

Thank you for your interest in applying for a vacancy with Department of Mines and Energy (DME). The following is based on the Public Service Act 1996 (QLD), the Office of the Public Service Commissioner Directives and policies of the Department. For further information regarding this process please contact Recruitment Services on 07 3225 2268.

If you require further information regarding the job you wish to apply for, please liaise with the contact person indicated on the Job Description.

THE SELECTION PROCESS

The selection process involves a range of selection techniques which can include a written application, interviews, practical exercises, work samples, aptitude and ability tests, structured group and / or individual exercises.

In many cases written applications are used to make a shortlist of applicants to be interviewed.

Referee checks are used to verify or expand information obtained from applicants.

THE SELECTION COMMITTEE

A selection committee consisting of at least two people, including a chair person will assess your application.

The selection committee will have adequate knowledge of the requirements and outcomes of the job and must select candidates on the basis of merit to ensure that the best possible candidate is selected for the job.

THE JOB DESCRIPTION

This document provided you with the information about the job, such as the purpose, the duties, the reporting relationships, the organisational environment and the selection criteria.

Selection Criteria

The Selection Criteria outline details of the skills, knowledge and abilities required to perform the duties of the job and consist of mandatory requirements, key selection criteria and other selection criteria. As part of your written application you should attempt to address all selection criteria outlined in the job description as you will be scored on suitability or compatibility with the selection criteria.

Mandatory Requirements

Mandatory levels of qualification, experience and/or training or certification may be specified may be specified. In order for your application to be considered, you must meet there requirements.

Key Selection Criteria

These are the core competencies required to undertake the duties and responsibilities of the job and are the primary basis for selection.

Other Selection Criteria

These selection criteria are the requirements that are desirable for the job's outcome.

THE RATING PROCESS

Performance during the selection process is assessed and rated by the selection committee against a predetermined scale. The selection criteria are usually weighted to indicate the relative importance to the job.

THE WRITTEN APPLICATION

The objective of your written application is to convince the selection committee that you are the best person for the job. Your written application:

- A completed Application Coversheet Form for each job.
- A concise statement describing how you meet each of the selection criteria as specified in the job description.
- It is essential that you should attempt to address all of the selection criteria. It is not enough to simply state that you meet the criteria. You should provide examples to indicate how you meet them and where you have had relevant experience in your work (or other) history.
- A resume or curriculum vitae outlining a brief summary of your work experience, including where you have worked and date, jobs held during your period of employment and major duties performed.
- The names and contact numbers of at least two referees who could provide an objective assessment of your work performance.

Please provide 3 copies of all material contained in your application. Please submit copies of certificates, qualifications, references, etc NOT ORIGINALS with your application, as we cannot return them to you.

- You applied for the vacancy by 5pm on the closing date shown on the advertisement.
- You are a permanent public service employee of a department or public sector agency.

An appeal against a promotional appointment must be lodged with the Public Service Commissioner by 5pm, 21 calendar days after notification of the appointment in the Queensland Government Gazette. However, you should seek post selection feedback before submitting an appeal application.

THE INTERVIEW

All interviewees will be asked the same questions which have been developed from the selection criteria to assist the selection committee to assess how well you match the selection criteria.

The interview will be interactive which means that the committee may ask additional questions to explore and expand upon issues raised by your responses.

It is suggested that you give some thought to the type of questions that might reasonably be asked to ensure your answers should describe actual situations or tasks in which you have been involved in relation to the selection criteria.

OTHER SELECTION TECHNIQUES

The selection committee will choose selection techniques they consider relevant to the job. You may also be asked to provide examples of previous work.

REFEREE CHECKS

Referees of the highest rating candidate will be contacted before the selection process is complete to verify the information gathered about the candidate's ability to meet the criteria. This information will be used to supplement the final selection decision. If contact with your current supervisor will cause a problem, please advise the committee accordingly.

AFTER THE SELECTION PROCESS

NOTIFICATION OF APPOINTMENT

Once the selected candidate has been appointed, both the appointee and all unsuccessful candidates will be notified as soon as possible.

POST SELECTION FEEDBACK

Post selection feedback is available to all applicants upon request. This can be arranged through the chair of the selection committee.

PROMOTION APPEALS

The promotion appeal system exists to promote good selection practices. If you are a permanent Queensland Public Sector Employee, you may appeal against an appointment if you consider yourself more meritorious than the appointee, or if you consider the selection procedures unfair or inappropriate.

As a general rule, you may appeal if:

- The advertised position is not Senior Executive Service position or marked with a (b) in the Queensland Government Gazette.

The successful applicant is promoted into the position and is not an applicant who is external to the Queensland Public Service.

GENERAL INFORMATION

LODGING YOUR APPLICATION

Applications must be received by 5pm on the closing date shown and should be forwarded to the address provided on the job description or coversheet with reason at the discretion of the selection panel.

Please note any email attachments should be in Microsoft Word (read only) or PDF format.

Please also note that our current systems are not compatible with Microsoft Office 2007 software. Please save your document in Word 2002 or an earlier version before attaching to your email.

PAY RATES

Appointment will normally be at the minimum pay point of the relevant classification level. However, if you are an external applicant and present a case to the selection committee demonstrating a higher level of skills and knowledge, you may be able to negotiate salary within that classification level.

CITIZEN REQUIREMENTS

Section 75 (1) of the Public Service Act 1996 states that "A person is eligible to be an officer 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 Migration Act 1958 (Commonwealth)."

If you do not meet these requirements you cannot be appointed in a permanent capacity with a Queensland Government department.

The Queensland Government is an Equal Opportunity Employer

Corporate Solutions Queensland (CSQ) collects applicants information for the purpose of establishing and maintaining recruitment records. Only authorised department officers have access to this information. Your personal information will not be disclosed to any third party without your prior consent or unless authorised by law.