

Online applicant information

Employment in the Department of Sustainability, Environment, Water, Population and Communities is governed under the *Public Service Act 1999* and our employees embrace the [Australian Public Service Values](#) and [Code of Conduct](#).

The basis for selecting staff

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

Unless indicated otherwise 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 Sustainability, Environment, Water, Population and Communities 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).

Eligibility to apply for a position

To be eligible to apply for vacancies within the Department of Sustainability, Environment, Water, Population and Communities **you must be an Australian citizen. (Any queries relating to this requirement can be discussed with the recruitment manager on (02) 6274 1277).**

Before you Apply

Before you apply, carefully read the job description/selection documentation. If you require further information about the position please speak to the nominated contact officer.

Preparing Your Application

DSEWPaC prefers online lodgement of applications. You can view and access our online system at the following web site:<http://www.environment.gov.au/jobs/opportunities/index.html>

As part of your online lodgement you will be required to complete an application form, submit responses to the selection criteria and upload your resume.

When responding to the selection criteria, you can cut and paste from Microsoft Word or type directly into field. Please note that some formatting will not translate into the online system so please review your responses before submitting. **Please observe the word limit as indicated on the application form.**

Submitting Your Application

If you are unable to utilise the online system, you should liaise with the contact officer to make alternative arrangements. Please note, as most online vacancies are restricted to a word limit, any alternative arrangement should also adhere to that word limit.

Where electronic lodgement is not possible, please submit the following documents:

- your claims against the selection criteria;
- a short resume of your education and employment history; and
the DSEWPac Application Cover Sheet (available from the web site - <http://www.environment.gov.au/jobs/opportunities/index.html>)

by mail to (the contact officer nominated on the vacancy)
Department of Sustainability, Environment, Water, Population and
Communities
GPO Box 787
Canberra ACT 2601

or via email to contact officer email

Closing time

Unless otherwise noted, the department's normal closing time for online submission of applications is 11.30pm on the third Monday after the vacancy appeared in the APS Jobs. Closing times for vacancies can be viewed at the following link:

<https://environment.nga.net.au/cp>

Applications must arrive before the closing date as selection panels are not obliged to accept late applications. Should you be unable to meet that deadline, you must notify the **nominated contact officer** and seek agreement to submitting a late application. Only online applications will receive a return confirmation.

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.

Remuneration policy

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

Clause 5.22 of the department's Enterprise Agreement states:

Employment with us provides a challenging and rewarding career in the Australian Public Service (APS)

Where an employee commences employment in the department or is promoted within the department, the employee's salary will be the point in the salary range applicable to the classification of the job, as determined by the delegate, **having regard to the experience, qualifications and skills of the employee.**

Clause 5.23:

At the discretion of the delegate, where:

- *an ongoing employee moves to the department directly from another APS agency; and*
- *the employee's salary (the 'previous salary') in that agency exceeds the highest pay point in this Agreement for the same (or equivalent) APS Classification;*

the employee will have their salary set at the highest pay point for that classification in the Agreement.

Clause 5.24:

Where clause 5.23 applies, the delegate may determine that the employee receive additional salary to maintain the employee's previous salary, until such time as the employee's salary is equal to, or greater than, that previous salary (e.g. because the employee is promoted or the relevant pay points for the classification increase due to pay increases).

Clause 5.39 to 5.44, 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 employees must meet the required standard in the department's Performance and Development Scheme and will then **advance to the next pay point provided they have been on their current pay point for six months prior to 1 September.**

Further information regarding employment conditions can be found in the department's Enterprise 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 nominated on the advertisement.