



# Candidate Information Pack

*One APS Career...Thousands of Opportunities*

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This pack provides some general information about working at DCCEE, the selection process and things you might find useful when applying for a position here.

It is impossible to include everything you might want, so please contact us if you need any more information. You can visit our website <http://www.climatechange.gov.au>.

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## Working under the Public Service Act 1999

The Department of Climate Change is governed by the Public Service Act 1999. There are some eligibility and other legal requirements that you should be aware of when applying.

### Citizenship

The Public Service Act 1999 requires all people joining the Australian Public Service to be Australian citizens. The Secretary may waive the citizenship requirement in exceptional circumstances please discuss it with the contact officer before applying for a position.

### Security and character checks

We will conduct a number of pre-employment checks before we offer you employment. For us to do this, you will be required to supply certified copies of:

- full birth certificate;
- marriage certificate (if it shows a name change);
- decree nisi/decre absolute if associated with a name change;
- deed poll certificate if associated with a name change;
- current passport(s);
- Australian citizenship certificate;
- photo ID; and
- tertiary educational qualification(s) if applicable.

We also require all employees to hold a minimum protected security clearance level. If you do not hold a security clearance at this level (or at a higher level where specified) we will require you to undergo a security check before

your employment can be confirmed.

### **Health assessment**

New employees are required to complete a health assessment form.

### **Share ownership**

To avoid any real or perceived conflict of interest, if you are successful in getting the job you are required to disclose any share ownership that is relevant.

### **Probation**

Probation means a period of time where your performance is assessed before your employment as an APS employee is confirmed.

### **Redundancy benefit**

There are restrictions on the employment of people who have accepted a redundancy benefit from an Australian Public Service employer.

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## **The Selection Process**

The Department of Climate Change and Energy Efficiency recruits staff based on merit, which means that we select the best person for the job. We compare 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.

Suitable applicants with the required skills and experience may be placed on a merit list which will remain open for 12 months from the date of advertisement in APS Jobs.

For each job advertised, a selection panel is convened. The panel reviews the written applications against the selection criteria, and then makes a decision about the need to assess applicants further through an interview or another assessment technique, and whether or not to follow up with referees.

### **How to address the selection criteria**

Please consider the following information before you commence writing your application:

- Do you understand the job requirements as set out in the position statement?
- Have you correctly analysed the job requirements? You do this by phoning the Contact Officer whose name and phone number is included in the position statement.
- Are you are a good 'fit' for the role? To do this, ask yourself if you enjoy the type of work on offer and do you have the relevant skills and experience to the job.
- Have you found out about our Department by accessing other information on our website? It is important that you are not only a good fit for the role but also for the Department as well.
- Can you clearly demonstrate (by way of example) how you meet the job requirements?

Your written application is the first impression that the selection committee has of you. The job description will help you understand the responsibilities and tasks required in the role. The **DCCEE Key Capabilities** describe the personal qualities, skills and knowledge you need to perform the role effectively.

For additional information on how to apply for Australian Public Service roles please read [Cracking the Code: How to apply for jobs in the Australian Public Service](#).

One of the methods you can use to address selection criteria is the STAR method.

- Situation Set the context by describing where you used the skills or qualities.
- Task What did you do?
- Approach What action did you take?
- Result What was the outcome?

### Further assessment

The selection panel usually, but not always, decides to interview those people who are assessed most highly against the selection criteria. If you are applying from interstate you might be interviewed by telephone. The selection panel will let you know. The Selection Committee will give you as much notice as possible of your interview date and time.

If there is anything you need to help you during this process or you have any individual requirements that need to be accommodated in order to participate in an interview please inform the contact person and detail your requirements in the Applicants Details Form.

### Your application should include:

**A completed *Applicant Details Form***, which is available from the Department's website - <http://www.climatechange.gov.au/about/employment.aspx>

**A covering letter**, which clearly states the Vacancy Reference Number (VRN) and the title of the position.

**A statement of claims** addressing the selection criteria. Please ensure that you write succinctly, with due regard to the Duties listed in the job description.

**Your current résumé** including a summary of your work history commencing with your most recent employment. Include details of your qualifications including dates and institution names, as well as the names and telephone numbers of **two referees**. It is recognised that applicants from outside the Public Service may choose not to provide referee details at this stage. However, confirmation of an applicant's claims may be sought before an offer of employment is made.

Failure to submit all of the above may impact the selection panel's ability to fully assess your application.

### Where do I submit my application?

Applications are to be sent to DCCEE Recruitment Team -

By email to: [recruitment@climatechange.gov.au](mailto:recruitment@climatechange.gov.au)

Or by post to: Recruitment Officer  
Department of Climate Change and Energy Efficiency  
PO Box 854  
CANBERRA CITY ACT 2601

\*Please note: only applications submitted via email will be receipted.

### **Late applications**

Generally late applications will not be accepted. If you are not able to lodge a full application by the closing date due to extenuating circumstances, you may discuss your situation with the Contact Officer. If granted an extension you must ensure that a complete application is forwarded by the date agreed with the Contact Officer to be considered for the employment opportunity. Applications not received by the agreed date will not be followed up.

### **Progress of your application**

You may ask the Contact Officer at any time about the progress of your application. The Contact Officer's details can be found on the job documentation.