

## Information for Job Applicants

Selections for vacancies at the Office of the Australian Information Commissioner are based on merit, meaning that:

- an assessment is made of the relative suitability of the candidates for the duties, using a competitive selection process; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work-related qualities genuinely required for the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

### ***Eligibility***

All ongoing positions are generally open to all Australians. Australian citizenship is a usual requirement of engagement unless waived by the Agency Head.

There are restrictions on the employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS Agency or a non-APS Commonwealth employer.

More detailed general information on eligibility requirements is contained in the *Commonwealth of Australia Public Service Gazette*.

### ***Your written application***

The primary function of your written application is to provide sufficient information about your skills, knowledge and experience to allow the Selection Committee to assess your suitability for the position and, if interviews are being conducted, whether you should be interviewed for the position.

Applications should contain the following information:

#### *Personal details*

Please complete the Applicant Details form and attach it to the front of your application.

#### *Resume*

This should outline your previous work history in chronological order starting from your most recent position, together with a brief description of the duties associated with the positions you have held. It should also outline your education and training and be no longer than 2 or 3 pages.

#### *Statement of claims against the selection criteria*

Each criterion should be addressed separately and must substantiate your claims to the position. You should draw on any work experience, qualifications, skills and knowledge you have that are relevant to the position. Generally, *each* criterion should be addressed in no longer than half a page. *This is your opportunity to demonstrate your suitability for the position.*

#### *Referees*

Please provide the name and telephone number of at least 2 people who have agreed to act as a referee for your application. One of these people should be your current supervisor. You should

advise your referees that they might be contacted and asked for either verbal or written comments on your work performance in relation to the selection criteria.

The following **do's** and **don't's** may be helpful in developing your application

- DO be concise, clear, relevant and accurate
- DO organise your application in an easy to follow format
- DO provide specific comments and examples against each selection criterion
  
- DON'T provide great detail about duties performed many years ago and that are not relevant to the position you are applying for
- DON'T submit a very long application
- DON'T use third or fourth generation photocopies of previous applications or very general applications
- DON'T use folders or binders or submit multiple copies, as they are not required

In most cases, your application, interview and referee's comments are taken into account in reaching the final decision. If you are selected for an interview, you will be advised of the date and time of the interview at least two days in advance. There may be occasions where an interview may not be necessary and assessment will be made on the basis of the application and referee report only.

Facilities can be made available for applicants with disabilities.

All applicants will be advised of the outcome of their application once the final decision has been made.

Applications will be retained in the Human Resources Section for 12 months after the selection and then destroyed.

### ***Conditions of Employment***

Conditions of employment are under the Public Service Act 1999 and the Certified Agreement 2009 - 2011.

### ***Lodging your application***

Applications must be received by close of business on the closing date. The selection committee is under no obligation to accept late applications.

The Australian Human Rights Commission administers the recruitment function for the Office of the Australian Information Commissioner.

Send your application to:

The Human Resources Officer  
c/o Australian Human Rights Commission  
GPO Box 5218  
Sydney NSW 2001

Applications may also be emailed to [personnel@humanrights.gov.au](mailto:personnel@humanrights.gov.au) in Word for Windows format.

Further information about the Office is available on the Office's website [www.oaic.gov.au](http://www.oaic.gov.au)

*The Office of the Australian Information Commissioner is an Equal Opportunity Employer.*