



Applicant Information Kit

Thank you for your interest in working for Legal Aid Queensland. In this kit you'll find information about how to apply for a job at Legal Aid Queensland and the benefits and working conditions available to our employees.

How to apply

Applying for a job at Legal Aid Queensland is easy. For more details and an application package, visit www.smartjobs.qld.gov.au. All applications should be made online, ensuring you specify the vacancy reference number (LAQ___/11). Please do not post or hand deliver a hard copy of your application and do not submit multiple copies of the one application. If you have difficulty applying online, call (07) 3898 0655 and specify the position you're interested in.

Please ensure you submit your application by midnight on the closing date. Late applications cannot be lodged online and may only be considered if you get approval from the contact officer. We will send an application acknowledgement and any other correspondence to you via email.

What to include in your application

1. EEO profile (optional)

Legal Aid Queensland is an equal employment opportunity employer (EEO). To assist in implementing our EEO Management Plan objectives, you will be asked to complete an applicant profile.

It is not compulsory to provide these details. The information gathered will be used by the equal employment opportunities officer for statistical purposes only. The panel will not consider an applicant's EEO profile when assessing their suitability for any advertised position.

2. Referees (mandatory)

You will be asked to enter the contact details for at least two referees we may contact (one should be your most recent supervisor or manager).

3. Applicant questionnaire (mandatory if requested)

You may also be asked to respond to a brief questionnaire used to establish your qualifications, skills and/or experience.

4. Your current resume (mandatory)

Attach a comprehensive employment history (employment dates, functions or roles you performed, major achievements or awards), and any qualifications you hold.

If you are applying for a role that requires a specific qualification and you completed your qualification overseas, you will need to have this assessed to ensure it is comparable to an Australian qualification before you apply for the role. For more information about having your qualification assessed, email skillsrecognitions@det.gov.au or visit the Australian Education International website www.aei.dest.gov.au

5. Written statement (mandatory if requested)

You may be asked to attach a written statement outlining your suitability for the job. You may be asked to respond to core capabilities or selection criteria in:

- a short statement (up to three pages), or
- a long statement (no page limit).

Please note the application process varies, depending on the role. Check the advertisement for the role to see if you need to provide a written statement.

How to prepare a statement:

The role description clearly documents the core capabilities or knowledge, skills and abilities a person must have to effectively perform the position's duties. In the statement you need to provide examples that best demonstrate your ability to meet the job's requirements.

- To ensure you address all of the criteria, you should:
Break down the criteria — Each criteria will normally have more than one skill or experience, and breaking this down will ensure you cover everything.
- Examine the position's responsibilities — Think of some examples of times you have done these exact tasks or when you have done similar tasks and your skills would be transferable.
- Brainstorm your experience — This assists with selecting the best examples that demonstrate your knowledge and skills.

Formulate your examples using the STAR method — What was the situation? What were the tasks involved? What action was necessary and what did you do? What resulted from your action plan?

If there is a page limit, you will need to be more selective about the information you provide in your statement. You may choose whether or not you use subheadings. Some applicants prefer to respond to each core capability or criterion separately. This may make it clearer and easier for the selection panel to assess, but when writing a short response it can sometimes be a better use of space to use one example to cover multiple core capabilities or criteria.

How applications are assessed

Applications are assessed on merit. Merit is the relationship between a person's job-related abilities and the performance outcomes required of the job. A merit-based and equitable recruitment and selection process involves activities designed to ensure:

- fair and open competition
- a systematic and consistent process
- processes that do not unfairly discriminate at any stage.

The selection process includes:

1. Shortlisting

A selection panel will look at the information provided by all applicants and shortlist those who best meet the job's requirements for an interview. We will contact you if you are shortlisted to make a time for an interview.

2. Interviews and work tests

The selection panel can use different techniques to further evaluate applicants' suitability for the role. Depending on the type of job, this could include an interview, some tests, a presentation or another relevant selection method.

3. Reference checks

The selection panel will contact the referees of the most suitable candidate/s. Your referees will be asked to comment on and confirm your recent work achievements and performance.

4. Offer

The selection panel will offer the role to the successful candidate.

We will write to all candidates to let them know the outcome of the selection process. Senior level appointments will be printed in the *Queensland Government Gazette*.

Feedback

If your application was unsuccessful, you can ask the selection panel chair for feedback. This will allow you to identify areas in which you may need further development or experience to improve your chances of success with future job applications.

You can expect the process to take about six weeks from when you lodge your application.

Questions

If you have any questions about an advertised position, please contact the person listed in the role description for more information.

Salary packaging

Salary packaging is a tax effective way of receiving your salary as a combination of income and benefits. Salary packaging allows you to deduct up to 50 percent of your pre-tax income and use it to pay for regular expenses. This can include things like your mortgage or loan payments, rent, rates, insurance, utilities bills (ie electricity, phone, gas) HELP or HECS debts, private school or child care fees, private travel expenses (ie petrol, registration, servicing), membership fees (ie gyms, clubs) — in fact, just about any regular expense you may have.

By reducing your pre-tax income you reduce the amount of income tax you pay and substantially increase the amount you take home each fortnight. Legal Aid Queensland staff enjoy this benefit because we are classified as a 'charitable benevolent institution' by the Australian Tax Office, which gives us a 30 percent fringe benefit tax exemption. We advise new employees to talk to a financial adviser about how to maximise their salary packaging benefits.

Superannuation

QSuper is our superannuation scheme. It is a co-contributory scheme, which means both you and the organisation make contributions towards your super. You can contribute between two and five percent of your salary towards super, while the organisation will contribute between nine and 12.75 percent. You can also make voluntary contributions, choose to make extra contributions through our salary sacrifice scheme, transfer money from other funds or make and receive spouse contributions. As a member of this fund, income protection and total and permanent disability insurance is automatically provided. For more information, call QSuper on 1300 360 750 or visit their website www.qsuper.qld.gov.au

Work-life balance

We are committed to helping staff find a balance between work and their lives outside of the office. As a Legal Aid Queensland employee, you have the option of negotiating flexible working hours with your manager, banking your overtime hours and taking two 'flex' days a month, and negotiating to work part time, job share or telecommute (if appropriate for your role and team). You will be able to access leave options, including paid parental leave, sick leave and long service leave, and can access free personal and career counselling for you and your family.

Working hours

Our full-time staff work a 36.25 hour week.

Study assistance

We are committed to helping our staff develop their skills and further their careers. That's why we offer permanent employees support to help them complete relevant courses or research, including leave to:

- attend classes or courses
- attend residential school programs
- study for and complete exams.

We will also pay some course fees and other costs, depending on the course being studied.

Leave entitlements

As a full-time employee you will be entitled to:

- take four weeks annual leave a year, or five weeks if you are working in our Mackay, Cairns, Mount Isa or Townsville office, and receive 17.5 percent leave loading on four weeks annual leave or 14 percent on five weeks
- access 10 days paid sick leave a year, which accrue with each year of service
- take paid maternity leave (14 weeks full pay, 28 weeks at half pay), unpaid maternity leave (up to 104 weeks) and spousal leave (one week full pay and two weeks at half pay)
- take 13 weeks paid long service leave after 10 years continuous service; our staff accrue 1.3 weeks of long service leave each year and can access it after seven years of continuous service
- other leave options including carers leave, bereavement leave, special leave and cultural leave.

Appointment/transfer expenses

If you are appointed to a permanent role and have to relocate, you may be able to negotiate for your travel and other relocation expenses to be reimbursed.

Prior service in other government organisations

You can ask for your sick and long service leave entitlements to be carried over from your previous job to Legal Aid Queensland if you were working for a:

- federal or other state public service organisation
- statutory authority
- public hospital
- local government organisation
- tertiary educational institution.

You can only transfer these entitlements if your break in service between the two organisations was less than 12 months.

Additional information

- Legal Aid Queensland strives to ensure staff are working in a safe environment, and expects employees to follow workplace health and safety requirements and the Code of Conduct.
- Our buildings and surrounds are non-smoking.
- For more information about Legal Aid Queensland visit www.legalaid.qld.gov.au