# Applicant Information Package

Thank you for your interest in working with the Department of Education (DoE). This Applicant Information Package is provided to assist you to understand DoE's recruitment and selection processes. You are encouraged to read this information carefully prior to applying.

## Your employer

The Department of Education (DoE) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education services for people at every stage of their personal and professional development. We are also committed to ensuring our education systems are aligned to the state's employment, skills and economic priorities. DoE is a diverse organisation with the second largest workforce in the Queensland Public Sector. We are committed to teaching and learning environments that have at their centre child/student and staff health, safety and inclusion.

## Why work for us

The department employs over 96,000 people across Queensland. Our staff are located in more than 1,500 work sites, including state schools and regional offices.

We respect professionalism, embrace diversity and a balance between work and life commitments. You will be actively supported as an individual and will have access to a range of initiatives including:

- Employee Assistance Program
- Mental Health schemes
- Diversity and Inclusion policy and workforce strategy
- Positive performance management and career development plans
- Flexible working arrangements
- Family inclusive environment.

Visit https://qed.qld.gov.au/ for more information about DoE, our strategic plan, key initiatives and organisational structure.

## Things to consider before applying

DoE encourages you to apply for roles that are relevant to your experience, skills, qualifications and interest. Before you apply for a vacancy you should: read the role description to gain a broad understanding of the role;

- consider if you are the right person for the job;
- determine if you possess any mandatory qualifications and/or professional registrations that may be a requirement of the role; and
- consider your motivation for working with DoE and what skills, knowledge and capabilities you bring to the role.

Do you need more information? Simply call or email the contact person listed on the job advertisement.

## Remuneration

Public sector employees' working conditions, including pay and entitlements, are governed by a combination of legislation, awards, agreements, directives, policies and guidelines. See the Employee information statement (PDF, 165KB) or visit https://www.forgov.qld.gov.au/ for more information.

## Advertised role titles

Occasionally role titles are contemporised to align to the market in which they are being advertised. Your role may be offered with a different title but the requirements and expectations of the role will be aligned to the Role Description of the same reference number regardless of the title used.

## Are you eligible to work with us?

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

- an Australian citizen;
- a permanent resident of Australia;
- a New Zealand citizen who has entered Australia on a valid passport; or
- a non-citizen with a valid visa which provides the right to work in Australia.

If you have a work visa, you can be employed in any position whilst you have the right to work in Australia. A representative of DoE will be responsible for reviewing your working rights every 6 months while engaged as an employee.

## Mandatory Requirements

Some positions will require mandatory qualifications and/or professional registrations.

International and overseas applicants will need to provide evidence of your formal overseas qualification recognition before applying or provide a statement which shows sufficient evidence of the Australian equivalent of your qualifications.

## Identified Roles

It is a genuine occupational requirement for Identified roles that the position be filled by an Aboriginal person or a Torres Strait Islander person as set out under Subdivision 2 of the *Anti-Discrimination Act 1991(Qld)* for the purposes contained in Section 25 of that Act.

***Verification of Aboriginal heritage or Torres Strait Island heritage***

For administrative purposes, in relation to an Aboriginal identified role or Torres Strait Islander identified role, an Aboriginal person or a Torres Strait Islander person, is a person who identifies as an Aboriginal or Torres Strait Islander or has both Aboriginal and Torres Strait Islander heritage and is:

- of Aboriginal or Torres Strait Islander descent;
- accepted as an Aboriginal person or Torres Strait Islander person by the Aboriginal and Torres Strait Islander community in which they live or have previously lived.

By definition a person who is not an Aboriginal or Torres Strait Islander cannot be employed (on any basis) to perform the duties of an Aboriginal or Torres Strait Islander identified role.

Applicants to this position will be required to provide verification of their Aboriginal or Torres Strait Islander identity. Proof can either be through an endorsed *Confirmation of Aboriginality* form from an Aboriginal and Torres Stair Islander community organisation or a *Statutory Declaration* signed and stamped by a Justice of the Peace (Qualified).

## ICT Roles in Schools

Successful applicants for School ICT Positions will be required to attain the DoE Orange Card School Administrator (OC SA) certification to access the school network, enabling the officer to perform high level support tasks including server technologies. This course is only available within the DoE network.

## How to Apply - Preparing your application

It is important to prepare an application that best represents you and what you can offer. An ideal application will demonstrate why you are the best person for the job and how your experience, abilities, knowledge and personal qualities are relevant for the role.

We are open to assessing your suitability in a way that works for you. Applicants can request adjustments throughout each stage of the application process should they be required.

The requirements for your application are listed on the job advertisement.

## Resume

Your resume is you on a page - your information, your experience and career highlights. You may like to include:

- personal details – date of birth/marital status is not required;
- career summary or career objective;
- career history (name of organisation, period of employment, job title, major duties and responsibilities, main achievements);
- education qualifications (if applicable);
- training and/or professional memberships;
- referee details – you can wait until the interview to provide these to the panel. The department's preference is that you nominate referees who have firsthand knowledge of your professional conduct and performance within the previous two years.

## Cover letter or written application

Whilst not always required, the advertisement may ask that you provide a written response to questions relating to the role, address key capabilities, provide a cover letter or any combination of these. Your written application should be clear and succinct and relate to the requirements of the Role Description.

## Submitting your application online

All applications must be submitted online through the Smart Jobs and Careers website. Please note you will need to register a login before you can apply for positions.

Fill out the online application form and attach any documents as instructed in the advertisement. Any attachments should be either a Microsoft Word document or in PDF format. You may also be presented with an additional questionnaire as part of the online application process.

Once you click submit your application has been sent. You will receive a system generated acknowledgement. Your application will also be saved in the *My Applications* area for you to track progress. Once you have applied online, do not duplicate the process by emailing or providing a hard copy of your application.

Ensure you have applied for each position you are interested in as each vacancy has an individual Job Ad Reference number. Advertised vacancies are visible on the website up until 11.59pm on the specified closing date.

## Selection process

The selection of an applicant is based on the panel's assessment of the eligible person best suited to the position. The following elements are taken into account when determining eligibility and suitability:

- The extent to which each applicant has abilities, aptitude, skills, qualifications, knowledge, experience, and personal qualities relevant to the carrying out the duties in question.
- Whether the person is allowed to perform the role (the right to work in Australia, licences, etc).
- The applicant's performance in their previous employment or occupational duties and;
- Their potential to make a future contribution to the department (including their potential for development) and to the obligations of equity, diversity, respect and inclusion is also considered if relevant.

## Leadership Competencies

Leadership Competencies for Queensland describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all roles within the department.

**Vision** **Results** **Accountability**

These three areas are assessed as part of your overall application and relate to behaviours as well as demonstrated skills and are reviewed in line with the core responsibilities of the role classification and function.

## Interviews

Interviews provide you with the opportunity to:

- outline how your experience is relevant to the role;
- discuss how you meet the requirements of the role;
- indicate how you would respond to situations that may arise if you were working in the role;
- describe your previous achievements or responses to situations relevant to the role; that is, examples of your previous work. This may also include your personal qualities and potential for development;
- prepare questions to ask the panel to clarify aspects of the role, the selection process or employment conditions.

At an interview, be prepared to discuss examples of your work. You may also wish to use the 'STAR' methodology as detailed above when responding to questions.

## Other selection techniques

You may be asked to provide examples of previous work, or undertake appropriate tests or structured group and/or individual exercises.

## Referee checks

Referee checks will be undertaken, at least, in relation to suitable applicants. Referee checks may occur at any time during the selection process at the discretion of the selection panel and **are not** a selection tool. Referee checks are used to verify the claims of the preferred applicant(s) in relation to achievements, qualifications, employment history and other significant matters.

At least one referee should have firsthand knowledge of your professional conduct and performance within the previous two years. Where an applicant is a current or previous Queensland Government public service employee, a referee who can report on their public service employment is preferred. Written personal references should not be included with your initial application unless specifically requested in the job advertisement.

## Pre-employment screening

DoE may require applicants to undergo a variety of pre-employment checks including but not limited to disciplinary and/or criminal history checks and a working with children check.

## Criminal History Check (CHC)

A CHC is required for any employee or applicant who is a new or returning employee recommended for a permanent, temporary or casual position. If information is received that may exclude you from further consideration you will be given an opportunity to respond and your response will be taken into account in the evaluation process.

DoE is not obliged to consider any applicant who does not consent to undergo a CHC. Please refer to the *Suitability for employment (Directive 01/26)* for further information.

## Disciplinary Check

A serious discipline history check may be initiated on the recommended applicant.

## Working with children check (Blue Card)

In accordance with the *Working with Children (Risk Management and Screening) Act 2000* (Act) a person is prohibited from working in regulated employment unless the person;

- holds a current blue card issued by Blue Card Services;
- is a registered health practitioner working within their professional capacity who maintains valid registration with the Australian Health Practitioner Regulation Agency at all times during their employment for the purpose of satisfying the exemption requirements of the Act;
- is a registered teacher working within their professional capacity who maintains valid registration with the Queensland College of Teachers at all times during their employment for the purpose of satisfying the exemption requirements of the Act. In some work environments, teachers may also require an exemption card issued by Blue Card Services (e.g., working in Education and Care Services such as State Delivered Kindergarten programs).

Offences and penalties may apply for individuals who do not follow the requirements of the blue card system. Further details regarding the blue card system may be obtained by accessing the website: https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services.

## Employment as a Lobbyist – Conflict of Interest

It is Government policy that all public service employees are to provide, within one month of taking up duty, a disclosure of employment as a lobbyist in the previous two years.

## Private / sexual relationships

DoE has a strict policy and code of conduct concerning private employee relationships with Queensland State school students. DoE employees are prohibited from engaging in a private/sexual relationship with any Queensland State school student aged under 18 years of age, unless official approval has been given to the continuation of a pre-existing relationship.

If you have an ongoing private sexual relationship with a Queensland State school student aged under 18 years of age, and wish to be employed with DoE, prior to commencing employment with DoE you must confidentially declare this information to the Department's Integrity Unit on ☎ 1800 468 253.

Failure to make this declaration prior to commencing employment could result in termination of your employment or other disciplinary action being taken. A declared relationship may continue after employment commences where there is no conflict between the private relationship and the proper performance of work duties.

## Voluntary Medical Retirement (VMR), Early Retirement, Redundancy, Retrenchment, other Severance Benefit or Voluntary Separation Payment (VSP)

A person previously paid a VMR, Early Retirement, Redundancy, Retrenchment, other Severance Benefit or VSP by a Queensland Government entity who is reemployed by a Queensland Government entity within the period covered by the severance benefit may be subject to financial or other penalties.

Applicants who have been paid a VMR, early retirement, redundancy, retrenchment, other severance benefit, or VSP from a Queensland Government entity within the applicable periods are required to indicate this on the application form.

## Applicant Feedback

You will receive advice regarding the final selection outcome. Post selection feedback is then available upon request to the panel chair. Feedback will be based upon the panel's assessment of your suitability against the role's key capabilities.

After receiving feedback, if you wish to appeal an appointment decision you should refer to the information contained in the relevant Public Sector Commission Directive and the Public Sector Commission Appeals Guide. If you are unclear about whether you can appeal, you can contact the Queensland Industrial Relations Commission (QIRC) on ☎ 1300 592 987 for advice.

## Additional Information

- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- You may be required to complete a period of probation in accordance with the *Industrial Relations Act 2016*.
- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government Code of Conduct and the department's Standard of Practice and agree to align their professional conduct to these obligations.
- The department is committed to respecting protecting and promoting human rights. Under the Human Rights Act 2019 (Qld), the department has an obligation to act and make decisions in a way that is compatible with human rights and when making a decision, to give proper consideration to human rights. When making a decision about recruitment and selection, decision-makers must comply with that obligation. Further information is available at https://www.qhrc.qld.gov.au/your-rights/human-rights-law and https://www.forgov.qld.gov.au/service-design-and-delivery/deliver-public-services/comply-with-the-human-rights-act
- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).