

**CANDIDATE**

**INFORMATION**

**PACKAGE**

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# Introduction

Please read this information carefully before preparing and submitting an application.

This information pack provides useful material regarding the role that you are applying for and further advice to guide you with your application.

Should you require further information please call the contact officer assigned to this position.

# Our Purpose

We help drive a stronger Australian economy by building a more profitable, resilient and sustainable agriculture sector, and by supporting the sustainable and productive management and use of rivers and water resources.

# Diversity

Diversity is an important priority for the department, and we are committed to supporting a culture where everyone is treated equally, fairly and with respect, and ensuring our workforce is representative of the Australian community we serve.

The Department of Agriculture and Water Resources supports diversity through our Diversity Strategy and Action Plan. The strategy focuses on attracting, recruiting and retaining a diverse workforce as well as cultivating a supportive workplace environment that encourages and engages in diversity.

We encourage people from all backgrounds, including people with a disability, Indigenous Australians, and people from different cultural backgrounds to apply for positions within the Department of Agriculture and Water Resources. We believe that employing a diverse workforce adds to our innovation and makes good business sense.

# Working Environment

The Department is committed to creating a fair, accessible and flexible work environment accommodating the individual needs of employees and aligning with organisational goals. These arrangements are available to all employees within the department where operational requirements permit.

# Behaviour and Conduct in the Workplace

All Commonwealth employees must comply with the requirements of the Public Service Act 1999, including the APS Values, Employment Principles and Code of Conduct. The APS Values, Employment Principals and Code of Conduct specify the type of behaviour and conduct expected. Proven breaches of the Values or Code of Conduct may result in formal action being taken in accordance with the Department’s procedures. Sanctions that may apply for a proven breach of the APS Code of Conduct range from a reprimand through to termination of employment.

# Work Health and Safety

Under the *Work Health and Safety Act 2011*, as a worker you must cooperate with any reasonable instruction, policy or procedures given to you by the department (PCBU) which relates to health and safety in the workplace.  You must also take reasonable care for your own health and safety while at work, and ensure your acts or omissions do not adversely affect the health and safety of other persons in your workplace.

Definition: A worker includes contractors, sub-contractors, graduates and volunteers working for a Commonwealth or non-commonwealth licensee business or undertaking.

# Employment Agreement

Employment conditions are determined by either the *Department of* *Agriculture and Water Resources Enterprise Agreement 2017 – 2020* or the *Meat Inspection Enterprise Agreement 2015-18.* You should also be aware that the provisions of the *Public Service Act 1999* apply.

Both agreements are on our website at <http://www.agriculture.gov.au/about/jobs/benefits-conditions>

## Remuneration

The remuneration package and terms and conditions for all Department of Agriculture and Water Resources positions are governed by either the *Department of* *Agriculture and Water Resources Enterprise Agreement 2017 – 2020* or the *Meat Inspection Enterprise Agreement 2015-18*. Where an individual commences employment with Department of Agriculture and Water Resources, salary will normally be payable at the minimum pay point of the relevant classification. For specific positions, relevant allowances and penalties may apply.

## Planned Absences

## Absences during your probation period and continuing operational period will be at the discretion of your supervisor and it is important that advance notice has been given (where possible) to allow your supervisor to consider the request.

# The Selection Process

We recruit staff based on merit, which means that from a field of applicants, we need to select the best person for the position. To do this we compare and weigh up the skills, experience and abilities of each applicant. We use different tools and techniques, such as written applications, interviews and or work sample tests, to collect the evidence we need to make a merit based decision.

For additional information on preparing your application and addressing selection criteria refer to the “Cracking the Code” publication located on the Australian Public Service Commission website.

Department of Agriculture and Water Resources will consider all requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position. If you have individual requirements that need to be accommodated in order to participate in an interview or assessment centre please inform the contact person listed.

# Selection Criteria/Statement of Claims

Applicants should address each selection criterion/assessment requirements and provide examples which demonstrate their ability to perform the duties of the position. Some vacancies will not ask for a response against the selection criteria but will instead ask you to submit a statement of claims. Where you are asked to provide a statement of claims, you do not need to specifically respond to the selection criteria (if they are listed on the duty statement) unless this is expressly stated in the duty statement.

# Submitting your Application

## How to Apply

A complete application should include the following:

* a summary of your work experience outlining positions held and major responsibilities;
* statements and supporting examples against each of the selection criteria which describes how your skills, experience and qualifications meet the criteria; OR your statement of claims
* The names and contact details of two referees

Please note that only completed applications will be assessed.

## Responding to the selection criteria/preparing a statement of claims

Your achievements against the selection criteria are an important part of your application. It allows you the opportunity to communicate to the Selection Advisory Committee that you have the abilities, experience, performance and personal qualities that would make them feel confident that you should be short-listed for the position.

Your application should specifically address each selection criterion. Responses to the selection criteria should concisely and fully describe how you consider yourself suitable against each of the selection criteria. Wherever possible give examples of how you meet the selection criterion, do not simply state that you meet the selection criterion.

You should restrict your responses to the length specified on the online application form.

All selection criteria are weighted equally, unless otherwise noted on the selection documentation, and applications will be assessed on all of the criteria.

If you are asked to prepare a statement of claims the instructions will specify what the Selection Advisory Committee are asking you to submit. For example, you may be asked to submit a statement telling us why your skills, knowledge, experience and qualifications make you the best person for the job.

## Referees

You don’t need to provide written referee reports with your application. However, you must include the names and contact details of two referees who can comment on your work performance. We expect that one of your referees will be your current supervisor or manager. If you don’t want us to contact your referees without advising you first, indicate this in your application.

Applicants are strongly encouraged to make suitable arrangements with their nominated referee prior to the lodgement of their application.

## Privacy

The Privacy Act places obligations on Australian Government agencies (and their employees) in relation to collecting and handling personal information. The information provided in the selection processes and forms will not be used without your prior consent for any purpose other than in relation to your assessment for engagement as an APS employee.

# Eligibility

Employment with the Department of Agriculture and Water Resources is subject to conditions prescribed within the Public Service Act 1999 and the *Enterprise Agreement**2017 – 2020.*

## Citizenship

APS employees are required to be Australian citizens. Applicants not born in Australia must have completed the citizenship ceremony and must be able to produce proof of citizenship.

## Security and Police Records Checks

For positions located in airport and wharves, you will be required to undergo an assessment for an airport (ASIC) and marine (MSIC) security clearances in accordance with the requirements of the relevant Regulations. The security classification required for this role is located in the job description.

## Criminal History & Conduct

A history of criminal conduct, irrespective of whether the clearance subject was formally charged with, or punished, may be of significant security concern where:

* + the offences involve dishonesty or deception;
	+ the offences involve misappropriation of resources, or misuse of positions of trust;
	+ the clearance subject would endeavour to ensure that the details of the activity remain concealed from family, friends or work colleagues;
	+ the offences indicate a serious or habitual disregard for the law; or
	+ the offences are indicative of some other basis for concern.

A history or pattern of criminal activity may create doubt about the clearance subject’s judgement, reliability and trustworthiness. Such behaviour may indicate the clearance subject’s lack of respect for rules, the law and social expectation.

## Mitigating factors

The Crimes Act 1914 protects clearance subjects from having previous minor criminal convictions held against them long after the offence has been dealt with, provided they have not since re-offended. These are called ‘spent convictions’. A spent conviction is a conviction for an offence that satisfies all of the following conditions:

* + it is 10 years since the date of the conviction (or 5 years from child offenders);
	+ the clearance subject was not sentenced to imprisonment or was not sentenced to imprisonment for more than 30 months.
	+ the clearance subject has not re-offended during the 10 year waiting period (5 year for child offenders); and
	+ an exclusion does not apply (a full list of exclusions is available from the Office of the Privacy Commission).

## Health Assessment

New APS employees may be required to undergo a medical examination conducted by the Department of Agriculture and Water Resources’ preferred medical supplier. Where, after receiving a report from the Commonwealth Medical Officer/medical practitioner, the delegate is not satisfied with your standard of health or physical fitness, he or she may elect not to proceed with offer of employment or terminate your engagement.

## Uniform

Candidates may be required to perform duties in an official uniform supplied by the Department of Agriculture and Water Resources.

## Drivers Licence

Candidates may be required to hold a valid driver’s licence in their State or Territory of residence. It is a requirement that all employees who may be required to drive on Department of Agriculture and Water Resources business have a current licence for the vehicle they are to operate.

## Rotation

In order to meet operational requirements and deliver client service, Department of Agriculture and Water Resources staff in regional offices may be rotated through various work areas.

## Outside Employment

## Employees are required to seek approval to engage in any form of paid employment outside of the department. Employees also need to declare and seek approval for any form of unpaid work or voluntary activity which might impact on their ability to perform their duties or might be perceived to involve a conflict of interest.

# Review of Promotion Decisions

Where the outcome of a recruitment process is a promotion, a person can apply for a review of the decision when the following criteria are met:

1. A promotion decision has been published in the Gazette for a job at the APS 1 to 6 classification.
2. The person is an ongoing APS employee who has applied unsuccessfully for promotion to the job.
3. The successful candidate is an ongoing APS employee who will be promoted to the job.

A promotion review must be lodged within 14 days of the promotion notification in the Gazette.

For further information, please contact the Merit Protection Commission: <http://www.meritprotectioncommission.gov.au/home>.

# Drug and Alcohol Guidelines

## Alcohol & Other Substances

Improper and/or inappropriate use of alcohol and other substances can cause serious injury to the health of employees, impair the workplace performance and endanger the safety and wellbeing of fellow employees and members of the general public.

Department of Agriculture and Water Resources employees and contractors must not, through the consumption of alcohol or other substances (whether legal or illegal) render themselves unfit or incapable of performing their duties. Employees whose work performance or conduct is impaired by alcohol or other drugs are expected to make appropriate leave arrangements and not attend work until they are fully effective.

All Department of Agriculture and Water Resources employees working airside are required by law to comply with Civil Aviation Safety Authority Drug and Alcohol Random Testing Program.

## Illegal Substances

Department of Agriculture and Water Resources adopts a zero tolerance policy toward the use of illegal drugs. All employees and contractors must not, at any time, take part in, or knowingly have a continuing association with persons involved in the illegal importation, possession, trafficking, manufacture or use of illicit drugs or other prohibited substances or associated paraphernalia.

Failure to comply with these requirements may result in the imposition of disciplinary procedures.

## Smoking

The department is required by Work Health and Safety legislation to provide employees with a healthy and safe working environment

Smoking is banned:

* in all areas of buildings or parts of buildings occupied by the Department of Agriculture and Water Resources – including offices, basements, stairwells, toilets and balconies;
* in vehicles, vessels or aircraft under the control or hired by the Department of Agriculture and Water Resources; and
* at all social functions held on Department of Agriculture and Water Resources premises.

This ban applies at all times, not just in working hours and covers all workplaces in central office, the regions and overseas.

# Further Information

Further information on the roles and responsibilities of Department of Agriculture and Water Resources is contained on the website **www.agriculture.gov.au** .

**Thank you for your interest with the Department of Agriculture and Water Resources**