

Thank you for your interest in working at the Office of Industrial Relations (OIR). This guide has been prepared to help you learn more about the OIR, assist you to apply for a role and to help you participate in the recruitment and selection process.

## About us

Our purpose is to deliver contemporary regulatory and other government services to Queenslanders and our vision is for Queensland workers, industry and communities, to be healthy, safe, fair and productive. To achieve this, we focus on three priorities:

Industry, community and partnerships

Regulatory standards

Our people

OIR works to:

- improve work health and safety in Queensland and help to reduce the risk of workers being killed or injured on the job
- develop and enforce standards for electrical safety in Queensland and promote improved safety performance across the community
- regulate workers' compensation in Queensland and resolve disputes and provide education about the scheme; and
- support improved productivity and fairness in Queensland workplaces.

As individuals we uphold the Queensland public service values and as OIR we also live our values.



OIR's Business and Corporate Services directorate provides support to the OIR and two agencies that report to the Hon. Grace Grace MP, Minister for State Development and Infrastructure, Minister for Industrial Relations and Minister for Racing. These are the Office of the Work Health and Safety Prosecutor (OWHSP) and the Queensland Industrial Relations Commission (QIRC).

OIR has nearly 1000 employees in 17 office locations spread throughout Queensland.

Community and industry also know us as:

Workplace Health and Safety Queensland (WHSQ)

Electrical Safety Office (ESO)

Workers' Compensation Regulatory Services (WCRS).

More information on OIR's functions, focus and the type of organisation we are, can be found on the website <https://www.oir.qld.gov.au/>

## How to apply

Applications for our roles are submitted online through the *Smart Jobs and Careers* website [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)

You will need to create a 'My SmartJob' account before selecting 'Apply now' to submit your application.

Creating an account takes time; therefore we recommend you do this when you first consider applying for the role.

Please refer to the OIR role description as it outlines what you need to submit with your application. This usually includes your resume and a letter or statement addressing key points related to the role, but may include a request for

additional information. Please ensure that you submit all documents requested when you apply.

Your **resume** should include:

- relevant work history, recent training and/or qualifications and how you meet any mandatory conditions or qualifications
- the name and contact details of at least one referee who has thorough knowledge of your conduct and performance within the past two years
- information to help us understand how you can contribute to equity, diversity, respect and inclusion in our workforce.

Your **letter or statement** should clearly outline:

- your ability to fulfill any mandatory conditions or qualifications
- how your knowledge, skills and experience address the 'What are we looking for' section of the role description.

If you experience any technical difficulties with submitting your application, please contact 13 QGOV (13 7468).

Once the job has closed, please direct enquires about the status of your application to the contact person in the role description.

If you are unable to submit your application online, please contact OIR Human Resources on 07 3406 9943 or email [HR@oir.qld.gov.au](mailto:HR@oir.qld.gov.au).

Requests to submit a late application are to be directed to the contact person as late applications cannot be submitted online.

## Your eligibility and suitability

The selection process is focused on considering your eligibility and suitability for the role. To be eligible, you need to be an Australian citizen or reside in Australia and have permission to work in Australia.

Consideration of your suitability will include the extent to which you have the abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities relevant to the role.

We may also consider the way you have carried out previous employment or occupational duties, the potential for you to make a future contribution to our organisation and how you contribute to enhancing equity, diversity, respect and inclusion in our workplace.

Mandatory conditions and qualifications, core capabilities and role specific capabilities are outlined in the role description.

If asked, please ensure that you address the points in the 'What are we looking for' section of the role description in your letter/statement.

If the role is responsible for managing others, you will also be responsible for managing their health, safety and wellbeing. This includes managing psychosocial risks and hazards in our workplace. For more information, please read the [Managing the risk of psychosocial hazards at work Code of Practice 2022](#).

OIR needs a mobile, flexible and agile workforce that supports service delivery and employee development. When working with us, you may be required to work in alternative locations or undertake alternative duties on a temporary or permanent basis.

## Reasonable adjustments

Reasonable adjustments may be required for health or personal circumstances. These are based on individual needs and may include changes to the recruitment or a work process or the work environment.

If you require reasonable adjustments to enable you to participate in a recruitment process or to work with us, please advise the contact person for the role. It is important that we discuss your needs and confirm if we can accommodate them.

Unfortunately, we know that some reasonable adjustments cannot be accommodated in some of our offices. For example, disability parking is not available at or nearby our offices at 1 William Street, Brisbane and 100 Skyring Terrace, Newstead. However, we are committed to exploring how other supports may be utilised to meet your needs.

## Conditions and benefits

Terms and conditions for roles up to and including Level 8 (AO8 or equivalent) are set out in the [Public Sector Act 2022](#), the [Queensland Public Service Officers and Other Employees Award - 2015](#) and the [Department of Education Certified Agreement 2022](#) (for OIR and OWHSP employees) or [State Government Entities Certified Agreement 2023](#) (for QIRC employees).

Employment conditions for Senior Officer (SO) roles are outlined in [Senior officer – employment conditions \(Directive 10/23\)](#).

Employment conditions for Senior Executive Service (SES) roles can be found in [Senior executive service – employment conditions \(Directive 09/23\)](#).

We offer a range of benefits to OIR employees. These include:

- employment security
- competitive salary and benefits
- generous leave entitlements and salary packaging options
- 12.75% employer funded superannuation
- opportunities for professional development and regular coaching conversations
- access to confidential counselling through our employee assistance program
- opportunities for flexible work arrangements.

## Diversity, equity, inclusion and belonging

We are committed to enhancing [inclusion and diversity](#) in our workplace. Our roles are open to all applicants and we encourage applications from the Queensland Public Sector's diversity target groups including:

- Aboriginal peoples and Torres Strait Islander peoples
- people with disability
- culturally and linguistically diverse peoples, who speak a language other than English at home
- women in leadership roles.

On occasion, we will promote targeted job advertisements to help people from specific diversity groups who experience disadvantage to access equal opportunity in employment. For targeted job advertisements, we wish to receive applications from a particular target group because the group is underrepresented in our workforce and we are focused on enhanced inclusion and diversity at the OIR.

## Human rights

The OIR is committed to protecting and promoting [human rights](#). Our recruitment decisions are made in a way that protect these rights.

Our aim is to employ the best person for the job. This means that our role descriptions focus on capabilities required for the role and in our organisation. Job advertisements aim to be inclusive and selection activities holistic – all documentation provided by each applicant is actively considered by the selection panel.

## Additional information

- Applications will remain current for a period of up to 12 months and may be considered for other vacancies (identical or similar) which may include an alternative employment basis (temporary, full time or part time).
- Within one month of commencing employment, the successful applicant is required to disclose employment as a lobbyist in the preceding two years in accordance with the [Lobbyist Disclosure](#) policy.
- Generally, a probationary period of **three months** will apply to appointees external to Queensland Government. Probation applies to fixed term temporary and permanent appointments. An extended probation period of **six months** applies to appointees external to Queensland Government who are appointed to:
  - positions within the Review and Appeals team
  - positions appointed under the *Work Health and Safety Act 2011*, the *Electrical Safety Act 2002* and/or the *Safety in Recreational Water Activities Act 2011*.
- Referee checks will occur prior to a conditional offer being made and further pre-employment checks will occur prior to employment commencing. These may include proof of eligibility for employment (i.e. residency/citizenship status), criminal history checks and to confirm mandatory conditions and qualifications.
- The recommended applicant will be required to [disclose any serious disciplinary action](#) taken against them in public sector employment.
- Applicants who have accepted a voluntary medical or early retirement, redundancy or retrenchment from the Queensland Government are required to indicate this in their application.
- The Queensland Government is committed to union membership. Employees are encouraged to join an organisation that has the right to represent their industrial interests – refer to [Union Encouragement Policy](#).
- A non-smoking policy is outlined in the [Queensland Government Smoking Policy](#).