



## ESSENTIAL INFORMATION FOR APPLICANTS

Thank you for your interest in applying for a position in the Bureau of Meteorology.

The Bureau is an Executive Agency in the Environment, Water, Heritage and the Arts portfolio of the Australian Government. Successful applicants are engaged as an employee of the Australian Public Service (APS) under legislation contained in the *Public Service Act (PS Act) 1999*.

The PS Act allows the agency head, in this case the Director of the Bureau (or a recruitment delegate of the Director) to engage a person as an APS employee and to impose conditions on their engagement. Examples of specific conditions of engagement include Australian citizenship, probation, formal qualifications, security and character clearances and health clearances.

### ELIGIBILITY

#### **Citizenship & Employment in the APS**

There is a general expectation that people engaged as APS employees with the Bureau of Meteorology will be Australian citizens.

If Australian citizenship is a condition for a position then any offer of engagement will include a requirement to show evidence of citizenship. In such a situation successful applicants will be asked to supply an original birth certificate, Australian passport or certificate of Australian citizenship. If the Director decides to engage a permanent resident with appropriate work entitlements, a condition of employment may be imposed requiring the applicant obtain citizenship within a specified period of time. If citizenship is then refused or it becomes clear that it will not be obtained the Bureau may terminate the applicant's employment.

Non-citizens can be engaged as either ongoing or non-ongoing employees if the Director considers it appropriate. Alternatively, it may be appropriate to conditionally engage non-citizens who are actively pursuing Australian citizenship. Depending on the needs of the Bureau (for example, the skill or professional qualifications required to perform particular duties) there may be circumstances where it is appropriate to engage a non-citizen.

For some positions, specific work requirements indicate that the Bureau's needs may be best met by an applicant who does not hold Australian citizenship. Our advertisement and position information will usually indicate that International Applicants are welcome to apply. Any offer of engagement will require the Bureau and the applicant to meet visa and work requirements determined by the Department of Immigration and Citizenship. It is essential for an employee who is not a citizen to maintain appropriate work rights in respect of employment in Australia. Further information on visas can be obtained at <http://www.immi.gov.au/immigration/>

#### **Qualifications**

Applicants for specific Bureau occupational groups for which mandatory qualifications have been prescribed, will be asked to provide evidence that they possess the necessary qualifications prior to engagement.

#### **Security and Character Clearances**

Successful applicants must be of good character. This assessment involves the checking, where appropriate, of police records, employment history and employment references. Where a security clearance is required applicants will be advised of the requirements under the Australian Government Security Guidelines prior to engagement.

### **Health Clearance**

For some specific Bureau occupations, specific health standards must be met, prior to engagement. This assessment may involve a medical assessment organised with Health Services Australia or other related assessment considered appropriate. The Bureau Recruitment Unit will arrange medical assessments for the specific occupations that require them.

### **Probation**

Successful applicants may initially be employed on probation. Continued employment during the probationary period will depend on general conduct, work performance and other work-related requirements. Where a probationary period is applied, the probationary arrangements and the maximum period will be advised to the employee prior to engagement.

### **Applicants who have previously received a redundancy benefit**

Australian Public Service (APS) employees, who cease employment with a redundancy benefit cannot be employed as an ongoing employee within their redundancy benefit period, which is equivalent to the number of weeks paid as a redundancy benefit (excluding payment in lieu of notice of termination). This provision also applies for any non-ongoing employment opportunities that exceed six months.

Where a person in this category applies for a position before their redundancy benefit period has expired, the application will only be considered where the applicant is close enough to the end of that period to make the employment action viable.

## **CONTACT OFFICER**

If you have any queries about the position after studying the selection documentation, speak to the contact officer specified in the advertisement. On this basis, decide whether or not the position interests you and whether your skills, qualifications, knowledge, experience and abilities are relevant to the position and match the selection criteria.

## **YOUR APPLICATION**

An application presented in the following format will assist the Selection Advisory Committee with the short-listing process and should ensure that your claims for the position have been presented comprehensively. The most important feature of your application is the way you demonstrate how your skills, qualifications, knowledge, experience and abilities meet each of the selection criteria. An applicant may meet the selection criteria and yet not be short-listed for further consideration, when there are other applicants who better meet the selection criteria requirements, and are therefore assessed as more competitive.

Your application should consist of three documents:

1. The Application Cover Form which should be completed and attached as the first three pages of your application. Please note that the Application Cover Form does not take the place of an application. Its purpose is to ensure that we can quickly access the details required to record and respond to your application. You should provide the names, addresses and contact telephone number and email address of at least two referees. Recent supervisors who are able to comment on your ability to meet the Selection Criteria provide the most useful support for your application. Your referees may be contacted by the Selection Advisory Committee for a verbal report.
2. A Statement of your claims addressing the Selection Criteria. This is a most important part of your application. Please refer to the section below headed Merit & Selection Criteria. Further information is available on our Careers web site under Guide to Addressing Selection Criteria. It is not sufficient to simply make a statement that you meet a criterion – you must demonstrate that you have the skills, knowledge and / or abilities required and provide specific examples of how you acquired this attribute and how you have applied it.
3. Your Résumé or Curriculum Vitae.

## **MERIT & SELECTION CRITERIA**

Selections for engagement and promotion with the Bureau of Meteorology are determined on the basis of merit. Merit, under the PS Act, means that employment decisions are based on a competitive assessment of applicants' ability to do the job, and that decisions must be objective and fair, avoiding patronage, favouritism and unjustified discrimination.

Selection criteria list the work-related qualities to perform the duties of the position. Applications are assessed and rated against the criteria. Accordingly, you are advised to include a statement specifically addressing the selection criteria in your application. The most effective way to arrange your statement is to set out each criterion as a separate heading and then address your specific relevant claims to those headings.

Your statement should be based on your:

- skills and abilities,
- qualifications, training & competencies,
- standard of work performance,
- capacity to produce outcomes from effective performance at the level required,
- relevant personal qualities,
- demonstrated potential for further development, and / or
- ability to contribute to team performance

as relevant to the selection criteria.

If you would like more information on addressing selection criteria please download the following document ['A Guide to Addressing Selection Criteria for Applicants'](#).

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

The Bureau is an equal opportunity employer committed to ensuring that fair and equitable consideration is given to all applicants. You may wish to indicate that you are an Indigenous Australian (Aboriginal or Torres Strait Islander), come from a non-English speaking background or have a disability if you are contacted for an interview or further assessment. This will assist in ensuring that Selection Advisory Committees are appropriately structured. If you require specific interview arrangements (for example: access if you have restricted mobility, a sign language interpreter if you have a hearing impairment etc.), please indicate your requirements when you are contacted for interview.

## **CLOSING DATE**

The closing date for applications will be advised in the advertisement. It is important that your application is received at the specified address by the date nominated in the advertisement. Acceptance of late applications is at the discretion of the Selection Advisory Committee.

## **WHAT HAPPENS AFTER WE RECEIVE YOUR APPLICATION?**

Please note, unfortunately we are unable to acknowledge applications on receipt.

After the closing date the Selection Advisory Committee will assess all applications and shortlist based on evidence presented against the selection criteria. Please be aware that this can sometimes take a few weeks, depending on other commitments. Applicants should note that the minimum process for merit-based selections is an assessment of applications. However, applicants who are short-listed for further consideration should expect that a referee report will be obtained. The Selection Advisory Committee may opt not to have interviews or to use other selection methods such as a work skills test.

All applicants will be notified of the outcome of their applications as soon as possible.

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