



Information to assist applicants in compiling their application

Eligibility to apply for a position

To be eligible to apply for vacancies within the Department of Climate Change **you must be an Australian citizen and have security clearance at the ‘protected’ level**. Successful applicants without the necessary security clearance must complete a ‘protected’ security clearance pack before commencing in the department; they will in most cases be issued a waiver pending formal clearance.

(Any queries relating to this requirement can be discussed with the recruitment manager on (02) 6274 1838). 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 Climate Change 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 Climate Change 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 submit a late application. Please note that the granting of a late application is made only in exceptional circumstances; it is not the norm. If you are granted an extension by the nominated contact officer you should at least submit an expression of interest (this can be faxed or emailed) by the closing date and then forward a full application by mail or email.

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;
 - security clearance level;
 - 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 Climate Change 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 a 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.

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 Climate Change acknowledge the receipt of applications?

No, the Department of Climate Change 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 email contact nominated at the bottom of the position profile.

Remuneration policy:

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

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 1838**

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

Thank you for your interest in working for the Department of Climate Change.