

Recruitment information for Aboriginal and Torres Strait Islander Applicants

Are you interested?

Working for the Department of Communities, Child Safety and Disability Services will provide you with an opportunity to:

- work for an employer that helps vulnerable people within our community
- be part of an inclusive and diverse workforce that places a high value on cultural capability
- be rewarded for your efforts with great working conditions that offer salary packaging, flexible working arrangements, learning opportunities and professional development all within a safe and healthy work environment

You will be provided with an opportunity to deliver on our purpose of enabling vulnerable Queenslanders to participate in and contribute to a fair, resilient and prosperous Queensland. We listen to our clients, and invest and deliver services to enable people, families and communities to thrive.

The department is committed to improving employment opportunities for Aboriginal and Torres Strait Islander peoples.

How do I apply for a position at Department of Communities, Child Safety and Disability Services?

The department is committed to providing a streamlined, flexible, inclusive and culturally appropriate recruitment and selection approach which aligns with best practice. When applying for a role within the department, make sure you follow the instructions within the role profile as stated in the section 'Want to apply?'

Generally, a one page cover letter and resume is required when applicants apply for a role within the department. An exception to this is if you are applying for a Child Safety Officer role or a Disability Support Worker (Residential Care Officer) role, which have different application processes that are outlined in the role profiles.

Your cover letter

Your cover letter should address who you are, your strengths and qualifications and why you are interested in the role. Your cover letter could be broken down into a combination of short paragraphs and dot points and is generally one page. You do not need to restate your resume or respond to each of the capabilities.

Your resume

Your resume is a brochure on you – your knowledge, skills, your key achievements and what you have to offer. Tailor your resume to the role you are applying for and include only relevant information. Outline your:

- contact information
- education, qualifications and any mandatory requirements (e.g. drivers licence)
- employment history, including your role title, key duties or responsibilities
- achievements (you could combine this with your employment history)
- details of at least two referees who know you and your work history. Your current line manager is usually the best person to include.

Submitting your application

All positions are advertised on Smart Jobs and Careers. All you need to do is locate a suitable job for you on the Smart Jobs and Careers website, and after reading through the role profile, then submit your application.

What does the recruitment process involve?

Once you have submitted your application, you will be assessed against the requirements stated in the role profile under the section 'Is this role for you?' The selection panel will make this assessment by looking through your resume and one page cover letter. Should you be shortlisted you will be advised of this. The next stage of the recruitment and selection process may be an interview or another method used to identify a suitable applicant for the role

The Interview

If you have been invited to attend an interview/discussion, this process will attempt to obtain information from you that is relevant to the role. This will assist the selection panel to identify the best role fit. You should relax and provide your best examples, knowledge or experiences during this discussion.

Don't be put off by having up to three selection panel members sit down with you to discuss your knowledge abilities, skills and experience. They will try to ensure you are in a comfortable environment to have this conversation.

Interview/Discussion Tips

It's important to properly prepare. Some tips include:

- Research – find out a bit more about the department by accessing the department's internet site.
- Prepare examples - if you have any examples from your work history which you can provide, then bring them with you.
- Don't rush your response - Try to relax and get clear in your head what you want to say. Resume and cover letter - print a copy of your resume and cover letter to take with you.

After the interview

The selection panel may take some time to finalise the recruitment process, including any necessary referee reports. Be patient as the panel chair will contact you to let you know if you were the successful applicant.

If you are not offered the job, don't be disappointed. Going through a recruitment process is a great learning experience and will prepare you better for next time. Always ask the selection panel for feedback.