

Candidate Information Pack

Thank you for your interest in applying for a position with the Australian National Maritime Museum. The following information is provided to help candidates understand the requirements of the selection process.

What it means to work at the Australian National Maritime Museum

The 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 disability and people from every cultural and linguistic background.

The museum is a federal government agency, to find out more about the why working in the Australian Public Service (APS) is a great choice, click here [APS Jobs / Work with us](#).

Conditions of Engagement

To be eligible to work at the museum, 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;
5. Provide working with children check; and
6. Meet the health standards for engagement (if required).

Information on applying for vacancies in the APS

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

Preparing your Job Application

The museum uses an online recruitment system 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 responses that exceed 400-word limit or specified otherwise will not be able to be entered into the application system.

It is 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 an automated confirmation email.

Diversity, Equity and Inclusion

A diverse workforce enables new ideas and different ways of thinking. Employees from a range of backgrounds bring different experiences and perspectives from which we can all benefit. At the museum we promote a workplace where all staff are treated with fairness, with respect, and where everyone's contributions are valued.

We aim to ensure that everyone is treated fairly and is able to equally compete for an appointment, promotion, transfer and pursue careers at the museum and in the APS in general. Click to find out more about [Diversity and Inclusion in the APS](#), and also see [Cracking the Code](#).

Engagements to the museum are based on the relative merit of the applicants in relation to the specified selection criteria for the vacant position.

Selection

The museum is an equal employment opportunity employer. Selection for a 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.

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 museum 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 museum 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 museum, successful applicants may be required to undergo a health assessment to ensure their fitness for duty.

Conditions of employment

All conditions of employment are covered by the [Australian National Maritime Museum Enterprise Agreement 2024 - 2027](#). Click for more information on [Joining the APS](#), or contact the Human Resources team at the museum humanresources@sea.museum for questions you may have concerning general conditions of employment.

