



Information for job applicants

Decisions relating to the engagement or promotion of employees in ARPANSA are based on merit, meaning that:

- 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 candidates' 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.

The engagement of successful applicants will be subject to the fulfilment of the following conditions:

- character checks
- satisfactory assessment of conduct and performance following a probation period
- Australian Citizenship – ARPANSA will not engage as an APS employee, a person who is not an Australian citizen unless the Agency Head considers it appropriate to do so.
- Security clearances maybe required for certain positions designated as positions of trust.

Guidelines for preparing job applications

An evaluation of your written application is the first part of the selection process. The information contained in your application should include personal details, a Curriculum Vitae (C.V)/Resume, a '1000-word pitch' stating why you are interested in the position, and referee contact details. The written application should convey relevant and accurate information about you and your suitability for the position.

Applications should contain the following information:

Personal details

Please complete the "ARPANSA Application Cover Sheet" and attach it to the front of your application.

1000 word pitch.

A '1000-word pitch' is your opportunity to demonstrate your suitability for the position. It should not be a re-statement of the selection criteria but should demonstrate that you understand what the position requires, and that you have the necessary skills, experience, abilities and personal qualities. Your pitch should state why you are interested in the position, how your skills and experience make you the best person for the position, and the value you can add to ARPANSA.

You should draw on any relevant experience, skills and abilities you have acquired in your present and past positions in the Public Service and/or the private sector or other work or skills.

Curriculum Vitae (C.V.)/Resume

This should generally be no longer than 2 or 3 pages. It should include an outline of your previous work history together with a brief description of the duties associated with the positions you have held.

Referees

Your application should include the name and telephone number of at least 2 persons preferably, who have agreed to act as a referee for your application. One of these persons should be your current supervisor who should provide comment on your performance.

General information to applicants

Your application should:

- be concise, clear and relevant
- be organised in an easy to follow format
- comment on the extent to which your claims meet each selection criterion
- demonstrate your capability against the selection criteria.

Do not:

- provide great detail about duties performed many years ago and that are not relevant to the position you are applying for
- submit a long application

Closing dates and receipt of applications

It is your responsibility to ensure that your application is received by the closing date. Applications must be lodged at the correct email address by the closing date. The selection committee is under no obligation to accept late applications.

Send your application to recruitment@arpansa.gov.au

Interview

If you are selected for an interview you will be advised of the time and date of the interview in advance, allowing sufficient time to prepare.

Reasonable Adjustments

Please advise if you require any reasonable adjustments for the interview process.