

Candidate Information Pack



QBCC will always strive to fulfil our service commitment to our customers. Our role is to educate, protect and support the Queensland building and construction industry and community.

Thank you for your interest in working for the QBCC. This Candidate Information Pack is provided to assist you to understand our recruitment and selection process. Please read this information carefully prior to applying for this role.

Are you eligible to work with us?

You must be legally entitled to work in Australia to apply for a QBCC vacancy. You must be either:

- an Australian Citizen
- a permanent resident of Australia
- a New Zealand citizen who has entered Australia on a valid passport

Before you apply, read the position description to gain a broad understanding of the role and consider what skills, knowledge, and capabilities you may bring to the role.

The position description summarises the following information about the job

- the position's purpose
- the organisational environment
- the key outcomes and accountabilities
- the candidate attributes for the position.

The candidate attributes describe the skills, knowledge, abilities and qualifications (if applicable) and other essential requirements needed to fulfil the position.

You are required to address these in your covering letter/suitability statement.

How to apply

Please refer to the 'How to apply section' of the Smart Jobs and Careers advertisement for further details.

We'd like you to provide the following before the closing date, to convince the selection panel of your suitability for this position:

Cover letter

The cover letter is a great way to convey your enthusiasm and motivation and highlights your skills and experience that you will bring to the role.

- read the requirement on the vacancy advertisement and respond accordingly.
- The letter should be clear, succinct and relevant
- The letter should describe your work experiences and skills that are directly transferable to the advertised role.

Resume

Your resume should provide a short summary of relevant details which is intended to give the selection panel information about you to assist in assessing your suitability for the position.

Important points to remember:

- Keep it clear and concise (2-3 pages is preferred)
- Informative and accurate, check your spelling and grammar is accurate, this reflects on your attention to detail
- Relevant to your job application
- Don't include unnecessary information such as marital status/date of birth/hobbies

Referees

As part of the selection process, you will need to provide details of professional referees, including at least one referee you have worked with within the past two years who can confirm your knowledge, skills, and experience relevant to the role you are applying for.

It is a requirement that one or both of your referees be or have recently been your manager/supervisor and can comment on your performance in that role.

Please seek approval from your referees prior to listing them and ideally provide them with the position description so they can provide you with a reference if contacted by the interview panel.

We do not require written references, work samples, certificates etc. unless specifically requested.

Refer to the position description for further information before lodging your application.

Submit this information using the 'apply online' facility available on the Smart Jobs and Careers website (www.smartjobs.qld.gov.au). You will need to set up an account if you do not already have one.

If you have difficulties submitting your application, please send an email - quoting the Vacancy Reference Number - to HR.Recruitment@qbcc.qld.gov.au with a brief explanation of the problem.

All applicants **must** provide a current phone number and email address for correspondence.

Travel expenses to attend interviews are not payable.

Separate applications must be completed for positions with different vacancy reference numbers.

Late applications may be considered, within reason, at the discretion of the selection panel.

Disclosure

Candidates are required to disclose any previous serious disciplinary history taken against them in accordance with section 71 of the *Public Sector Act 2022*

Excellent working conditions and other benefits

You will enjoy as a QBCC employee:

- Flexible working conditions including flexible starting and finishing times to suit your needs, access to accrued days off, which assists in finding the balance between work and family life for the majority of staff
- Generous leave provisions (pro rata for part time staff):
 - four weeks paid recreation leave per annum with 17.5% loading (or five weeks with 14% loading for those employed in our north Queensland offices)
 - 10 days paid sick leave per annum

- long service leave which is available pro rata after seven years of service
- parental leave – up to 24 months of maternity leave which includes 14 weeks paid leave. Partners can also access one week of paid paternity leave.
- other leave benefits such as family responsibility leave and bereavement leave
- some leave types may be available on a half-pay basis subject to certain conditions
- 12.75 % employer superannuation contribution
- ability to implement personal salary sacrificing arrangements for superannuation and vehicles
- generous study and research assistance scheme to support continued education, may include financial assistance and/or paid leave for study and exams for accredited courses and qualifications
- extensive learning and development opportunities
- reimbursement of some professional registration fees
- offices in nine locations across Queensland, providing the opportunity to work in regional centres (subject to availability)
- Employee Assistance Scheme which provides counsellors to support professional and personal needs
- Gallang Place is our Aboriginal and Torres Strait Islander Provider
- Reasonable adjustment – we welcome employees of all abilities and acknowledge that some people may require adjustments to the workplace or the way the work is performed. We will make adjustments to remove barriers and enable everyone to work safely and productively.
- QBCC encourages staff to support **green initiatives**

Selection process

The selection panel will assess all applications and shortlist the most suitable candidates. These shortlisted candidates will be invited for interview.

Other assessment techniques may be used, such as providing work samples, skills tests and/or presentations.

You will be advised in advance if these methods are to be used.

During the interview you will have the opportunity to showcase your skills, discuss your experience and explain or clarify information given in your application and any other new information that may be relevant.

All interviewees will be asked the same questions to assist the selection panel to assess how well you meet the requirements of the position.

Employee screening and reference checks

Employment screening will be undertaken for the successful applicant, including a criminal history check. A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment with the QBCC. This will be at the discretion of the Commissioner or relevant Executive Director.

If information is received that varies from what has been provided, you will be given an opportunity to respond. Any statement in your application that is found to be deliberately misleading will result in disqualification from further consideration.

Referees of the highest-rating candidates will be contacted to verify the information gathered through the selection process.

All new public sector employees who have been previously employed as a lobbyist in the previous two years are required to disclose this information within one month of your employment.

Post-Selection Process

Post-selection feedback from the selection panel is available to all applicants upon request. Please email HR.Recruitment@qbcc.qld.gov.au quote the Vacancy Reference Number in your email subject line and your request will be forwarded to the panel chairperson.

Union Information

The Queensland Government recognises your entitlement to join a registered union. While you are not obliged to join a union, the Government encourages its employees to do so.

Membership application forms can be obtained from the relevant union's website. Supervisors will be able to advise of the union that represents your role.

Additional Information

- Applications will remain current for 12 months for permanent roles and for the duration of the vacancy for fixed term temporary roles.
- Employees who are either permanently or temporary (for 12 months or over) appointed may be required to undertake a period of probation.
- A non-smoking policy is effective in all Queensland Government facilities (including buildings and motor vehicles) in line with the [Queensland Tobacco and Other Smoking Products Act 1998](#)

For general information about the QBCC visit our website: www.qbcc.qld.gov.au