

# Information to assist applicants compile their application

## Eligibility to apply for a position

To be eligible to apply for vacancies within the Department of the Environment and Water Resources **you must be an Australian citizen. (Any queries relating to this requirement can be discussed with the recruitment manager on (02) 6274 1277).** If you do not meet the above criteria your application will not be considered.

## The basis for selecting staff

The selection of staff to the Department of the Environment and Water Resources is based on the relative merit of the applicants in relation to the specified selection criteria.

It is **essential** that you specifically address each of the selection criteria for a position. The information you provide in your application must be clear and concise as it will be the basis for the selection of applicants. The Department of the Environment and Water Resources uses a streamlined recruitment process, using a very rigorous shortlisting process and offers selection panels a number of different assessment procedures. These may include contacting referees prior to assessment, making an assessment based on application and referee input alone, or conducting interviews, examining work samples and/or conducting performance tests (written or practical).

Our aim is to ensure that fair consideration is given to all applicants. So that Selection Committees can be appropriately structured and adequately able to consider the claims of people from designated groups, applicants may wish to indicate if they are from a particular group in their application. Designated groups are: Women; Aboriginal and Torres Strait Islanders; people from non-English speaking backgrounds and people who have a disability.

Applications **must be received on or prior** to the closing date. Should you be unable to meet that deadline, you must notify the **nominated contact officer** and seek agreement to submitting a late application. In this situation you should at least submit an expression of interest (this can be faxed, so please obtain the fax number when speaking to contact officer) by the closing date and then forward a full application by mail.

## What should your application include?

- a covering letter which includes:
  - the title and position number of the position you are applying for;
  - details of where and how you can be contacted during business hours (9.00am to 5.00pm Monday to Friday); and
  - a brief summary (no more than a paragraph) of your suitability for the position;
- your claims against each selection criterion, clearly set out using each selection criterion as a heading and followed by a brief summary of how your experience, knowledge, skills and qualifications relate to each selection criterion; and
- a current curriculum vitae which includes:
  - your full name;
  - address;
  - contact telephone numbers;
  - citizenship;
  - work experience starting from the present and working to the past; and
  - qualifications and membership of professional organisations

## **What about referee reports?**

Please do not provide referee reports at this stage.

The selection committee will only seek referee reports for the top candidates for a vacancy after the interviews have been conducted, or during the shortlisting process if they are having difficulty deciding if an applicant should be selected for interview. It is in your interest to notify any intended referees that you have nominated them. The Department of the Environment and Water Resources uses **verbal referee reports** in many cases.

**Availability during selection process:** The selection committee will make a number of attempts to contact applicants but where contact is not possible from the information provided no further consideration will be given to the application.

## **How should you present your application?**

How you present your application is your personal choice but you are advised to stay within the following guidelines:

- typed (minimum font size 12) or neatly hand written (black ink);
- clearly laid out and well spaced; and
- on white or off-white paper.

**Applicants are requested not to place their applications in folders, as they are difficult to copy and file.**

## **How many copies of your application should you send?**

Please send your original application plus two copies.

## **What about attachments to your application?**

Please do not send any attachments such as examples of work, publications or graphics with your application. If you are selected for interview you may wish to bring them to the interview.

## **Does the Department of the Environment and Water Resources acknowledge the receipt of applications?**

No, the Department of the Environment and Water Resources does not acknowledge applications on receipt.

## **Where to send your application?**

If you are mailing your application please send it to the Contact Officer at the address nominated at the bottom of the position profile.

If you are delivering the application by hand please call the Contact Officer on the telephone number in the advertisement to organise a convenient time.

If you would like to email your application please email it to the Contact Officer nominated at the bottom of the position profile.

## **Remuneration policy:**

If you are the successful applicant you may like to note the Departments policy on commencement salaries and annual pay progression and discuss your commencing salary with the delegate before your engagement/promotion takes effect.

Clause 454 of the Department's collective agreement states: *“Where an employee commences in the Department of the Environment and Water Resources or is promoted within the Department, salary will be payable at the point in the salary range applicable to the classification of the job, as determined by the Agency Head (delegate), having regard to **the experience, qualifications and skills of the employees.**”*

Clause 456 – *“At the discretion of the Agency Head (delegate), a person moving to the Department whose salary in their previous APS agency (current equivalent APS Classification Certified Agreement Salary) exceeds the current maximum of the relevant classification level in this Agreement, will be maintained on their current salary until such time as their salary (at that classification level) is absorbed by the Departments pay increases.”* Salary maintenance however does not extend to provision of higher salaries under AWA's, as they are negotiated agreements between an employer and an employee.

Clause 461 to 469 Annual Pay progression – *it should be noted that progression through ongoing pay points is an annual event on 1 September each year for eligible employees.*

*Eligible ongoing employees must meet the required standard in the Departments Performance and Development Scheme and will **be advanced to the next pay point provided they have been on the current pay point for six months prior to 1 September.***

Further information regarding employment conditions can be found in the Departments certified agreement.

## **Who to call if you have any questions?**

General questions about your application and conditions of employment should be directed to the Recruitment Manager on (02) 6274 1277.

**Questions about the duties and responsibilities of the position, and the selection process should be directed to the contact officer listed on the advertisement.**