

# Important information for applicants

*Thank you for your interest in applying for a job with the Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP).*

The following information is provided to assist you with the application process.

## Equal opportunity employer

DATSIP is an equal opportunity employer. People from:

- Aboriginal and/or Torres Strait Islander backgrounds;
- Women
- culturally and linguistically diverse backgrounds; or
- people with a disability.

are encouraged to apply for positions within the department.

## The role profile

The role profile provides you with information about the job, such as the purpose and scope of the role, some of the key responsibilities and how your suitability for the role will be assessed.

## Citizenship requirements for employment

Section 127 of the *Public Service Act 2008* states that a person is eligible to be a permanent officer of the Queensland Public Service only if the person is:

- An Australian citizen; or
- A person who resides in Australia and has permission or a right to be granted permission under Commonwealth law, to remain in Australia indefinitely; or
- A New Zealand citizen who has a special category visa or a right to be granted a special category visa under the *Migration Act 1958* (Commonwealth).

To be eligible for temporary appointment you must provide proof that you can legally work in Australia.

## How to apply

Unless otherwise specified, please ensure that you submit the following two pieces of information with your application, which will be used to initially assess your suitability for the role:

### 1. A statement of suitability

A statement of suitability must be no more than 2 pages, and summarises your skills, experience and achievements within the context of the role. Your statement of suitability should address the core capabilities outlines in the Role Profile.

### 2. Your current resume

Your current resume should include:

- Contact details;
- Relevant qualifications, education and training;
- Employment history;
- Brief summary of work experience and responsibilities;
- Details of two referees who can provide an objective assessment of your recent work experience. Unless there are extenuating circumstances, one of your referees must have a thorough knowledge of your conduct and performance within the last two years, in the capacity of your manager or supervisor;
- Details of (or a written reference from) an Aboriginal person or a Torres Strait Islander person who can attest to your capability in understanding of Aboriginal and Torres Strait Islander cultures, from both a historical and contemporary perspective.

All applications should quote the Job Advertisement Reference Number.

Applications are lodged online through the *SmartJobs* website, via the 'Apply online' button displayed at the bottom of the screen.

If you experience a fault whilst lodging your online, do not receive a receipt for your application or are unable to apply online, please contact the Applications Processing Team at

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Queensland Shared Services to inquire about alternative arrangements. Details are available on the *SmartJobs* website.

Late applications cannot be submitted online. If you have approval to submit a late application, please advise the Applications Processing Team.

### The selection process

The selection panel will review your application. The applicants who best meet the requirements of the role will be contacted for further assessment.

Examples of assessment tools used by the panel may include, but limited to:

- Interviews;
- Request for work samples;
- Request for case studies and/or presentations.

You will be advised in advance by the selection panel as to which assessment tools will be used.

At any time during the selection process the panel may contact your nominated referees to verify the information you have provided.

Your application will be treated in confidence. It will remain current for a period of up to 12 months and may be considered for other identical or recurring vacancies that may arise. Your application will then be destroyed.

### Special requirements

If you have any special requirements to attend an interview, such as building access or communication assistance, please notify the contact person listed on the Role Profile.

### Criminal history checks

Any offer of employment by DATSIP is conditional upon the applicant's consent to criminal history screening.

All persons seeking employment with DATSIP are subject to criminal history screening in accordance with the provisions of the *Public Service Act 2008*.

In addition, information can be obtained from the Queensland Police Service as to whether the applicant for screening is, or has been, under investigation for a possible, serious offence.

Any person seeking employment with the department will be provided with a copy of the

guidelines relating to the assessment of criminal histories upon request.

The existence of criminal history (a conviction or charge for an offence) does not necessarily preclude an applicant from engagement. Any criminal history will be considered on a case by case basis.

Under the *Code of Conduct for the Queensland Public Service*, all persons engaged by DATSIP and who are subject to criminal history screening have a legislative duty to disclose any changes in criminal history.

### Disclosure of previous employment as a lobbyist

The Public Service Commission's whole-of-government policy *Disclosures of previous employment as a lobbyist* states that all newly appointed public servants must disclose to their chief executive officer within 1 month of taking up duties, any work they have performed as a lobbyist in the previous 2 years.

The policy emphasises that previous employment as a lobbyist may constitute a real or perceived conflict of interest, which must be disclosed by an employee in accordance with the *Code of Conduct*.

### Code of Conduct

The *Code of Conduct for the Queensland Public Service* applies to all employees of DATSIP.

The Code outlines the government's expectations of the behaviour and standards to be applied by public servants and the positive expression of public sector values.

### Union encouragement

The government recognises your entitlement to join a registered union. While you're not obliged to join a union, the government encourages its employees to do so. Please contact the relevant union, [Together Queensland](#), for further information on membership.

You should also know that your name, the name of your workplace and your workplace location may be provided to Together Queensland for the purpose of providing the union with the opportunity to discuss with you the benefits of union membership.

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### Remote and Regional Support

Eligible employees appointed to a specific remote or regional location may have access to additional support under the applicable departmental policy and procedures.

### Travel requirements

Travel within Queensland and interstate may be a requirement of this role. Employees within work units in rural and remote locations in particular are likely to undertake travel involving long distances and the mode of transport may vary (e.g. Boat, plane, 4WD vehicle).

***For further information on the role, please contact the person listed on the Role Profile.***

***For further information about the department, please visit our website at [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au)***