



## **Candidate Information Pack**

Thank you for your interest in employment at the Australian National Maritime Museum (ANMM). The following information is supplied to assist your application:

### **Museum Aims and Objectives**

The Australian National Maritime Museum has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background.



### **Information on applying for vacancies in the Australian Public Service**

If you have not previously applied for a vacancy in the APS, it is advised that you visit [www.apsjobs.gov.au](http://www.apsjobs.gov.au) as the application and selection process is comprehensive. All vacancies in the APS are filled using the merit principle. The Australian Public Service Commission has developed a publication to assist potential APS employees in understanding and applying for APS vacancies (see *cracking the Code: How to apply for jobs in the Australian Public Service*).

### **Preparing your Job Application**

The ANMM uses an online recruitment system (eRecruit) to submit and receive applications.

The type of information required when submitting an application for any position includes:

- Citizenship status
- Personal contact details
- Current employment summary
- Education/Qualification summary
- Referee details
- Responses to selection criteria
- Current resume

### **Addressing the selection criteria**

The selection criterion is the most vital aspect of your application. This provides you with an opportunity to demonstrate your expertise against each selection criteria which will be reviewed by the Selection Committee during the selection process. When preparing your responses to the selection criteria, it is important to be as concise and comprehensive as you can and to include real examples of achievements. **A word limit of 400 words per criteria applies or specified otherwise.** *Please note: eRecruit will not accept responses that exceed 400 word limit or specified otherwise.*

It is strongly recommended that you prepare your responses to each selection criterion using Microsoft Word and then copy and paste into your application. The use of Microsoft Word will remove unnecessary formatting that may contribute to the word count.

### **Submitting your application**

All applications are to be submitted prior to the closing date of the vacancy. Once you have successfully submitted your application, you will receive a confirmation email instantly.

### **Attaching your resume**

As a part of the online application process, eRecruit will also ask you to upload your resume.

### **Workplace Diversity**

Workplace Diversity seeks to enhance organisational efficiency by providing the opportunity for all staff to contribute to their full potential. It also seeks to promote an environment where all staff is treated fairly and the contributions of people of different backgrounds, experiences and perspectives are valued.

Workplace Diversity also ensures that action is taken to enable members of EEO groups (Aboriginals, Torres Strait Islanders, people of non-English speaking background, people with disabilities and women) be able to compete for appointment, promotion and transfer, and pursue careers in the ANMM and APS generally, as effectively as other people.

Workplace Diversity principles require that the worth of the individual be respected, and that diversity, tolerance and flexibility be valued. Put into practice, workplace diversity principles mean that:

- Judgments are genuinely based on merit and not on stereotypes or discriminatory values
- Language is inclusive and not exclusive

- Peoples' skills and abilities are measured equitably and balanced with experience
- Resources and assistance are provided in ways which accommodate differences between individuals and groups
- Opportunities exist for dealing with claims of discrimination

Engagements to the ANMM are made in accordance with workplace diversity principles and based on the relative merit of the applicants in relation to the specified selection criteria for the vacant position. If you have any enquiries, please contact the HR Team via email [humanresources@anmm.gov.au](mailto:humanresources@anmm.gov.au).

## **Selection**

The ANMM is an equal employment opportunity employer. Selection for this position will be made on the basis of relative merit, which will be assessed against each item of the selection criteria. If you are selected for interview you will be contacted by telephone. If you are not selected for interview, you will be advised via email. This will take place following the engagement of the successful candidate.

## **Salary**

It is Museum policy that all new appointments are at the base level salary. Where salary at a level above the base of the range is being sought, the issue should be discussed with the selection committee at interview. If the successful candidate then wishes to seek a salary above the base level a submission from the applicant is to be submitted to the delegate with the selection report for approval. Further advice may be obtained from the Human Resources Management Section.

## **Conditions of Engagement**

To be eligible to work at Australian national maritime Museum (ANMM), you MUST meet the following criteria:

1. Be an Australian citizen;
2. Provide specified documents to prove identity;
3. Not have recently received a redundancy benefit from an Australian Public Service (APS) agency, the Australian Parliamentary Service or the Murray-Darling Basin Commission;
4. Satisfy character and relevant security checks; and
5. Meet the health standards for engagement.

## **Australian Citizenship**

The Public Service Act 1999 (PS Act) requires that a person engaged as an employee must be an Australian citizen, unless the Agency Head has reason to waive this requirement (which is only considered in exceptional circumstances).

## **Proof of Identity**

The ANMM requires all successful applicants to provide sufficient information to provide proof of identity before they commence in the Agency.

## **Prior receipt of Redundancy Benefit**

If you have received a redundancy benefit from an Australian Public Service (APS) agency in the last 12 months, the Australian Parliamentary Service or the Murray-Darling Basin Commission (MDBC) there are limitations on your engagement during the "redundancy benefit period". The redundancy benefit period is linked to the level of redundancy benefit you received.

## **Character and Reference Checks**

The Museum will verify that you are of good character through character checks. These checks may involve:

- Checking police records for unspent criminal convictions or findings; and
- Confirming details given in your employment application (including employment history, employment references and educational qualifications)
- If the ANMM receives an adverse character check you may be assessed as unsuitable for employment, resulting in an offer of employment not progressing.

## **Health Assessment**

To be engaged with the ANMM successful applicants must undergo a health assessment by Medibank Health Services medical staff to ensure their fitness for duty.

## **Conditions of employment**

Conditions of employment are covered by the [Australian National Maritime Museum Enterprise Agreement 2017-2020](#). Any questions you may have concerning general conditions of employment may be raised by emailing the Human Resource Section on [humanresources@anmm.gov.au](mailto:humanresources@anmm.gov.au) .

## **Work health and safety (WH&S)**

The museum provides and maintains a safe and healthy working environment for all employees and contractors. The museum also provides and maintains a safe and healthy environment for all visitors.

The museum has a WH&S manager to oversee the WH&S issues within the museum. The manager also implements and recommends preventive actions on all WH&S-related issues.

A Work Health and Safety Committee in the museum consists of both employer and employee representatives. It is responsible to oversee the implementation and performance of the WH&S program. It is a forum to identify and resolve health and safety problems.

### **Australian Public Service (APS) Values and Code of Conduct**

The Australian National Maritime Museum is strongly committed to upholding the values of the APS and to ensuring that its employees are aware of, and behave in accordance with, the APS Code of Conduct as prescribed in the Public Service Act 1999.

All employees are required to demonstrate a commitment to these values through attitudes and behaviour, and by working within the APS Values and Code of Conduct.