment](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034#ch.3-pt.4) in accordance with the [*Public Sector Act 2022*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034)
* check if you have the mandatory qualifications and/or conditions that are listed in the role description
* research the [Department of Energy and Climate](https://www.epw.qld.gov.au) to understand it’s values, strategic direction, and purpose to ensure it is an organisation you want to work for.

**TIP:** You may wish to seek further information about the role by phoning the contact person listed in the advertisement.

**Preparing your application**

The application requirements for each role are specified in the **‘How to Apply’** section of the role description. For tips refer to [how to write a resume and cover letter](https://www.qld.gov.au/jobs/finding/resume).

**Referees**

If it is determined by the selection panel that you are the applicant best suited to the position, a mandatory reference check will be conducted. At least one referee must have thorough knowledge of your conduct and performance within the previous two years, unless there are circumstances that would make this requirement impractical (such as the referee being on extended leave) and/or a barrier for a person entering or re-entering the workforce.

Seek approval from your referees prior to listing them in your application. References may also be sought at any time during the selection process as a form of assessment.

If you have applied for a targeted or identified role (Aboriginal peoples or Torres Strait Islander peoples), a selection panel may request a cultural referee where appropriate.

Where a selection panel believes there are referees other than those nominated by the applicant who hold information relevant to the selection decision, a selection panel may contact you for additional referees.

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.

**Mandatory requirements and/or conditions**

You should address any mandatory requirements and/or conditions in your application. If your qualification/s are not from an Australian educational institution you may need to obtain formal recognition of equivalency during the selection process. For more information on qualification recognition please contact the [Department of Employment, Small Business and Training](https://desbt.qld.gov.au/training/training-careers/osqrecognition).

**Submitting your application**

**Apply online**

Your application should include the information requested in the role description. Usually, applications are submitted through the [Smart Jobs and careers website](http://www.smartjobs.qld.gov.au). You can create an account there to submit your application and supporting documents, track your process, update personal information, or withdraw your application.

Late applications cannot be lodged online. If you wish to submit your application after the due date, contact the person listed in the role description as soon as possible. Late applications may only be accepted at the discretion of the selection panel.

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 difficulties submitting your application:

* Prior to closing - contact QSS Customer Support Team on 1300 146 370.
* After closing - call the contact officer listed on this role description.

**TIP:** If you need additional time to complete your application, phone and ask!

**Selection process**

Our selection process is founded on a commitment to fairness and transparency, ensuring an unbiased holistic assessment of candidates’ knowledge, skills, abilities, qualifications, experience, attributes, and potential for development, in alignment with the position’s requirements. A selection panel, comprising of two or more members, conducts the process and uses various [assessment methods](https://www.forgov.qld.gov.au/human-resources/recruitment/start-a-recruitment-process/select-a-recruitment-approach-assessments) tailored to the nature of the role being filled, to determine the eligible person best suited to the role.

**Adjustments to support inclusive recruitment**

Everyone has the right to equitable access to employment opportunities. The department is committed to working with you to discuss adjustments to our recruitment, assessment, and selection processes, to ensure you can demonstrate your suitability for the role.

Adjustments may include, but are not limited to:

* **Extended time**: If you require additional time to complete assessments or the interview due to a disability or any other condition, we can arrange for reasonable time extensions to accommodate your needs.
* **Alternative assessment methods**: If the assessment methods pose barriers to your participation, we will consider alternative assessment methods or formats that will assess your suitability.
* **Flexible interview arrangements**: We can organise flexible interview arrangements, including offering virtual interviews to accommodate your accessibility requirements.
* **Qualified interpreting services** can be provided for applicants who are hearing impaired to assist with the interview process.

To request adjustments, please contact the person listed on the role description at the earliest opportunity. We will work closely with you to identify and implement appropriate adjustments that align with your specific needs.

**Interviews**

If you are invited to an interview, this is your opportunity to present your skills in conversation with the panel, who will ask questions to assess your suitability. Focus on your experiences, skills, achievements, and education and answer the question(s) to demonstrate your strengths and attributes relevant to the role you applied for.

Remember, an interview is a two-way conversation. Ask questions, including to confirm your understanding of the role and/or the organisation. The interview is also your opportunity to decide if the role is a good fit for you. You may be given an opportunity to peruse the questions prior to the 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?”

**TIP:** You can bring notes with you to the interview, and it’s a good idea to think of the questions you might have for the selection panel before your interview. Refer to [Job interview tips](https://myfuture.edu.au/career-articles/details/job-interview-tips) and [Preparing for interviews.](https://www.qld.gov.au/jobs/finding/interviews)

**How will we decide whether you are the most suitable applicant?**

The department actively supports equity, diversity, respect, and inclusion in our workplace and is committed to creating a workforce that reflects the community we serve.

We are looking to find the eligible person best suited for the role and may consider:

* the skills, experience, qualifications, knowledge and behaviours/personal qualities that you would bring to the role
* your potential to make a future contribution to our organisation (including the extent to which you have the potential for development)
* how you may contribute to the department’s [workforce diversity objectives](https://www.epw.qld.gov.au/__data/assets/pdf_file/0029/47729/equity-diversity-respect-inclusion-plan-2024-26.pdf).

If you identify as a First Nations person, a person with a disability and/or a person from a culturally and linguistically diverse background[[1]](#footnote-1) we encourage you to acknowledge this in your application and provide consent for this information to be considered as part of the recruitment process[[2]](#footnote-2).

**Eligibility and pre-employment checks**

**Eligibility for employment**

A person is eligible to be a Queensland public sector employee only if the person:

* is an Australian citizen or
* resides in Australia and has permission, under a law of the Commonwealth, to work in Australia.

**Mandatory requirements and/or conditions**

Applicants for roles where mandatory requirements and/or conditions are required must provide documentary evidence prior to employment.

**Criminal history**

When an applicant is recommended for a role, a criminal history check may be conducted because of the nature of the duties of the role. Engagements with the department cannot be finalised until the relevant criminal history checking process is complete.

An applicant is not excluded merely due to having a criminal history. If an applicant has a criminal history, an assessment of their suitability for the role will be undertaken, having regard to the nature of the duties of the role, and the applicant provided with an opportunity to respond, where relevant.

**Serious discipline history declaration**

In accordance with the [*Public Sector Act 2022*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034), applicants who are recommended for employment within the department, who have had prior employment in the Queensland public sector, may 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 employment. Failure to provide this information, or the provision of false or misleading information may mean that you are not considered further for the role.

**Identified and targeted positions**

The department may advertise a job as an identified or targeted position.

If a position is identified or targeted, it will be clearly marked as such in the role description, and to apply for such roles you must possess the attribute/s required.

**Identified positions:** These are roles where the department deems a person with a particular attribute is required to fill the role due a genuine occupational requirement, based on section 25 of the [*Anti-Discrimination Act 1991*](https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-1991-085)*.*

**Targeted positions:** Targeted recruitment is a process that relies on the concept of equal employment opportunity measures under section 105 of the [*Anti-Discrimination Act 1991*](https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-1991-085)to enable the department to limit advertising, and therefore an applicant pool, for a particular role to people with a particular attribute.

**Employment outcome**

**Notification of outcome**

All applicants will receive notification in writing of the outcome of their application once an employment decision has been made.

Successful applicants will be contacted by the panel chair to discuss an offer of employment before an official letter of offer is issued.

**Pay point**

Employment will be at the minimum paypoint of the relevant classification level, unless the successful applicant is entitled to be employed at a higher paypoint in accordance with relevant industrial instruments. In some circumstances, the panel may also recommend a higher paypoint in accordance with the person's skills, knowledge and abilities.

**Probation**

[Probationary periods](https://www.forgov.qld.gov.au/human-resources/employee-management-conduct-and-performance/probation-for-new-employees) apply to employees who are new to the Queensland public sector and employed under the [*Public Sector Act 2022*](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034#ch.3-pt.3).

**Feedback**

If you would like feedback regarding your application, you should contact the panel chairperson after you have received notification of the outcome.

**Additional Information**

**Conflicts of interest**

In accordance with section 89 of the [*Public Sector Act 2022*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#sec.89)  all public sector employees are required to comply with the department’s conflicts of interest policy and procedure. A conflict of interest is when your private interests interfere, could interfere, or appear to interfere with the performance of your official duties. Anyone working for or with the department must:

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

**Information privacy**

All information submitted by you is subject to the [*Right to Information Act 2009*](https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2009-013)and the [*Information Privacy Act 2009.*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2009-014) In line with this, your personal information will not be disclosed unless there is a requirement to do so under legislation.

**Queensland Government severance benefit recipients**

In accordance with the Public Sector Commission Directive relating to early retirement and voluntary medical retirement, financial penalties apply for severance benefit recipients who are re-employed by a Queensland Government entity, for greater than twenty days, within the period covered by the severance benefit.

**Lobbyist**

Newly employed public sector employees must disclose within one month of taking up the engagement, whether they have been employed as a lobbyist in the previous two years. Details are available at the [*Public Service Commission Lobbyist Disclosure Policy*](https://www.forgov.qld.gov.au/__data/assets/pdf_file/0033/185919/lobbyist-disclosure-policy_0.pdf)*.*

The Queensland Government is reframing its relationship with Aboriginal peoples and Torres Strait Islander peoples.

This can only be achieved by working in partnership as we move forward together with mutual respect, recognition, and a willingness to speak the truth about our shared history.

At the Department of Energy and Climate, we value the relationships and contributions Aboriginal peoples, and Torres Strait Islander peoples make to our diverse and inclusive workforce and the people of Queensland.

*Building Communities*

*Art by Casey Coolwell-Fisher, Chaboo Designs*



**Checklist for applicants**

Thank you for considering the Department of Energy and Climate as your next employer. We wish you luck with your application.

**Application checklist**

[ ]  Review the role description—make sure you understand what is required to be successful in the role.

[ ]  Assess your skills and experience—can you undertake the key requirements of the role?

[ ]  Check the mandatory requirements—are there mandatory qualifications and professional registrations for the role? If you do not meet these requirements, you should not apply for the position.

[x]  Plan and prepare—when is the application due? Make sure you allow plenty of time to create an excellent application, and don’t miss the deadline.

[ ]  Prepare your application against the role description—modify your resume according to the skills, experience and personal qualities required, that highlight the key responsibilities listed in the role description.

[ ]  Readability matters—use a standard font (Arial, Calibri), in a size that is easy to read (12pt) and is well-spaced with standard margins (2.54cm).

[ ]  Check your references—contact your referees to confirm that they are willing to provide a reference for your application, and that their phone number and email address are correct.

[ ]  Review your submission for errors—ensure your application is free from spelling, formatting, and grammatical errors. Have a friend or family member read over it as well.

[ ]  Check, check and check again—have you met the requirements and followed the instructions listed in the role description on how to apply? E.g., if you are asked for a two-page statement, don’t submit a six-page statement.

**Interview checklist**

[ ]  Ensure you are prepared by reading more about the organisation and reviewing the role description.

[ ]  Dress appropriately, in business attire.

[ ]  You may like to take notes into your interview. Don’t forget to bring a note paper and pen.

[ ]  Think through the questions the panel might ask you.

[ ]  Think about the questions you would like to ask the panel in advance of your interview. You might want to know more about the role, working conditions, expectations and who you will be working with.

1. Diversity target groups are provided for in section 25 of the *Public Sector Act 2022 (PS Act).* [↑](#footnote-ref-1)
2. As provided for in section 45 of *the PS Act,* based on the Departments Equity, Diversity, Respect and Inclusion Plan and Strategic Workforce Plan. [↑](#footnote-ref-2)