



# Applicant guide

## We are TMR

At TMR, we know we can achieve better results for Queensland with a diverse, inclusive, and supported team. TMR is a diverse organisation that is committed to creating sustained outcomes that strengthen our environment and communities.

We manage and deliver projects to improve infrastructure and transport systems, support our community through our Customer Service Centres, lead innovative digital solutions to help Queenslanders stay connected and improve customer experiences, and work to protect our waterways for generations to come.

TMR aims to interact with the environment in a sustainable way–this includes reducing our environmental footprint and building increased network resilience to climate change. To achieve this, we need to be connected to, and representative of the communities we serve. We are proud of our workplace culture, which acknowledges, celebrates, and supports our differences, including our work experience, caring responsibilities, abilities, culture, gender identity, sexual orientation, and religious beliefs.

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 TMR, 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.

The [Queensland Public Service Values](#) are part of how we work and everything we do. Our work environment supports all employees to make a positive contribution and to reach their full potential.

We are connecting, we are delivering, we are learning, and we are living.

To find out more about the breadth of TMR through our website [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au).

## Benefits of working at TMR

- **We have** visible impact in communities and contribute to making Queensland a better place to live.
- **We provide** flexible working options that encourage a healthy work-life balance.
- **We invest** in individual career pathways and development plans.
- **We offer** competitive superannuation and salary sacrificing options.
- **We provide** access to confidential free counselling for you and your family through our employee assistance program.
- **We are proud** to celebrate and empower the unique perspectives of our community via our employee networks, including our Indigenous Employee, Pride, Values and Culture and Accessibility and Inclusion Advocacy Networks.

## Submitting your application

Before applying for an advertised role, carefully review the role description, and assess if your experience aligns with the requirements of the role, including any mandatory criteria listed and then follow the 'How to apply' process.

Your application should include the information outlined in the role description. Usually, applications are submitted through the [Smart Jobs and careers website](#). You can create an account there to submit your application and supporting documents, track your process, update personal information, or withdraw your application. You may also contact the TMR contact officer. Applications remain current for 12 months and may be considered for identical or similar vacancies.

If you have any technical difficulties when applying or accessing Smart Jobs, please call 13 74 68 for assistance.

## Selection process

During the selection process, we will assess your eligibility and suitability for the role by taking a holistic approach. We will consider the following:

- How well your experience, skills, knowledge, abilities and attributes align with the role's requirements.
- How you've performed in previous roles, and your potential for development; and
- How all the above can contribute to a positive culture and the future success of TMR.

TMR is committed to supporting equity, diversity and inclusion and creating a selection process that is flexible, unbiased, culturally safe, inclusive and accessible.

In line with this approach, we have set targets to remove barriers and increase the representation of people who identify as Aboriginal peoples and Torres Strait Islander peoples, culturally and linguistically diverse, people with disability and women in leadership.

TMR values the skills and insights we gain through a diverse and inclusive workforce that reflects the communities we serve, so please include information in your application that will help us understand how you could contribute to our workforce diversity.

We also recognise and celebrate that everyone is unique, so please tell us about any additional support or adjustments, such as physical requirements, interpreting services or assistive technologies, that will better enable you to shine during the recruitment process.

## Interviews

If your application meets the requirements for the role, you may be shortlisted for an interview. The interview is your chance to showcase your skills and discuss your experience. You might also be asked to complete an assessment or give a presentation to evaluate your suitability, noting that this will be communicated to you prior. This is also an important opportunity to ask any questions you have about the role and TMR. Read about [how to prepare for a job interview](#).

## Selection panels

Our selection panels consist of diverse and experienced employees, typically two or three people. They use various assessment methods based on the role to choose the most suitable applicant. If you are applying for an identified or targeted role, you will also have a panel member possessing the same occupational requirements or relevant attributes required for the position.

## Additional assessments

In selecting the person best suited to the role, alternative assessment methods may be employed. These could include screening questions or phone screenings, work tests, role plays, presentations, or psychometric testing. In certain instances, there may be multiple phases of assessment.

## Referees

As part of the process, you'll need to provide details of professional referees, including at least one referee you have worked with in the past two years who can confirm your knowledge, skills and experience. It's good to inform your referees that you've shared their contact information, as they may be contacted.

## Eligibility and pre-employment requirements

You may be requested to undergo pre-employment checks as part of our recruitment and selection process, which may include the following.

### Criminal history

Successful applicants may be subject to a criminal history check relevant to the role. This may include a blue card screening for roles that work with children.

## Residency and visa requirement

To be considered for appointment you may be required to provide evidence of your right to work in Australia. This includes Australian citizenship or a valid visa which provides the right to work in Australia.

## Disclosure of previous disciplinary action

It is a condition of employment for successful applicants to disclose any previous serious disciplinary action taken against them.

## Qualifications and professional registration

In accordance with relevant legislation, industrial award and/or accreditation requirements, certain roles with TMR have mandatory qualification or registration requirements. If you have applied for a role where these mandatory requirements are indicated, you may be required to provide documentary evidence of compliance before you can be appointed.

## Identified and targeted positions

TMR advertises some jobs as identified, targeted or both. The two classifications are similar but serve different purposes.

**Identified positions** – these are roles where having a specific attribute, like a cultural background, lived experience, or gender, is a genuine requirement for the job. Identified positions often involve providing services, developing policies, delivering programs, or directly interacting with specific community groups. To apply for an identified role, you must possess the attribute required for that position.

The focus of these roles is to make sure that TMR has the right people working on initiatives to improve service delivery for specific diversity groups.

**Targeted positions** – these are roles where having a specific attribute is not a must for the job, but it is desired. Targeted positions aim to remove employment barriers and improve our workforce's diversity to reflect the communities we work alongside.

Whether it's an identified or targeted role, your knowledge and experience are highly valued at TMR. If a position is identified or targeted, it will be clearly marked as such in the job advertisement. You might be asked to nominate a referee who can speak to your knowledge, or the specific capability required for the role.

## Outcome

Once the selection panel chooses the applicant best suited to the position, you will be informed of the outcome. If you are successful, the TMR contact officer will contact you to discuss the job offer before sending an official letter of offer.

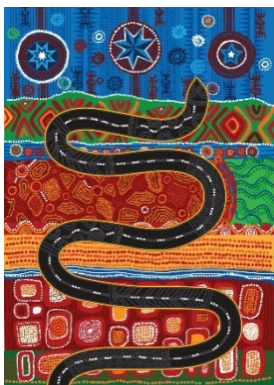
If you are appointed to TMR, you may go through a probation period, the duration of which will be specified in your formal offer.

If you want feedback on your application or the recruitment process, contact the TMR contact officer for the position.

## Additional information

- Probationary periods may apply to successful applicants external to the public sector.
- Successful applicants may be required to work in any other location as determined by business needs.
- Your personal information will be held securely and accessed only by those directly involved in the recruitment process. Information obtained through employment screening is treated confidentially and will only be used to assess your suitability for employment with us and your contribution to our diverse workforce. Read about [how TMR manages your personal information and privacy](#).
- In accordance with the Public Sector Commission Directive relating to early 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.
- In accordance with the Public Sector Commission Directive relating to 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.
- Successful applicants will be required to give a statement of their employment (Lobbyist Disclosure) as a lobbyist within one month of taking up the appointment.
- Employment conditions are set out in the [Public Sector Act 2022](#) and [employee pay and benefits](#) are set out in the Industrial Relations Act 2016.

Thank you for considering TMR as your next employer. We wish you luck with your application.



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