



# APPLICATION INFORMATION

Thank you for your interest in applying for a vacancy with the Australian Agricultural College Employing Office (AACEO), which employs people to perform duties for the Australian Agricultural College Corporation (AACC). The position description provides more information about the particular vacancy within the organization.

The following information has been put together to provide you with an overview of the organisation and recruitment process.

For further information on this process or if you require further information regarding the job you wish to apply for, please liaise directly with the contact person indicated in the position vacancy information.

## THE SELECTION PROCESS

The selection process involves a range of selection techniques which can include a written application, interviews, practical exercises, work samples, aptitude and ability tests, structured group and/or individual exercises.

In many cases written applications are used to make a shortlist of applicants to be interviewed.

Referee checks are used to verify or expand information obtained from applicants. The person recommended for appointment is required to undergo a criminal history check.

### 1. The Selection Panel

A selection panel will consist of at least two people, usually three, including a chair person, and will assess your application.

The selection panel will have adequate knowledge of the requirements and outcomes of the job and must select candidates on the basis of merit to ensure that the best possible applicant is selected for the job.

### 2. The Position Description

This document provides you with information about the job such as the purpose, the duties, the reporting relationships and the selection criteria.

#### Selection Criteria

The selection criteria outline details of the skills, knowledge and abilities required to perform the duties of the job and consist of mandatory requirements, key selection criteria and other selection criteria. As part of your written application you will be assessed on suitability or compatibility with the selection criteria.

Please carefully read the information under 'What to Include in Your Application' at the end of this document, as it explains what information the panel needs from you in relation to the selection criteria. You may be asked to either

- address each Criterion separately, or

- to provide a two-page statement, including examples, outlining your suitability for this position referring to the points listed under "Selection Criteria" which should directly link to the "Primary Duties" for the position.

Interview questions are also based on your capacity to meet the selection criteria and perform the duties of the role.

#### Mandatory Requirements

Mandatory levels of qualification, experience and or training or certification may be specified. In order for your application to be considered, you must meet these requirements.

#### Key Selection Criteria

These are the core competencies required to undertake the duties and responsibilities of the job and are the primary basis for selection.

#### Desirable Selection Criteria

Sometimes there will also be additional selection criteria that are desirable for the job's outcome.

### 3. The Assessment Process

Your written application and performance during the selection process is assessed and rated by the selection panel. The selection criteria may be weighted to indicate their relative importance to the job.

### 4. The Written Application

The objective of your written application is to convince the selection panel that you are the best person for the job. Your written application will be assessed by the selection panel and rated accordingly.

The applicants who score highest will be shortlisted and given the opportunity to be considered further.

In your written application you must include all three pieces of information listed in the Position Description under 'What to Include in Your Application', including:

- ✓ A completed *Application Coversheet* form for each position.
- ✓ A *Resume or Curriculum Vitae* outlining a brief summary of your work experience, including where you have worked and dates, jobs held during your period of employment and major duties performed.
- ✓ The names and contact numbers of at least *two referees* who could provide an objective assessment of your work performance.
- ✓ The information the panel needs from you in relation to the selection criteria.

If you apply in writing, please provide three copies of all material contained in your application.

Please submit copies of certificates, qualifications, references etc. NOT ORIGINALS with your application, as we cannot return them to you.

## 5. The Interview

All interviewees will be asked the same questions which have been developed from the selection criteria and job duties to assist the selection panel to assess how well you match the selection criteria, and your capacity to perform in the role.

The interview will be interactive which means that the panel may ask additional questions to explore and expand upon issues raised by your responses.

It is suggested that you give some thought to the type of questions that might reasonably be asked to ensure your answers accurately reflect your capabilities. Your answers should describe actual situations or tasks in which you have been involved in relation to the selection criteria.

## 6. Other Selection Techniques

The selection panel will choose selection techniques they consider relevant to the job. You may also be asked to provide examples of previous work.

## 7. Referee Checks

Referees of the highest rating applicant will be contacted before the selection process is complete to verify the information gathered about the applicant's ability to meet the criteria and perform in the role. This information will be used to supplement the final selection decision. If contact with your current supervisor will cause a problem, please advise the panel accordingly.

## AFTER THE SELECTION PROCESS

### 1. Notification of Appointment

Once the selected candidate has been appointed, both the appointee and all unsuccessful applicants will be notified as soon as possible. It is possible that applicants who were not successful in being shortlisted will be advised soon after shortlisting.

### 2. Post Selection Feedback

Post selection feedback is available to all applicants upon request. This can be arranged through the chair of the selection panel.

### 3. Promotion Appeals

The promotion appeal system exists to promote good selection practices. If you are a permanent Queensland Public Sector Employee, or permanent employee of the Australian Agricultural College Employing Office, you may appeal against an appointment if you consider yourself more meritorious than the appointee, or if you consider the selection procedures unfair or inappropriate.

As a general rule, you may appeal if:

- ✓ The advertised position is not a Senior Executive Service position or marked in the Queensland Government Gazette as non-appealable;
- ✓ The successful applicant is promoted into the position and is not an applicant who is external to the Queensland Public Service or Australian Agricultural College Employing Office;
- ✓ You applied for the vacancy by the time specified, on the closing date shown on the advertisement;
- ✓ You are a permanent public service employee of a department or public sector agency or permanent employee of the Australian Agricultural College Employing Office.

An appeal against a promotion appointment must be lodged with the Public Service Commissioner by 5.00 p.m., 21 calendar days after notification of the appointment in the *Queensland Government Gazette*. However, you should seek post selection feedback before submitting an appeal application.

## GENERAL INFORMATION

### 1. Lodging your Application

**Applications must be received by the time specified on the closing date shown and should be forwarded to the email (this is preferred) or submitted online on the Smart Jobs website, or sent to the postal address provided on the position description or coversheet.**

A late application may be considered within reason at the discretion of the selection panel.

### 2. Pay Rates

Appointment will normally be at the minimum pay point of the relevant classification level. However, if you are an external applicant and present a case to the selection panel demonstrating a higher level of skills and knowledge, you may be able to negotiate salary within that classification level.

### 3. Citizenship Requirements

A person is eligible to be a permanent employee of the Australian Agricultural College Employing Office only if the person is:

- An Australian citizen; or
- A person who resides in Australia and has permission or a right to be granted permission, under Commonwealth law, to remain in Australia indefinitely; or
- A New Zealand citizen who has a special category visa or a right to be granted a special category visa under the *Migration Act 1958 (Cwlth)*."

If you do not meet these requirements you cannot be appointed in a permanent capacity with the Australian Agricultural College Employing Office.

**The Australian Agricultural College  
Employing Office is an Equal  
Opportunity Employer**

*The Australian Agricultural College Employing Office collects applicant information for the purpose of establishing and maintaining recruitment records. Only authorized persons have access to this information. Your personal information will not be disclosed to any third party without your prior consent or unless authorised or required by law.*

# THE ORGANISATIONAL ENVIRONMENT

## **Australian Agricultural College Corporation:**

In December 2004, The Minister for Employment, Training and Industrial Relations announced the government's decision to amalgamate Queensland's four agricultural colleges into a single college as a centre of excellence in rural and agricultural training. This is the Australian Agricultural College Corporation (AACC), which has operated since July 2005, and is governed as a corporation sole constituted by the Director-General, Department of Education, Training and the Arts.

The College has a key role in developing and providing high quality accredited vocational education and training to meet the immediate and future needs of the agricultural industry in rural communities. The College is a large, complex and geographically dispersed organisation servicing regional urban centres, rural and remote communities and rural industries throughout the State. Campuses are located at Burdekin, Dalby, Emerald, Longreach and Mareeba, and an office at Townsville.

The College is Queensland's primary public provider of rural related vocational education and training programs and services on behalf of government. These programs contribute to the social and economic development of Queensland. In its role of public provider of rural training, the College is a key instrument of government policy in vocational education and training.

Led by the College Director, the College is responsible for delivering on priorities established by the Queensland Government. The College is supported by a statutory advisory body established to provide advice on training and delivery of service, the needs of the communities serviced by the College and the needs of agricultural/rural industries.

To meet the needs of industry, commerce and the general community, the College offers via its five campuses a range of courses including Diploma, Certificate, Pre-Vocational, Pre-Apprenticeship, Adult Community Education, and specifically targeted programs focussing on rural industry and community needs.

## **Australian Agricultural College Employing Office:**

In April 2007 the Queensland Government legislated (*Statutory Bodies Legislation Amendment Act 2007*) to return employees of certain statutory bodies affected by the Federal WorkChoices industrial laws, to Queensland's industrial relations system. This included the Australian Agricultural College Corporation (AACC). The purpose of this legislation was to ensure that government employees of statutory bodies are afforded the employment protections provided by State law. The legislation is one of the commitments the Queensland Government made when it was re-elected in September 2006, and has the support of Queensland's unions. What the legislation does is to establish an 'employing office' that sits alongside the existing statutory body. AACC's employing office is called the Australian Agricultural College Employing Office (AACEO).

On 28 June 2007 the AACC College Director, Malcolm McKay, was appointed by Governor-in-Council as Executive Officer of the Australian Agricultural College Employing Office (AACEO), as well as remaining AACC College Director. All employees of the Australian Agricultural College Corporation were offered the opportunity to become employees of AACEO, effective from 1 September 2007. For new employees, as part of their employment contract all new employees will be employees of AACEO.

AACEO is bound by the State industrial instruments that previously applied to AACC and therefore under State law AACEO continues to apply the same entitlements enjoyed by employees when they were an employee of AACC. The positions, jobs, job tenure, salary and employment conditions of the employees of AACEO remain unchanged from when they were employees of AACC, and the work they perform for AACC is under an arrangement between AACC and AACEO. There are no changes to organisation structure or reporting relationships.

In addition the legislation preserved employee service and continuity of service, as well as any accrued leave including long service leave. Superannuation entitlements also remained unaffected by the changed employment arrangements.

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# WHAT TO INCLUDE IN YOUR APPLICATION

## Please include the following three pieces of information in your application:

1. Please include a current resume (i.e. curriculum vitae) that outlines your contact details, employment and educational information (e.g. dates of employment, organisations, major duties, educational qualifications), achievements, and names of at least 2 referees from the past 2 years and their contact details, with first-hand knowledge of your work performance and conduct, one of whom should be your current or immediate past supervisor or manager.
2. Please include a completed Job Application Coversheet.
3. Shortlisting and selection will be based on how well applicants meet the Selection Criteria under 'Selection Criteria – Are You Right for This Position?', which should directly link to the 'Primary Duties' for the position. Therefore it is essential that you specifically address all the Selection Criteria. Description of your skills, knowledge and abilities in clearly identified groupings by each Criterion is requested, not general comments or submission of a resume / CV only. In responding to the Selection Criteria, you should limit your response to a maximum of one (1) page per Criterion.

## OTHER APPLICANT INFORMATION

- Applicants are required to disclose relevant criminal history. Refer to further information below.
- Applications may remain current for 12 months after the closing date for receipt of applications for this vacancy. Future roles for which these applications may be considered may vary from this current role in terms of location and/or employment basis.
- The Australian Agricultural College Employing Office is an Equal Employment Opportunity employer. Equity principles underpin AACEO policies and procedures, and AACEO is committed to these principles and values cultural diversity. AACEO recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.
- Smoking is prohibited in AACC buildings and vehicles, and is permitted in AACC designated areas only. This policy applies to AACEO employees.
- As employees of a government funded organisation, AACEO employees are bound to comply with the Department of Education, Training & the Arts Code of Conduct, which includes the principles of respect for the law and system of government; and respect for people, integrity, diligence, and economy and efficiency; and a focus on student protection.

## Disclosure of Criminal History

Under the *Criminal Law (Rehabilitation of Offenders) Act 1986* any applicants for jobs in, or operating out of AACC are required to disclose their relevant criminal convictions in relation to certain offences. This therefore applies to employees of AACEO. Such a disclosure will not necessarily preclude you from appointment.

Offences required to be disclosed include criminal convictions, whether committed in Queensland or elsewhere, related to:

- Offences of a sexual nature;
- Offences related to drugs misuse;
- Offences against morality;
- Assaults of females;
- Abduction;
- Offences against liberty; or
- Offences relating to marriage and parental rights and duties as defined in Chapter 22,32,33 or 34 of the *Criminal Code* or the *Drugs Misuse Act 1986*, Part 2.

Offences are required to be disclosed by the nominated applicant for the job at the conclusion of the shortlisting and interview process. At that stage, the nominated applicant will be asked to complete a *Criminal Conviction Declaration Form* and provide details of any relevant convictions. This form must be returned to the Chair of the Selection Committee in a sealed confidential envelope. All nominated applicants (i.e. the most meritorious applicants) will be checked through the Queensland Police Service for any relevant criminal history, regardless of information supplied on the *Criminal Conviction Declaration Form*.