



Queensland Government Treasury

Guidelines For Applicants

Thank you for expressing interest in employment with Queensland Treasury. The following information is provided to help you understand our selection process and to assist you in the preparation of your application.

THE DEPARTMENT

In Queensland Treasury, we share a vision to be a catalyst for Queensland's economic growth and financial strength. We provide financial and economic advice to the government with the aim of enhancing the State's financial position and economic performance. A strong Queensland economy and financial position ensures Queenslanders have access to world class Government services and that our industries and people have confidence in, and invest, in our State. Our key role is to manage the State's finances, including the preparation and management of the State's budget to ensure that it is focussed not only on Queensland's economic development, but on the growth of community networks, social infrastructure, intellectual resources and job opportunities. We play a lead role in ensuring the Queensland Government is accountable and transparent in delivering services to the community. This is achieved through sound financial management policies, standards, systems, procedures and related reforms. In addition, we are responsible for ensuring that microeconomic reform is implemented in the interests of Queenslanders. This includes reform under the National Competition Policy and corporatisation and commercialisation of public sector agencies. We also are a major service provider in a wide range of areas including revenue collection, economic and statistical research, superannuation, motor accident insurance and performance monitoring of Government Owned Corporations.

BENEFITS OF WORKING WITHIN TREASURY

Queensland Treasury is a dynamic and professional organisation with superior working conditions including:

- Challenging Career Opportunities;
- Flexible Work Practices;
- Leave Provisions;
- Staff Development Opportunities;
- a Study and Research Assistance Scheme - financial assistance for relevant university courses;
- an Internal Scholarship Scheme;
- a Superannuation Scheme; and
- Equal Employment Opportunity.

PROCESS FOR APPLYING FOR A JOB

The process for applying for a job in the Department is outlined below:

- Request and receive the job description together with this brochure, the "Addressing Selection Criteria Brochure" and an "Application for Advertised Position" coversheet;
- Submit an application (as outlined) by the specified closing date;
- The selection panel consider all applications. Shortlisted applicants are contacted by phone and requested to undertake further selection processes (usually an interview as a minimum);
- Interviewed applicants are notified by phone of the selection outcome with the successful applicant being made the offer of employment;
- All unsuccessful applicants are notified by mail;
- Applicants may contact Human Resources on (07) 3225 8477 to request feedback from the selection panel.

THE JOB DESCRIPTION

The job description should be read very carefully as it describes the duties and requirements of the position and outlines the criteria used as a basis for selecting the best person for the job. You should therefore, address each selection criterion with a view to clearly outlining your suitability for the position. Rather than stating that you can meet each criterion, give specific examples which demonstrate how you meet each one or have undertaken the task in the past. (Refer to Addressing Selection Criteria brochure).

YOUR APPLICATION

A separate application should be submitted for each vacancy. **Where possible, this should comprise an original and two copies.** If it is only possible to submit an original, your application will not be adversely affected. **Please ensure you quote the relevant vacancy reference number for each vacancy you apply for.** Your application should include:

- an "Application for Advertised Position" form as a cover sheet;
- a concise statement addressing each of the selection criteria (Refer to Addressing Selection Criteria brochure);
- a resume including a summary of your work experience; and
- the name, position and contact numbers of at least two referees.

Written references and work samples should not be included with your application but can be brought to the interview. **Applications must be received by 5.00pm on the closing date for the vacancy.** Receipt of applications will be acknowledged by mail after the closing date of the advertised vacancy.

LATE APPLICATIONS

The selection committee may consider late applications within reason. However, if your application is late and you are currently a Queensland public servant, you cannot appeal against the appointment.

SPECIAL NEEDS FOR HEARING IMPAIRED AND/OR SPEECH IMPAIRED APPLICANTS

Queensland Treasury has installed a Telephone Typewriter service to assist those with hearing and/or speech impairments. Applicants can telephone (07) 3224 4621 to avail themselves of this service.

WHERE TO SEND YOUR APPLICATION

POST TO:

The Director
Human Resources
Queensland Treasury
GPO Box 611
BRISBANE QLD 4001

OR DELIVER TO:

Human Resources
Level 2, Executive Annexe Building
102 George Street
BRISBANE QLD 4000

SELECTION PROCESS

The selection panel determines the selection techniques to be utilised. The minimum requirement of a shortlisted applicant will be to attend an interview, however the selection process may also include job previews, work samples and psychological testing, where appropriate.

THE INTERVIEW

The interview provides candidates with the opportunity to demonstrate their merit, skills and qualifications to succeed in the job. Interviewees will be asked a series of pre-determined questions (by a panel of 2 or 3 people) based on the selection criteria to determine their level of claim to the position. The interview will also be interactive and questions in addition to the pre-determined ones can be asked by the selection panel members. Although all selection panel members will be familiar with your written application, when responding to interview questions, you should restate and/or expand upon points from your written application as well as raising additional examples and experiences, where required. Please bring any documents, examples etc. that may assist in this process. All interviewees will be rated by the panel members against each selection criterion for the position. The selection panel will discuss and compare their results prior to making a recommendation.

CONDITIONS OF EMPLOYMENT

If you are successful in your application for employment within Queensland Treasury, and you would like further information on conditions of employment and salary prior to accepting, please contact Human Resources on (07) 3225 8477.

NOTIFICATION OF APPOINTMENT & POST-SELECTION FEEDBACK

You will be advised in writing of the outcome of the selection process and notification of appointments will appear in the "Queensland Government Gazette". Post-selection feedback will be provided to applicants upon request and will be based on an assessment of their suitability in regard to the selection criteria.

To request feedback at the completion of the selection process, please contact Human Resources on (07) 3224 5352.

APPEALS

If you are employed in the Queensland Public Service on other than a temporary basis, you may be eligible to appeal an appointment. If you require further information on appeals, please contact Human Resources on (07) 3224 5338.

CONFIDENTIALITY

All information submitted by an applicant for this position is subject to the Freedom of Information Act 1992 (the Act). As a result, information submitted by the successful applicant may be released under the Act if requested. Any "personal affairs" information will not be disclosed without the prior approval of the successful applicant.

If applicants have any enquiries in respect of the Freedom of Information Act 1992 or its effect on information provided by them, please contact the Queensland Treasury FOI Co-ordinator, on (07) 3224 4171, who will be able to provide assistance.

Equal Employment Opportunity information collected from the Application Cover Sheet is used to monitor and evaluate the effectiveness of the department's recruitment and selection strategies, but is regarded as confidential and will not be identified with the individual applicant.

Further information or assistance may be obtained by contacting Human Resources on (07) 3225 8477.