



Department of Women,
Aboriginal and Torres Strait Islander Partnerships
and Multiculturalism

Guide for Applicants

We pay our respects to the Aboriginal peoples and Torres Strait Islander peoples of this land, their spirits and their legacy. The foundations laid by these ancestors—the First Australians—give strength and inspiration, and encourage current and future generations towards creating a better Queensland.

Thank you for your interest in joining our department! This guide shares information about who we are at the Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism (DWATSIPM) and provides information to help you understand our recruitment and selection processes. There is also a helpful checklist at the end of this guide for your use.

More information about the department can be found at www.tatsipca.qld.gov.au.



When you see this symbol, this is a tip or hint!

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What do we do at DWATSIPM?

We are a dynamic and diverse agency delivering the best possible outcomes for the people of Queensland.

Our department is responsible for women's policy and whole-of-government leadership, coordination and monitoring in policy, program and service delivery for Aboriginal and Torres Strait Islander Queenslanders. The department is also responsible for multiculturalism and supports the economic and social participation of culturally diverse communities across Queensland.

Inclusion, equity, diversity, respect and belonging

DWATSIPM values the skills and insights of a [diverse and inclusive workforce](#) that reflects the communities we serve.

We welcome the rich insights and different perspectives that arise from diverse personalities, ethnic and racial origins, cultures, socioeconomic backgrounds, sexual orientations, ages and life experience. Being flexible, adaptable and open to learning and to change, requires a mindset of humility, respect and curiosity. We aim to foster an environment ensuring cultural integrity and psychological and cultural safety where individuals can flourish.

Integral to achieving this is building a workplace culture which understands, values and respects Aboriginal and Torres Strait Islander peoples, knowledge systems and cultures.

Your contribution will make a real difference to the lives of those in communities. The Queensland Government is reframing its relationship with Aboriginal peoples and Torres Strait Islander peoples. This can only be achieved by working in partnership as we move forward together with mutual respect, recognition, and a willingness to speak the truth about our shared history.

We are committed to ensuring we treat one another with respect and our operations are free from all forms of harassment, workplace bullying, discrimination and violence.

Our values

DWATSIPM have four key values that align with our vision to *Improve equity of access to opportunities for the Queenslanders we serve*. These values are:

- **Excellence** – we excel in resolving complex service delivery issues, in partnership with all levels of government and communities
- **Innovation**– we encourage different ideas and opinions to identify solutions, that will improve the efficiency and effectiveness of our outcomes
- **Diversity** – we welcome and benefit from the diversity of our staff and our communities, and we champion improved outcomes for women, Aboriginal peoples and Torres Strait Islander peoples, and people from culturally and linguistically diverse backgrounds
- **Accountability** – we behave with transparency and integrity; we take responsibility for our work and our decisions; and we work efficiently to achieve value for money outcomes.





What are the benefits of working for DWATSIPM?

There are a range of benefits working for DWATSIPM and the Queensland Public Sector, including helping you balance work and life commitments. We offer:

- a diverse range of challenging, interesting and engaging work.
- a competitive salary including employer [superannuation](#) contributions of up to 12.75%.
- salary packaging and vehicle leasing through Remserv (www.remserv.com.au) or Smartsalary (<https://www.smartsalary.com.au/>).
- a 36.25 hour working week.
- access to certain types of leave to meet obligations under traditional law, customary law and family obligations, and to celebrate religious and cultural observances.
- generous leave provisions including recreation leave, long service leave, sick leave and paid parental leave.
- a range of [flexible working arrangements](#).
- access to a range of health and wellbeing initiatives.
- free, confidential counselling and support services for you and your immediate family members
- onboarding, professional and career development opportunities.

Employment conditions for Senior Officers (SO) are in the [Senior Officers Directive](#) and for Senior Executive Service (SES) and SES equivalent contracts in the [Senior Executive Service Directive](#).

To find out more about pay, benefits and leave, visit the following:

- [Pay, benefits and leave](#)
- [Employee rights, entitlements and pay](#)
- Follow us on [social media](#) including    

Check your eligibility?

It's important that before commencing the application process, you check your eligibility for employment to this role.

You are eligible to be a public sector employee only if you are:

- an Australian citizen, or
- you reside in Australia and have permission, under a law of the Commonwealth, to work in Australia.

Some roles may be **identified** which means there is an inherent requirement for the role to be performed by an Aboriginal person or Torres Strait Islander person due to the nature of the work and/or particular client group. In this case you may be required to provide a cultural reference.

There may be roles which require a certain level of **cultural awareness** (i.e. delivering services to Aboriginal and Torres Strait Islander clients etc.), and it will be important to assess candidates' cultural capability.

- **Qualifications, registrations, and licences**
Certain roles within DWATSIPM may have mandatory qualifications or registration requirements.
- Where the role needs you to have a driver's licence, it will be clearly stated in the role description.

Special conditions

There may be some special conditions which you have to consider when applying for the role:

- For some roles, travel throughout Queensland (including regional and remote areas), for a number of days at a time, may be required.
- Some roles may require work to be undertaken outside normal working hours (e.g. weekend and night time).

Our recruitment and selection process

The following pages will share our recruitment and selection processes. More information can be found at our Work for us page at www.tatsipca.qld.gov.au.

Consider is this role right for you?

The role description contains essential information about the role and what information is being sought in your application. If you have any questions or would like more information, please reach out to the contact person listed in the role description.

Leadership Competencies

The [Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in this role, and working in the public sector. The foundations for success are highlighted and are based on whether you fall into the category of an Individual Contributor (leading self); Team Leader (leading others - supervisory responsibilities); Program Manager (leading teams or projects); Executive (leading functions) or Chief Executive (leading the organisation).

Prepare your application

The requirements for your application are contained within the role description. It is important to prepare an application that best represents you and what you can offer. To enable us to assess your suitability, and your ability to perform the requirements of the role, your application should include information as requested in the role description.

More information can be found here [How to write a resume and cover letter | Employment and jobs | Queensland Government \(www.qld.gov.au\)](#)

Submit your application

Once you have prepared your application, you can use the 'Apply online' button via the Smart jobs and careers website www.smartjobs.qld.gov.au to submit your application before the closing date. Step by step instructions can be found [here](#).

If you experience any technical difficulties submitting your application, contact before the closing date,

13 QGOV (13 74 68); and after the closing date, call the contact officer listed on the role description.



You will need to create a '[My SmartJob](#)' profile account if you have not previously registered before.

Our selection processes


In deciding who the person best suited to a position is, the panel must consider a candidate's ability to perform the requirements of the position. In doing so, the panel will consider the following attributes of each candidate:


- the way any previous employment was carried out
- a candidate's potential to make a future contribution to the department, and
- how the appointment would achieve the department's equity, diversity, respect and inclusion obligations.

Panel members and decision-makers are empowered to evaluate a wider spectrum of candidate qualities to determine their fit for a role. The panel is tasked with considering the role's responsibilities and the potential contributions of the successful candidate to both the department's objectives and our organisational culture.

The selection process will start with short-listing, where the panel will assess the information provided in your application. Based on this, we will select applicants to proceed to the next phase of assessment, which could involve a work test, an interview or other selection techniques that enable a sufficiently comprehensive assessment of an applicant's suitability to fulfil the role.

 *You can find more information about what to do before, during and after the interview here [Tips for job interviews](#).*

 *We recognise and celebrate that everyone is unique, so please tell us about any additional supports or adjustments, such as needing additional time to complete interview activities, flexible interview arrangements, communication assistance (e.g. interpreting services), assistive technologies, physical requirements or building access.*

 *Your experience as a candidate is very important to us. We are committed to managing expectations and keeping you informed of the progress of the selection process as much as possible. However, please be aware this can sometimes be challenging as selection processes do vary and can occasionally take longer than expected. We will try our best!*

Pre-employment checks and referee checks

Pre-employment checks

If the selection panel recommends you for the role, you may be requested to undergo pre-employment screening prior to any offer of employment being made.

- If you have been paid a Voluntary Medical Retirement, Early Retirement, Redundancy, Retrenchment, other Severance Benefit, or Voluntary Separation Package from the Queensland Government within the period covered by the severance benefit, you are required to let the panel know.
- You must disclose any employment you have had as a lobbyist in accordance with the [Public Sector Commission Disclosure of previous employment as a lobbyist policy](#).
- You may be required to provide written consent for a criminal history check prior to being offered employment in accordance with the provisions of [chapter 3, part 5 of the Public Sector Act 2022](#). A criminal record does not automatically exclude employment with us. Criminal history checks are conducted in the strictest confidence.
- **Blue card screening** will be a required for roles that work with children.

Referee checks

Referee checks are an important part of our selection process and are used to verify claims made by you in your application and during the interview/assessment phase. They help us to gather further information about your work performance and suitability for the role.



As referee checks can be done at any stage of the recruitment and selection process at the discretion of the selection panel, make sure you let your referees know you have applied for the role!

Serious Disciplinary action

If you are recommended for appointment and have been previously employed in the Queensland Public Sector, you will be required to disclose any previous serious disciplinary action taken against you.

Offer of employment or suitability list

Following the outcome of checks, if it is decided that you are the most suitable applicant/s, we will offer you the role/s formally. You can discuss your start date and an official appointment letter will be sent to you. All applicants will be advised of the final outcome of their application.

The panel may make a suitability list. This list may be used to make subsequent appointments and fill other recurring, identical or similar role vacancies usually for a period of up to 12 months from the advertising closing date.

Feedback

All applicants are encouraged to seek feedback about their application or their interview. Please contact the contact person on the role description or panel chair for feedback.

Other general information

Code of Conduct

The [Code of Conduct](#) for the Queensland Public Service (the Code) reflects the minimum standards of behaviour and ethical responsibilities for all DWATSIPM and Queensland Public Sector employees while operating as a public official.

Your personal information

Information submitted by you is subject to laws that protect your privacy and right to information. In accordance with this, your personal information will not be used for any unauthorised purposes nor disclosed to any third parties without your written consent unless there is a requirement to do so under legislation.

Workplace health and safety

DWATSIPM aims to maintain a safe, healthy and secure environment for all employees, visitors and contractors.

No smoking policy

A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.

Checklist for applicants

Applicant checklist

<input type="checkbox"/>	Read the role description carefully to determine if you meet eligibility requirements including qualifications, registrations, licences; consider any special conditions that you will need to consider (i.e. travel, work outside of normal hours etc); and assess your skills, knowledge, experience, abilities and capabilities —make sure you understand what is required and decide if the role is right for you?
<input type="checkbox"/>	Find out more about DWATSIPM, our work, services, and benefits of working with us - www.tatsipca.qld.gov.au .
<input type="checkbox"/>	After reading the role description, call the contact person listed in the role description if you need more information about the role and to answer any specific questions.
<input type="checkbox"/>	Plan ahead —when is the application due? Don't miss the deadline. Make sure you allow plenty of time to create an application that best represents you and what you can offer.
<input type="checkbox"/>	Prepare your application against the role description— modify your resume if needed, and write your statement.
<input type="checkbox"/>	Contact your referees to ensure they are happy to be your referee, confirm their contact details and let them know you have applied for the role.
<input type="checkbox"/>	Review your application and ensure it is free from spelling, formatting and grammatical errors. Check the integrity of the information you have provided (e.g. factual, correct dates etc.). Have a friend or family member read over it as well.
<input type="checkbox"/>	Check again - have you met the requirements and followed the instructions listed in the role description on 'How to apply'? (e.g. if you are asked for a two-page statement, do not submit a six-page statement; attach any other requested or relevant documents).
<input type="checkbox"/>	Follow the instructions of where to submit your application. In most cases via SmartJobs www.smartjobs.qld.gov.au

Interview checklist

<input type="checkbox"/>	Ask the contact person/panel chair if you have any questions about the interview process.
<input type="checkbox"/>	Tell the panel chair/contact person about any additional supports or reasonable adjustments you may require.
<input type="checkbox"/>	Ensure you are prepared by reading more about us and reviewing the role description again.
<input type="checkbox"/>	Think through the questions the panel might ask you about how your skills, knowledge, experience, qualifications and personal qualities reflects the role description.
<input type="checkbox"/>	You may wish to bring notes with you to interview. You may refer to your notes during the interview process.
<input type="checkbox"/>	Think about the questions you would like to ask the panel in advance of your interview. You might want to know more about the role, working conditions, expectations and who you will be working with.
<input type="checkbox"/>	Check out the Tips for job interviews .

Best of luck with your application!