

GUIDELINE FOR APPLICANTS

Thank you for your interest in applying for a position with Queensland Treasury (Treasury). We are committed to the values of the Queensland Public Service and to recruiting and retaining the best people for the job. We hope the information in this guide helps you better understand the recruitment and selection process and with the preparation of your application.

Queensland Treasury

Treasury is at the heart of the Queensland Government, providing world-class economic advice and financial services. We are responsible for driving better financial and economic outcomes for Queensland, so Queenslanders can prosper now and into the future. Working in a central agency, our people develop solutions that have lasting impact on prosperity for Queenslanders.

Want more information? Visit our website – www.treasury.qld.gov.au

Great working conditions

With such a demanding agenda, Treasury knows that a balance between work and life commitments helps our people deliver their best. Treasury employees will have access to:

- up to 12.75 per cent subsidised employer superannuation
- four weeks' annual leave, attracting 17.5 per cent loading
- flexible working arrangements, with specific provisions for parents and carers
- other leave for purposes such as sickness, emergencies, parental, long service
- opportunities for professional development, networking and career progression (including study assistance)
- salary packaging arrangements
- recognition of prior service in other government organisations
- a safe, healthy and smoke-free work environment.

Diversity

To deliver the best service to our clients we want a workforce that reflects the community that we serve. Queensland Treasury values inclusion, diversity and the skills, knowledge and experience a diverse workforce brings to our organisation. If you have any specific adjustments or requirements during the selection process, please advise the contact person listed on the role description.

At Queensland Treasury we:

- Strongly encourage everyone to apply for our advertised positions; irrespective of gender, ethnicity, age, language, sexual orientation, disability, and family responsibilities.
- Recognise the value of diverse backgrounds, experiences and perspectives.
- Promote a respectful workplace culture and provide support to those whose lives are affected by domestic and family violence.

- Encourage conversations between managers and employees about implementing flexible working arrangements such as part-time and working from home, for all positions.
- Endeavour to meet the needs of our employees, while still achieving mutually agreed work goals and objectives.

For more information on 'our people' and our capable and inclusive workforce click [here](#).

Leadership Competencies for Queensland

Under the [Leadership Competency framework](#), eleven core capabilities have been identified for all staff to have in order to deliver exceptional services to the State. Treasury's role descriptions include the capabilities considered to be the most critical to success in the role you are applying for. If you are appointed, you will be assessed and be expected to develop against all eleven capabilities. The role description also refers to the leadership stream that applies to the role. We recommend that you familiarise yourself with the relevant behavioural indicators to better understand the expectations for merit assessment.

How do I apply?

Refer to the role description for the instructions on how to apply.

False/Misleading Information

It is important that you do not provide false or misleading information when submitting your application and throughout the selection process. Treasury uses referee checks to verify your claims that you make in your application and interview. Providing false or misleading information about such things as your qualifications, your responsibilities and functions in past roles or the reason for leaving previous employment can impact significantly on your potential employment within Treasury. Queensland Government employees found to be providing false or misleading information can be subject to disciplinary action.

Citizenship requirements

Only applicants who meet the following citizenship requirements can be appointed permanently to the Queensland Public Service, in accordance with section 127 of the *Public Service Act 2008*:

- is an Australian Citizen
- resides in Australia and has permission, under a Commonwealth law, to –
 - work in Australia; and
 - remain in Australia indefinitely.

To be considered for temporary positions an applicant must hold a valid residency visa which allows them to work for the duration of the temporary appointment.

Applicants will need to provide information confirming their eligibility to live and work in Australia if not an Australian citizen.

Previously paid an Early Retirement, Redundancy, Retrenchment, Severance Benefit

Applicants who have been paid an early retirement, redundancy, retrenchment or severance benefit from a Queensland Government entity within the applicable periods are required to indicate this by providing a response to this question on the online application form or on the 'Offline Application for Advertised Position' form.

For more information please click [here](#).

The selection process

The selection process will include consideration of the applications, shortlisting and a range of selection techniques relevant to the role. The selection techniques used could include but are not limited to interviews, work samples, online tests, in-tray exercises or presentations. The basis for selection is the merit of each applicant in relation to the capabilities identified in the role description. Selection on merit means direct competition between applicants to identify the best person for the job.

Referee checks will be undertaken to verify the claims made by you in relation to the key capabilities and to gather further information in relation to your work performance. The selection panel will only contact referees with your consent.

Pre-employment checks

Information obtained through employment screening will only be used for the purpose of assessing a person's suitability for employment with Treasury and will be treated confidentially and stored securely.

Criminal History Check's

Criminal history checks will be undertaken if you are being nominated for appointment to a role. You will be required to provide written consent to undertake the criminal history screening. If you choose not to consent, you will no longer be considered for the role.

Lobbyist disclosure

All newly appointed employees to the Queensland Government must disclose any employment as a lobbyist in the previous two years. This must be done within one month of commencement.

Disclosure of serious disciplinary action

If you are nominated for appointment or secondment to the role, you will be required to disclose particulars of any previous serious disciplinary action taken against you in the public sector. This disclosure is to be made in writing and within seven days of the request from the chairperson. Serious disciplinary action involves:

- termination of employment, or
- reduction of classification level or rank, or
- transfer or redeployment to other employment, or
- reduction of remuneration level, or
- after ceasing public sector employment, a disciplinary declaration involving termination of employment or reduction of classification level or rank.

If you fail to comply with the requirement to disclose particulars of any previous serious disciplinary action taken against you or give false or misleading information in response to the requirement, Treasury is not required to consider you further for appointment or secondment.

Candidate feedback

You will be informed in writing of the outcome of the selection process. If you would like feedback on your application this can be coordinated through the chairperson of the selection panel. Feedback is available to all applicants upon request and is based on an assessment of their merit against the key capabilities.

Further information

If you have any questions about the role, please contact the nominated person in the role description.