



ADVICE TO APPLICANTS

APS Level 5

several positions

New South Wales Office

Reference number **J5**, November 2005

Thank you for your interest in the **APS Level 5** position(s) with the Australian Bureau of Statistics (ABS), New South Wales Regional Office.

This information kit provides important information on how to prepare and submit your application. Please read these instructions carefully as applications which do not meet minimum requirements will not be considered.

The kit also provides you with some general information about the position(s) as well as remuneration and conditions of service offered at the ABS.

Applying for vacancies

After reading the attached information, if you believe that you are suitable for this position, you should speak to the Contact Officer before submitting an application with the following mandatory inclusions:

- a a completed Job Application Cover Sheet
- b your current Curriculum Vitae
- c a written statement which addresses the Selection Criteria
- d the name and contact number of two referees.

Referees will only be contacted for those applicants who are in strong contention for the vacancy.

Your written statement should be no longer than one page per criterion but should be sufficiently detailed so as to provide the selection committee with clear evidence of your skills, abilities and experience relevant to the selection criteria and the ABS statistical environment. The kit provides you with an overview of the structure and operations of the ABS. Further information is available from the ABS website at www.abs.gov.au. It is not necessary to address each dot point within the selection criteria, these are provided as examples only.

If you wish to submit a late application, you will require the contact officer's prior agreement. No expressions of interest will be accepted and generally, we do not accept faxed or emailed applications. We will not send acknowledgment of the receipt of your application. If you wish to apply for both the currently advertised APS4 and APS5 positions, you will need to submit two separate applications.

Applications, will be accepted up until close of business Thursday 3 November 2005. **Please quote job reference J5** and forward to:

**ABS NSW Recruitment
GPO Box 796
Sydney NSW 2001**

Assessing your application

For details about how your application will be assessed please see the section in this kit entitled 'The Selection Process'.

Further Information

More specific information may be obtained from the **Contact Officer, Geoffrey O'Donnell (02) 9268 4690**. However, before making contact, please read the information in this kit carefully.

ABS Job Vacancy - NSW
APS Level 5, Position Number several, Ref. No. J5

Branch:	Various
Section:	Various
SubSection:	Various
Vacancy Type:	Substantive, expected and temporary

About the ABS:

We assist and encourage informed decision making, research and discussion within governments and the community, by providing a high quality, objective and responsive national statistical service.

About the Area:

ABS NSW comprises 8 branches (Annual and Quarterly Economy Wide Surveys Business Statistics Centres, Economic Statistics Data Centre, Statistical Co-ordination, Census Management and the Information, Corporate and Technology Services branches). The activities in these areas include collection, processing and compilation of statistical information, dissemination of statistical information, and corporate support functions such as human resource management, staff development and IT systems development and support.

About the Job:

The vacant positions exist in a number of areas and responsibilities will vary. Most of the positions require the occupants to assist in the management, coordination, supervision and monitoring of a work unit and to actively participate in the full range of activities undertaken by those units. Some positions may require the successful applicants to contribute to a range of projects, either individually or as part of a team. Accordingly, successful applicants would be expected to be able to perform the full range of APS 5 functions in order to facilitate mobility at level.

Role and Accountability

Under general direction, the successful applicant will work within policy and resource frameworks to manage a discrete function or participate in projects, as well as providing advice or services in an area of expertise. Successful applicants will also be expected to deliver quality outcomes within agreed timeframes and broad parameters set by more senior staff.

Selection Criteria: all criteria are treated equally unless otherwise specified. Please address the following selection criteria. Please note that we don't expect you to address each point mentioned in each "Description" which is there to provide you with a broad understanding of the types of skills, abilities, and qualities we are looking for. You should write ½ to 1 page for each criterion with the aim to demonstrate how you meet the criterion by telling us: what you have done in the past that; how you did it and what the

outcomes of your actions were.

1. Demonstrated ability to lead a small team

Description:

- align team work practices and priorities within parameters set by senior staff
- contribute to change
- manage a small work team if required.
- motivate, guide and mentor people
- improve individual and team skills and encourage learning
- exhibit desirable personal attributes including self-direction, reliability, approachability and flexibility
- contribute to a culture which values participation, diversity and health and safety

2. Demonstrated ability to manage own workload and contribute to ABS project outcomes

Description:

- understand client needs and focus on outcomes
- plan, organise and control multiple tasks
- contribute to achieving results.
- use resources effectively

3. Sound problem solving skills and the capacity to apply these statistical, methodological, technological or operational challenges within the ABS statistical environment

Description:

- interpret and explain statistical data
- research, analyse and exercise sound judgement
- develop innovative solutions to problems
- apply knowledge in an area of expertise
- use computing systems
- contribute to the implementation and evaluation of new systems and processes
- apply appropriate quality assurance methods
- understand and apply relevant legislation, policies and frameworks

4. Demonstrated ability to communicate effectively with a range of audiences both within and external to the ABS

Description:

- speak and write with clarity
- use a variety of media including face-to-face, telephone and email
- pitch communications appropriately to the medium and the audience
- liaise professionally with providers and clients
- present complex information and assure understanding
- negotiate and contribute to the resolution of conflict

The Selection Process

This is a bulk selection process. The results of this selection process will be used to fill most current APS 5 level vacancies in ABS NSW and will provide an order of merit which may be used to fill similar vacancies in ABS NSW within the next 12 months although some specialist APS 5 level positions may be excluded.

Selection for all advertised employment opportunities is made on the basis of merit. Merit is defined in the *Public Service Act 1999* as follows:

- A decision is based on merit if an assessment is made of the relative suitability of the candidates for the duties using a competitive selection process; and
- The assessment is based on the relationship between the candidate's work-related qualities and the work related qualities genuinely required for the duties; and
- The assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- The assessment is the primary consideration in making the decision; and
- The assessment of applications takes into account the relationship between each applicant's work-related qualities and the selection criteria for the advertised level.

The following table details the stages involved in this selection process.

Stage	Content
1: Application check	<p>Applications will be examined to ensure that they contain all of the information outlined in the "How to apply" section. Applications that do not contain this information will be shortlisted out of the process at this point.</p> <p>Australian citizenship is a requirement for these vacancies at the Australian Bureau of Statistics and will be checked. Applicants who are not Australian Citizens will be shortlisted out of the process at this point.</p>
2: Assessment of written application	<p>The selection process will involve assessment of your resume and claims against the selection criteria. It is important that in your application you address each selection criterion thoroughly and succinctly and only include information that is relevant to the position/s.</p> <p>Applications that do not address the selection criteria adequately will be shortlisted out of the process at this point.</p>

3: Interviews	Face-to-face interviews will be held in Sydney, and by arrangement for interstate applicants.
4: Referee checks	Only applicants whose overall performance is deemed to be "Suitable" or above will have their referees contacted.*
5: Delegate approval	The Selection Panel will submit its recommendations to the Delegate of the Australian Statistician for approval. Once approved, the panel will advise short-listed applicants of their assessment.
6: Placement	The Delegate will, in consultation with a placement committee, determine promotions or engagements to available positions based on the relative capacity of the candidates to achieve outcomes related to the duties of each position. This will occur in order from Highly Suitable to Suitable. The selection criteria will assume greater or lesser weight according to the specific requirements of each position.

* The scale used to assess applicant performance at each stage, in order of excellence, is as follows:

- Highly suitable
- Very suitable
- Suitable
- Unsuitable.

Contact officer: Geoffrey O'Donnell

Phone: (02) 9268 4690

Eligibility Requirements

Prospective applicants should be aware that engagement as an employee with the Australian Bureau of Statistics (ABS) in the Australian Public Service (APS) is subject to a number of prerequisites and a person is not eligible for engagement unless they meet the conditions specified below. Should an employee fail to satisfy any condition attached to their engagement, including probation, the grant of citizenship, security and character clearance, health clearance and (where applicable) the meeting of formal qualifications, their employment may be terminated under section 29(3)(f) of the Public Service Act.

Probation

All new ongoing ABS employees who are not already ongoing employees within the APS, are required to serve a minimum period of six months probation. The probationary period enables an assessment of a probationer's suitability for employment in regards to conduct and work performance, while at the same time allowing new employees an opportunity to decide whether the organisation is right for them.

Citizenship

Australian citizenship is a requirement for all employment in the ABS. However, in special circumstances with the approval of the Australian Statistician:

- non-Australian citizens with citizenship applications pending could be engaged on the condition of citizenship being attained within two years; or
- permanent residents who have obtained a date of eligibility to apply for citizenship and who state a commitment to gain citizenship, could be engaged with an exemption to the citizenship requirement.

In these circumstances, if an employee does not diligently pursue their application for citizenship, their employment may be terminated.

Security and character clearance

Police records, employment history and employment references will be checked prior to engagement. Where required for particular duties, employees' security status will also be checked.

Health clearances

New ongoing employees will undergo a medical examination to assess whether their health and physical fitness is of an appropriate standard in order to undertake their duties. Where the probationer's health and physical fitness is not of a satisfactory standard, one of the following may apply:

- the probationary period may be extended and a review conducted of the employee's health and physical fitness during that period; or
- the engagement may be terminated.

Remuneration & Employment Conditions

New employees to the ABS will be offered the choice of coverage under the ABS Certified Agreement (CA) 2003 - 2006 or an Australian Workplace Agreement (AWA). This document summarises the remuneration and employment conditions which will apply under the CA or under an AWA.

Remuneration

Below are the minimum/maximum salary rates current as at 30 June 2005:

APS LEVEL	MINIMUM SALARY	NOTIONAL MAXIMUM SALARY
APS Level 5	\$50,611*	\$55,672*

* plus superannuation

Future pay increases & pay linked to performance

- Remuneration increases occur annually under the CA. The overall cost of each pay rise is linked to productivity outcomes achieved by the ABS and recognises the contribution that ABS employees have made to improved productivity.
- For ongoing employees annual pay rises are linked to work performance through the Performance Management Scheme;
- Extended pay ranges provide scope to appropriately recognise the contributions of staff who consistently perform above "the required level";

Flexible Remuneration Packaging

- You may elect to take up to a maximum of 100% of your remuneration as non-cash benefits on the basis that it is at no cost to the ABS.

Performance Management Scheme

- This scheme encourages discussion and feedback between employees and their supervisors based on a clear statement of job goals and performance expectations;
- All Ongoing employees will be expected to participate in the ABS Performance Management Scheme and Non-ongoing employees whose continuous employment in the ABS will extend for more than 12 months may participate in the Scheme

Recognition and Reward Scheme

- Recognition and rewards are available to work teams and individual staff at all levels and may take the form of cash bonuses (up to 10% of your annual salary) or non-cash benefits;
- This Scheme recognises and rewards exceptional contributions to the ABS work program and focuses on "one-off" achievements.

Relocation costs

- Where applicable, a package covering travel, removal and accommodation costs may be available for employees on relocation to Sydney.

Leave

A generous package comprising:

- Annual Leave (accruing at the rate of 20 days leave for each full year worked paid at the full pay rate or optionally 40 days leave paid at half pay rate),
- Personal/Carer's Leave (annual credit of 18 days - 15 days of which accrue if not used);
- Other Paid Leave (may be granted for any purpose considered reasonable);
- Purchased Annual Leave (option of purchasing up to an additional 4 weeks per year);
- Long Service Leave;
- Maternity Leave; and
- Leave Without Pay.

Other benefits

- Consultation - The ABS is committed to communicating and consulting with its employees about significant issues.
- Valuing Diversity - The ABS is committed to the principles of fairness, equity and diversity in employment.
- Employee Assistance - employees have access to free and confidential counselling assistance to help them resolve personal and/or work-related problems.
- Training and development including studies assistance in the form of paid and unpaid leave to attend approved courses.

OVERVIEW OF THE AUSTRALIAN BUREAU OF STATISTICS

The Australian Bureau of Statistics (ABS) is Australia's official statistical agency. The mission of the ABS is to assist and encourage informed decision-making, research and discussion within governments and the community by providing a high quality, objective and responsive national statistical service. It provides statistics on a wide range of economic and social matters, covering government, business and the population in general. It also has an important coordination function with respect to the statistical activities of other official bodies.

The ABS consists of a Central Office in Canberra, and an Office in each Capital City. Currently, some 3,000 full-time staff are employed, about half of which are based in Canberra. The NSW Office is located centrally in Sydney at St. Andrew's House, Sydney Square (near Town Hall), and has about 250 Office staff and 180 Field staff.

The Office is headed by the Regional Director and is formed into eight branches, these are:

- Information Services and Population Surveys
- Corporate Services and Prices
- Economic Statistics Data Centre
- Statistical Coordination
- Technology Services
- Annual Economy Wide Surveys
- Quarterly Economy Wide Surveys
- Census (NSW)

Each branch is divided into sections and subsections to enable specialisation in specific statistical or service disciplines.

The ABS maintains close contact with its users through a variety of mechanisms, including advisory committees, user groups, outposted statistical officers, conferences and seminars, and day-to-day contact in the course of disseminating data. The Australian Statistician determines which statistics are to be collected, after full discussion with users, clients and the Australian Statistics Advisory Council (ASAC), and makes the results widely available. The independent status of the Australian Statistician is specified in law, and the ABS has always received strong Parliamentary and community support.

In order to provide official statistics, the ABS undertakes a large number of collections ranging from the five yearly Census of Population and Housing, to monthly and quarterly surveys that provide current economic indicators and less frequent collections from industry and households that provide detailed information on specific economic and social issues. The ABS also devotes considerable effort, in close cooperation with Commonwealth, State

and Territory administrative agencies, to producing statistics as a by-product of administrative systems. The ABS also tries to ensure that its statistical standards and concepts are applied as widely as possible.

In releasing statistics, the ABS follows long established principles that results should be made available as soon as practicable and should be equally available to all users. In recognition of the importance of free and ready access to statistics for the community generally, a large core set of statistics is made available through 528 public, technical and tertiary libraries across Australia. Complimentary copies of ABS publications are provided to members of parliament and to major news media organisations. The principal results from these publications are highlighted daily in the print and electronic media.

More information about the ABS can be found on our homepage:
<http://www.abs.gov.au>

Job Application Cover Sheet

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Position applied for:

Designation/Classification: **APS Level 5**
Employment Status: **Substantive, expected, temporary**
Reference number: **J5**
Position Number: **Various**
Section: **Various**
Location: **Sydney**

Personal Details:

Surname: _____

Given Names: _____

Address for correspondence: _____

Work Phone Number: _____ Home Phone Number: _____

E-mail address: _____

Sex: M or F

Are you an Australian citizen? Yes No

If you are **NOT** an Australian citizen do you have a Citizenship application pending?

Yes what is your expected date of Citizenship? _____

No if you do not have a citizenship application pending, are you a Permanent Resident of Australia who has obtained a date of eligibility to apply for citizenship?

Yes date of eligibility to apply for Citizenship? _____

No you are not eligible for employment with the ABS. Please refer to citizenship information in this kit.

continued...>

Have you have received a redundancy benefit from an APS Agency or from a Commonwealth employer within the last 12 months?

No if Yes please provide details as below:

Agency name: _____

Date of Exit: _____

If currently employed in the Australian Public Service please tick Yes and provide details:

Department:

AGS no:

Where did you see this position advertised _____

Employment Details:

Name of Employer: _____

Current Position: _____

Referees:

Name: _____

Name: _____

Contact Number: _____

Contact Number: _____

Email address: _____

Email address: _____

May we contact these Referees now ? Yes No

Are there any special circumstances or requirements that you wish the panel to take into consideration? _____

Please indicate any days/ periods when you will be unavailable for interview within the four weeks after applications close _____

Attachments (tick if you are providing with your application):

Qualifications Additional Supporting Information Work History

(Signature) _____ (Date) _____ / _____ /2005