

## Information for Applicants

Thank you for your interest in working with us at the Integrity Commission. We encourage you to read this information in conjunction with the Statement of Duties.

### Enquiries about an advertised vacancy

If you would like to discuss the vacancy further with the Commission, including any questions or concerns, we strongly encourage you to call or email the nominated contact person.

### About the Integrity Commission

Established in 2010 by the [Integrity Commission Act 2009 \(Tas\)](#), the Commission is an independent statutory authority.

We play an important role in ensuring trust in the Tasmanian public sector by working to improve the standard of conduct, propriety and ethics in the public sector.

We work with public sector organisations through the identification, prevention and investigation of public sector misconduct to:

- improve the standard of conduct and ethics; and

- improve their capacity to prevent and respond to misconduct.

Further information about the Commission is available at [www.integrity.tas.gov.au](http://www.integrity.tas.gov.au).

### Our structure

We have a Chief Executive Officer (CEO) and operate with a misconduct prevention team, investigations team, and business services team.

We also have a Board comprising:

- the Chief Commissioner, and
- three appointed Board members.

### Our values

The Commission always acts in the public interest. We strive to be a positive influence and an agent for change within the public sector.

Our core values are:

- Respect
- Honesty
- Independence
- Accountability
- Professionalism, and
- Trust.

The reflection of our values in our workplace behaviour and decision-making supports the Commission being a rewarding place to work.

## Benefits of working at the Commission

You would be part of an organisation that is making a difference by improving the standard of conduct and ethics in the Tasmanian public sector.

We support flexible work practices and are committed to professional development and training for all of our staff.

We value team work and working collaboratively with our stakeholders to achieve our objectives.

We also have a range of initiatives to support staff to maintain their physical and mental health at work.

## Merit selection

The Commission makes selection and promotion decisions in accordance with the merit principle.

- all eligible members of the community are given a reasonable opportunity to apply
- an assessment is made of the relative suitability of candidates, using a competitive selection process
- the assessment is based on the relationship between the candidates' work-related qualities and the qualities required to perform the relevant duties
- the assessment focuses on the relative capacity of candidates to achieve outcomes related to the relevant duties
- the assessment is the primary consideration in making the employment decision.

We may use the outcomes of a selection process to fill subsequent similar vacancies for a period of six months from the date of advertising a role.

## Eligibility

To be eligible for appointment on a permanent or fixed-term basis with the Integrity Commission, you must either be an Australian citizen, a permanent resident, or at all times, hold and comply with all visa requirements as determined by the Australian Government's Department of Home Affairs and the *Migration Act 1958*.

Please note, the Commission does not offer sponsorships for visa applications.

For further information regarding visa requirements, please refer to [www.immi.gov.au](http://www.immi.gov.au).

A number of roles at the Commission also have essential requirements that you must meet to be eligible for appointment. Check the statement of duties for any essential requirements prior to submitting your application.

### *Roles with security clearance*

Some positions at the Commission require the appointee to obtain a [Baseline security clearance](#). The Australian Government Security Vetting Agency (AGSVA) conducts this process and it takes between 2 and 4 months to finalise.

You must be an Australian citizen to be eligible for a security clearance.

For Baseline security clearances, the Australian Government Security Vetting Agency will need to check your background and personal history for the previous 5 years.

The purpose of the security vetting process is to determine whether you possess and demonstrate an appropriate level of integrity and to allow access to certain government information and resources.

If you do not already hold an Australian Government security clearance, we will arrange and pay for one for you when you commence with the Commission; however, your ongoing employment will be conditional on you obtaining the necessary clearance within your probation period.

## Your application

Your written application is your first opportunity to provide information about yourself to the selection panel to help in assessing your suitability for the role.

It is important to have a good understanding of what the role involves and the range of skills required to achieve the identified outcomes.

To apply, you will need the following:

- a **short-form application** (maximum of two-pages)  
Your short-form application should outline how your experience, skills and knowledge relate to the specific role as outlined in the Statement of Duties, which will help us know why we should choose you.

- a current **curriculum vitae (CV)**

Your CV should tell us what you have done and achieved including relevant professional qualifications and training history

- details of **two referees**

We may contact your referees at any stage of the selection process, including as part of shortlisting.

Please note that we will assume that you have informed your referees of your application. If needed, you can talk to the vacancy contact person about this requirement.

- evidence of, or the willingness to satisfy, any pre-employment conditions.

## Essential and desirable requirements

Essential requirements are additional elements that the successful applicant must hold in order to undertake successfully the duties and responsibilities of the role.

You should submit evidence of your ability to satisfy any applicable essential requirements with your application or when requested during the selection process.

Desirable requirements are beneficial to undertaking the duties of the role, but you do not have to hold the desirable requirement in order to be the successful applicant.

Information on short-form applications

The selection panel want to know **how** you think and **act** in the context of the advertised role.

Think about the role and what will be required to do it successfully now and into the future. Think about what you will be doing, what you will need to accomplish and what experience, skills and knowledge you could use to achieve these.

Then write about **how** you think and **act** in relation to the role. One way to present this information is to provide examples of real life achievements.

The selection process

Each selection process may vary slightly, using different methods to determine who is most suited to the vacancy. Most commonly, the selection process will include the following steps:

#### *Short-listing*

A selection panel will meet to discuss the applications and assess which (if any) candidates have best demonstrated merit for the role.

If you are shortlisted, a panel member will contact you to arrange further assessments of your skills and ability. We will tell you what assessment methods we are using, including:

- Interview, either face to face, telephone or video
- Referee checks
- Written work-related exercise or sample
- Presentation exercise for the panel

- Other assessment methods such as skills or ability testing.

You are welcome to phone or email the contact person to discuss the progress of your application at any point during the process.

#### *Interview*

At interview, the panel will explore your suitability for the role through a series of questions relating to the role in the context of the selection criteria.

This is also an opportunity for you to ask questions of the selection panel members to gain insights into the role and working in the Commission.

The panel may also ask you to explain or clarify information provided in your application.

#### *Reasonable adjustments*

We seek to give all candidates the opportunity to demonstrate they are the best applicant for the role and can readily make reasonable adjustments in the workplace. Please call the vacancy contact person to discuss any specific requirements that you may need if shortlisted.

#### *Referee reports*

Referees are people nominated by you that can offer insights into your suitability for the role.

The Commission may contact referees to discuss your work experience, knowledge and skills relevant to the requirements of the role. We will also ask questions about your general work behaviour and performance.

### *Pre-employment checks*

Most of our roles have pre-employment conditions, including any disciplinary or managerial action in any previous employment and some require security vetting as outlined above.

If you have been successful in the application process, you will need to demonstrate that you meet the pre-employment conditions prior to appointment to the role.

For security vetting, your ongoing employment is subject to you achieving the nominated clearance level.

### *Selection*

The selection panel will make a recommendation to the CEO or delegate as to who (if anyone) should be appointed to the vacancy.

If the CEO or delegate accepts the recommendation then we will make an offer of employment to the preferred candidate/s.

We will advise all candidates of the outcome of the selection process.

We can also provide post-selection feedback to discuss how you can improve your prospects in future selection processes.

### **Lodging your application**

Submit your application online at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Select the 'Apply Now' button on the advertisement to start and submit your application.

If you wish to submit a hard copy application, please address it to Human Resources, GPO Box 825, Hobart 7001. Please do not send a hard copy application if you apply online.

Please ensure that you submit your application by the closing date and time specified.