**DPC Guideline for Applicants**

Thank you for your interest in joining the lead agency in the Queensland Public Sector, the Department of the Premier and Cabinet (DPC), a place where you can grow your career in a dynamic and collaborative environment; where you can innovate, create value and proudly play a meaningful role in delivering government priorities.

We are committed to building an inclusive and diverse workforce that reflects the community we serve and

strongly encourage applications from people of all backgrounds and experience, including Aboriginal peoples and Torres Strait Islander peoples, people who identify as LGBTIQA+, people with disability, and people from culturally and linguistically diverse backgrounds. We welcome enquiries about our roles and encourage you to reach out to the contact listed on the role description to find out more about the role.

We’re looking to find the person best suited for the role. We will consider what you have done previously – the knowledge, skills and experience you have built, your potential for development, your potential to make a future contribution, your personal qualities and how they contribute to building a diverse workforce that complements the existing team and reflects the diverse views, experiences and backgrounds of Queenslanders.

This guide aims to help you better understand the recruitment and selection process to best support the preparation of your application and provide you with more information about our department.

# How to apply

## Role description

The role description contains important information about the team, the role, and its responsibilities and what the selection panel is looking for. We strongly recommend that you familiarise yourself with components within the role description including:

1. Key responsibilities – outlines what you are expected to do.
2. Team structure – outlines the reporting lines, team size, and key stakeholders.
3. [Leadership stream and core capabilities](https://www.forgov.qld.gov.au/__data/assets/pdf_file/0025/182527/leadership-competencies-for-queensland-brochure.pdf) – outlines how you are expected to do your job.
4. Role requirements – describes the experience and qualifications sought.

Prior to lodging an application, make sure you carefully read the entire role description to understand what is needed to perform the role effectively and how to best demonstrate that you meet the requirements. We encourage you to contact the person listed on the role description if you would like more information or if you have any questions.

## Your application

It is important to prepare an application that represents you and what you offer. An ideal application will demonstrate why you are the best person for the job and the unique perspective you may bring.

The requirements for your application are detailed in the job advertisement and may include the following:

* A current resume outlining your work history, achievements, education/qualifications, skills and abilities.
* A written response to the key responsibilities and role requirements listed in the role description.
* A cover letter outlining your experience, interest and what you will bring to the role.
* Written responses to questions on the Smart jobs platform.
* Contact details for two referees including your current or immediate past supervisor.

Please note that where written responses are requested, the selection panel will assess these as part of the recruitment and selection process.

# Submitting your application

Applications will be accepted through [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au). To submit an application, access the ‘apply online’ facility on the Smart Jobs and careers website. You will need to create a ‘MySmartJob’ account before submitting your online application if you haven’t previously registered through the Smart Jobs platform.

If you do not have internet access and are unable to submit your application online, please contact the contact officer listed on the role description to enquire about any alternative arrangements available to you.

By applying online via Smart Jobs you can track your application, maintain your personal details and withdraw your application if required. Step by step instructions can be found [here](https://www.qld.gov.au/help/jobs).

Once the job advertisement has closed, all calls relating to the status of your application should be made to the person listed on the role description.

## Late applications

Late applications cannot be submitted via the Smart jobs and careers website, so please allow enough time before the closing date to submit your application. Approval may be granted by the selection panel for a late application, please contact the person listed on the role description to have your late application considered.

## Withdrawing your application

You can withdraw your application by either removing the application in ‘MySmartJob’ platform or by contacting the person listed on the role description.

## Technical support

If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV

(13 74 68). If you do not have internet access and are unable to submit your application online, please contact the Queensland Shared Services Customer Support Team via phone on 1300 146 370, between 9am and 5pm Monday to Friday, for alternative arrangements.

**Adjustments to support inclusive recruitment**

Everyone has the right to equitable access to employment opportunities. DPC is committed to working with candidates to discuss adjustments to our recruitment, assessment and selection processes, to ensure you are able to best 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 interviews 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 skills and qualifications effectively.
* **Flexible interview arrangements**: We can organise flexible interview arrangements, including offering virtual interviews to accommodate your accessibility requirements.
* **Adjustments to the workplace**: We offer adjustments to the workplace, e.g. physical changes such as moving furniture for access and digital accessibility solutions such as screen reader software.

To request adjustments (including workplace/reasonable adjustments for people with disability), please contact the contact officer 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.

# Diversity and respect

DPC is committed to achieving an inclusive and diverse workforce, where everyone belongs, irrespective of difference.

We strive to create a respectful workplace free from harassment, bullying, discrimination and violence and support our workforce through training (including cultural and disability awareness).

# The selection process

DPC is committed to the fair and transparent recruitment and selection of the applicant best suited to the position. Our practices are in line with the requirements listed under section 45 of the [*Public Sector Act 2022*](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034#ch.3-pt.3)*,* with recruitment and selection decisions made in accordance with the provisions of the [*Human Rights Act 2019*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2019-005)*.*

The selection process will start with short-listing, where we assess the information provided in your application. Based on this, the selection panel will select applicants to proceed to the next phase of assessment, which could involve phone screen, work test, skills test, presentations an interview or other [selection techniques](https://www.forgov.qld.gov.au/human-resources/recruitment/start-a-recruitment-process/select-a-recruitment-approach-assessments). In some cases, there may be multiple phases of assessment, and this can vary for each process. You will be provided with sufficient notice and will be advised if you are to provide any other materials or requirements.

**Referee checks**

Referee checks are an important part of our selection processes and are used to verify claims made by you in your application. They help us to gather further information about your work performance and suitability for the role.

By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel during the selection process.

Where a selection panel believes there are referees other than those nominated by you who hold information relevant to the selection decision, a selection panel may contact you for additional referees. Where you decline, the panel must make its recommendation on the information before it.

If adverse information is received about you from a referee that could exclude you from further consideration for the role, the selection panel will give you the opportunity to respond to that information before making a final determination about your suitability.

## Pre-employment checks

Pre-employment screening will be conducted for all recommended applicants. Screening consists of a criminal history check, and may also include verification of educational qualifications, employment history, professional memberships, and searches of the internet and social media.

Prior to commencing employment, you will need to provide written consent to undergo a criminal history check. If you choose not to consent or withdraw your consent, you will no longer be considered for appointment to the role. A criminal conviction or charge will not automatically exclude you from consideration for appointment and each situation will be considered case-by-case.

## Feedback

The selection panel will keep you up to date with the progress of your application and if you have any questions, please contact the person listed on the role description. Once the selection process is finalised, you will be advised of the outcome by email.

Feedback on your application and other selection techniques that you may have been involved in can be arranged through the selection panel and is available to all applicants on request. The feedback process is designed to be constructive and will be based on the assessment of your suitability against the key requirements of the role.

# About us

DPC is responsible for providing a broad range of services to the Premier, Cabinet, government Ministers, agencies and the community. We work closely with all agencies to drive the government's key strategies and plans. We’re involved from conception through to implementation and take a lead role in policy development and coordination.

DPC’s [strategic plan](https://www.premiers.qld.gov.au/publications/categories/plans/strategic-plan.aspx) sets out how the department will support the Premier and the government to serve Queenslanders. It outlines the vision, role and objectives of the department. For more information about our organisational structure please visit [www.premiers.qld.gov.au](http://www.premiers.qld.gov.au).

**Benefits and working conditions**

We are proud to offer the following benefits and working conditions:

* generous pay, benefits and salary packaging options – click [here](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/pay-benefits-and-leave/employee-pay-and-benefits) for more information
* employment security
* opportunities for professional development
* programs that support mental and physical health and wellbeing including access to confidential counselling through our employee assistance program
* up to 5 days of unpaid cultural leave each year for employees who are required by Aboriginal tradition or Island custom to attend an Aboriginal or Torres Strait Islander ceremony
* a workplace based on positive performance management principles supported by a collaborative annual Performance Development Agreement process
* a structured onboarding and induction program designed to support you in your new role
* flexible work options

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 [*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). Specific employment conditions applying to Senior Officer and Senior Executive Service roles are detailed in relevant employment [Directives*.*](https://www.forgov.qld.gov.au/directives-awards-and-legislation)

## Flexible work agreements

We value our employee’s ability to achieve work and life commitments and accessing [flexible work arrangements](https://www.qld.gov.au/jobs/balance/arrangements/types) is an important part of our culture. DPC extends an invitation to all applicants to engage in conversations about flexible work options throughout the recruitment process. Approval of flexible working arrangements are based on operational requirements.

# Disclosure

During the selection process you must disclose the following if applicable:

## Disciplinary action

Before accepting an offer of employment, you must disclose to the panel chair any serious disciplinary action taken against you during your public sector employment. If you fail to do so, or if you give false or misleading information, we are under no obligation to consider you further. After giving you an opportunity to respond to any adverse issues identified, we may withdraw an offer of employment already made to you.

To determine your suitability for a role, we will consider the nature, seriousness and timeframe of any disciplinary history, including any patterns of behaviour and impact the disciplinary history may have on the duties and responsibilities of the role that you have applied for.

## Re-employment following early retirement, redundancy, retrenchment and voluntary medical retirement

If you have previously accepted an early retirement package, been made redundant, have received a retrenchment benefit or received a voluntary medical retirement from the Queensland Government there are circumstances where you may be required to repay part or all of the benefit that you received. You should disclose this information in your application and again with the panel chair prior to accepting an offer of employment with us.

**Pre-existing injury or medical condition**

You must also disclose any pre-existing injury or medical conditions which may impact on your ability to perform the role. False or misleading disclosures may prevent you from being entitled to compensation or to seek damages if you aggravate a pre-existing injury or medical condition while employed with us.

## Previous employment as a Lobbyist

If you are successful in gaining employment with us, you must disclose any employment you have had as a lobbyist within the previous two years. This disclosure will need to be made during the selection process to the panel chair and again within the first month of your employment.

## Citizenship

To be appointed permanently to 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 permission, under Commonwealth law, to work in Australia.

If you are not an Australian citizen, you will need to provide proof that you can legally work in Australia.

In cases where your permission to work in Australia ceases, you will need to disclose this information immediately as your employment will be considered to have been terminated on the day that the permission ceased.

# Additional information

## Probation

Probationary periods apply to employees who are new to the public sector and are appointed to a permanent role under the [*Public Sector Act 2022*](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034#ch.3-pt.3). It may also apply to employees re-starting employment after a break in service unless this condition is waived. Probation does not apply to employees who are employed:

* for temporary or casual engagements
* from another agency or business area
* as a senior executive and chief executive.

If any concerns about your suitability arise during your probationary period (if applicable), your probation may be extended, or in serious cases, your employment ceased.

## Code of conduct

The [Code of Conduct](https://www.forgov.qld.gov.au/code-conduct-queensland-public-service) applies to all Queensland Public Sector employees, including DPC employees, and sets out the minimum standards of behaviour that is expected.

## **Access to your personal information**

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.

## Complaints

If you believe that you have genuine grounds for a complaint about a recruitment and selection process you may lodge a complaint in accordance with the [DPC Complaints Management Policy](https://www.premiers.qld.gov.au/publications/categories/policies-and-codes/complaints-policy.aspx).