



Australian Government
Attorney-General's Department

Register a general expression of interest for employment with the Attorney-General's Department by submitting your details and resume using the Attorney-General's Department online recruitment system.

The Register enables the Department to access appropriately skilled and experienced individuals at short notice. You should indicate the type of work you are interested in and your educational qualifications, experience and skills.

Your registration in the employment register will remain active for 12 months. After this time you will need to renew your registration by applying again.

The Attorney-General's Department will review the register when a need arises to fill positions not advertised elsewhere on www.ag.gov.au

ABOUT THE ATTORNEY-GENERAL'S DEPARTMENT

The principal objective of the Attorney-General's Department is to support the Australian Government in achieving a just and secure society. The Department provides expert advice to Government on a wide range of legal and policy issues, including national and protective security, counter terrorism and critical infrastructure protection, classification policy, emergency management, native title, criminal justice and crime prevention, international law, family law, legal assistance, administrative law, human rights, copyright and information law, indigenous law and justice and the Australian background checking service. It is also responsible for the administration of a number of important programs in these areas.

The Department is the key policy and coordinating body for the Attorney-General's portfolio and works in close cooperation with a wide range of judicial, legal and public sector bodies.

INFORMATION FOR APPLICANTS

This document provides you with information about eligibility for employment with the Department and advice on preparing your application.

Eligibility Requirements

Australian Citizenship

To be eligible for employment with the Attorney-General's Department you must be an Australian citizen.

Prior Receipt of Redundancy Benefit

If you have received a redundancy benefit from an Australian Public Service (APS) agency or a non-APS Commonwealth employer within twelve months of the proposed date of engagement, the Department cannot offer you employment without prior approval from either the APS Commissioner or the Agency Head.

Security Assessment

If you are selected for a 'Designated Security Assessed Position' or a 'Position of Trust' you will be required to undergo and be granted a security clearance. If a clearance is not granted your employment in the role will not commence or, if already commenced, will be terminated.

Academic/Professional Qualifications

Any claims you make with regard to academic and/or professional qualifications must be capable of being verified with the relevant institution. False claims could lead to rescission of an offer of employment or disciplinary action, including possible termination of employment.

PREPARING YOUR APPLICATION

Your application must include a resume detailing previous employment history (list your most recent employment first). It should provide all relevant information about your education, employment experience, achievements, abilities and interests.

Although not mandatory to register for temporary employment, your statement addressing the selection criteria will provide the Department with supporting information regarding your suitability for employment. Selection criteria for all roles within the Department are based on a set of generic capabilities that all employees are expected to possess. Further information about the generic capabilities is included in the selection documentation and will assist you in understanding the types of behaviours and skills the Department is looking for.

Under each criterion you can explain the relevance of your skills, experience, abilities, and personal qualities which relate to that criterion and the duties of the role. You should use specific examples of work you have done, describing how you have contributed to a process or an outcome, and how this relates to the criterion you are addressing. It is important that your statement be comprehensive but succinct, and not exceed one page for each criterion.

Your application should include:

- A Resumé (mandatory) and
- Contact details of two referees (mandatory)
- Statement of claims against the Generic Capabilities (optional)

The Selection Committee may seek detailed written or oral comments from referees. Please indicate clearly if you do not wish your referees to be contacted prior to being short listed for a vacancy.

NOTICE OF POSSIBLE DISCLOSURE

Information you provide us as part of this selection process is collected for the purpose of selecting a person to fill AGD vacancies. If you are successful, information concerning your claims to the job and the assessment of those claims (including your application and referee reports) may be disclosed to other persons inside or outside the Attorney-General's Department. Your personal information will not be disclosed other than in accordance with the AGD Employee Relations Advice 'Access to Personal Records'.

PRE-EMPLOYMENT INTEGRITY CHECKS

The Attorney-General's Department may conduct a number of pre-employment checks/enquiries and any offer of employment will be conditional upon the results of the checks/enquiries being satisfactory. You are required to have the following documents in readiness, in the event you reach the final stage in the process which will require you to consent to a pre-employment check:

- full birth certificate (extracts of birth certificates are not acceptable)
- documentation proving Australian Citizenship (if not Australian by birth)
- marriage certificate (if associated with name change)
- decree nisi/decreed absolute (if associated with name change)
- deed poll certificate (name change)
- tertiary educational qualifications – *if applicable*
- evidence of professional memberships – *if applicable*

 To establish that a person is an Australian citizen you will need to provide a certified copy of one of the following groups of documents:

- Full Australian birth certificate (if born before 20 August 1986) plus photo ID,
- Full Australian birth certificate (if born on or after 20 August 1986) and evidence that at least one parent was an Australian citizen or permanent resident at the time of the child's birth plus photo ID,
- Australian citizenship certificate plus photo ID or
- Australian passport issued on or after 22 November 1984.

If you are offered a job, you should not take any steps to terminate your current employment, until you know you have satisfied these conditions.

PROBATION

Engagement of new ongoing APS employees and non-ongoing (of a period of more than 12 months) by AGD will be conditional upon the satisfactory completion of a probation period. During this time your conduct and work performance is assessed to determine whether they meet the standards required by this Department of its employees

Employees whose performance and/or conduct do not reach the required standard during their probationary period will have their employment terminated. The probation period for these positions will be 6 months from the date of commencement. The Department may impose shorter periods of probation for engagements of up to 12 months duration.

SALARY RATES

Your salary on engagement will be the minimum pay level for the applicable job, unless you negotiate a higher salary point (normally within the prescribed range) based on your experience, qualifications, skills and immediate effectiveness.

EMPLOYMENT CONDITIONS

All employment in the Australian Public Service (APS), including the Attorney-General's Department, is governed by the *Public Service Act 1999*.

Specific Attorney-General's Department employment conditions are covered by the Attorney-General's Department Agreement 2004 for most employees up to and including the Executive Level 2 classification, however some employees may be covered by Australian Workplace Agreement from their date of engagement by AGD.



MORE INFORMATION

- If you would like more information on the Attorney-General's Department and our conditions of employment, visit our website at www.ag.gov.au
- We recommend you familiarise yourself with our AGD Agreement 2004.

AGD GENERIC CAPABILITIES

EXECUTIVE LEVEL 2 (AND EQUIVALENTS)

Ability to think strategically

- objectively thinks through problems from various angles, assesses risk and identifies solutions
- demonstrates originality of thought and the capacity to develop innovative solutions
- critically evaluates information and demonstrates sound judgement in decision-making

Ability to achieve results

- contributes actively to strategic planning processes and actively promotes a shared understanding of strategic direction and corporate priorities
- defines, plans and schedules work of the area and responds flexibly to changing requirements
- demonstrates organisational and management skills of a high order including, if appropriate, the ability to effectively manage the performance of others in the delivery of work
- adopts a leadership role in modelling and promoting workplace diversity principles and fostering a safe and healthy working environment in delivering the work of the area

Ability to develop productive working relationships

- consults with others and fosters a work environment where people work collaboratively
- develops and maintains effective working relationships with clients and fosters a client focussed culture
- treats others with respect and courtesy and values different ideas and approaches
- adopts a leadership role in modelling and promoting team player behaviour and fostering a harmonious work environment

Demonstrated personal drive and integrity

- adopts a leadership role in applying and promoting the APS Values and Code of Conduct, and the Department's Values
- takes responsibility for outcomes of own work area and learns from mistakes
- demonstrates high levels of initiative and remains positive and focused on objectives even in difficult circumstances
- shows strong commitment to continued learning and takes responsibility for own development

Ability to communicate effectively

- demonstrates highly effective oral and written communication skills
- listens actively to others and responds appropriately
- puts forward new ideas and considers and encourages the contributions of others
- negotiates complex matters persuasively
- demonstrates representation and facilitation skills of a high order

EXECUTIVE LEVEL 1 (AND EQUIVALENTS)

Ability to think strategically

- objectively thinks through problems from various angles, assesses risk and identifies solutions
- demonstrates originality of thought and the capacity to develop innovative solutions
- critically evaluates information and demonstrates sound judgement in decision-making

Ability to achieve results

- contributes actively to strategic planning processes and helps to ensure a shared understanding of strategic direction and corporate priorities
- contributes to defining, planning and scheduling work of the area and responds flexibly to changing requirements
- demonstrates strong organisational and management skills including, if appropriate, the ability to effectively manage the performance of others in the delivery of work
- models and promotes workplace diversity principles and fosters a safe and healthy working environment in delivering the work of the area

Ability to develop productive working relationships

- consults with others and fosters a work environment where people work collaboratively
- develops and maintains effective working relationships with clients and fosters a client focussed culture
- treats others with respect and courtesy and values different ideas and approaches
- models and promotes team player behaviour and fosters a harmonious work environment

Demonstrated personal drive and integrity

- applies and promotes the APS Values and Code of Conduct, and the Department's Values
- takes responsibility for own work area and learns from mistakes
- demonstrates high levels of initiative and remains positive and focused on objectives even in difficult circumstances
- shows strong commitment to continued learning and takes responsibility for own development

Ability to communicate effectively

- demonstrates highly effective oral and written communication skills
- listens actively to others and responds appropriately
- puts forward new ideas and considers and encourages the contributions of others
- demonstrates sound negotiation skills
- demonstrates strong representation and facilitation skills

APS LEVEL 6 (AND EQUIVALENTS)

Analytical skills and sound judgement

- demonstrates strong research, interpretation and problem solving skills
- demonstrates the ability to think strategically and make balanced, well informed decisions in relation to own work area
- demonstrates the capacity for originality of thought

Ability to achieve results

- plays an active role in setting work area goals and monitoring progress
- demonstrates organisational skills of a high order including, if appropriate, the ability to effectively manage others in the delivery of work
- responds flexibly to changing requirements
- applies and promotes workplace diversity and occupational health and safety principles in delivering the work of the area

Ability to develop productive working relationships

- works cooperatively with others and models and promotes team player behaviour
- demonstrates strong client service and client relationship management skills
- treats others with respect and courtesy and values different ideas and approaches

Demonstrated personal drive and integrity

- adheres to and promotes the APS Values and Code of Conduct, and the Department's Values
- takes responsibility for outcomes of own work area and learns from mistakes
- displays a high level of initiative and shows strong commitment to continued learning

Ability to communicate effectively

- demonstrates highly developed oral and written communication skills
- listens actively to others and responds appropriately
- puts forward ideas and considers and encourages the views of others
- displays strong representation skills and the ability to persuade and negotiate

APS LEVEL 5 (AND EQUIVALENTS)

Analytical skills and sound judgement

- applies sound research, interpretation and problem solving skills
- demonstrates the ability to think strategically and make balanced, well informed decisions in relation to own work area
- demonstrates the capacity for originality of thought

Ability to achieve results

- plays an active role in setting work area goals and monitoring progress
- demonstrates organisational skills of a high order including, if appropriate, the ability to effectively manage others in the delivery of work
- responds flexibly to changing requirements
- applies and promotes workplace diversity and occupational health and safety principles in delivering the work of the area

Ability to develop productive working relationships

- works cooperatively with others and models and promotes team player behaviour
- demonstrates sound client service and client relationship management skills
- treats others with respect and courtesy and values different ideas and approaches

Demonstrated personal drive and integrity

- adheres to and promotes the APS Values and Code of Conduct, and the Department's Values
- takes responsibility for outcomes of own work area and learns from mistakes
- displays initiative and shows strong commitment to continued learning

Ability to communicate effectively

- demonstrates well developed oral and written communication skills
- listens actively to others and responds appropriately
- puts forward ideas and considers and encourages the views of others
- displays sound representation skills and the ability to persuade and negotiate

APS LEVEL 4 (AND EQUIVALENTS)

Analytical skills and sound judgement

- applies research, interpretation and problem solving skills to own work area, seeking advice as necessary
- applies independent thinking and common sense in decision making

Ability to achieve results

- contributes to setting work area goals and responds flexibly to changing requirements
- demonstrates strong organisational skills and, if appropriate, the ability to effectively supervise, coach and develop others in the delivery of work
- applies and promotes workplace diversity and occupational health and safety principles in delivering the work of the area

Ability to develop productive working relationships

- works cooperatively with others and models team player behaviour
- demonstrates sound client service skills
- treats others with respect and courtesy and values different ideas and approaches

Demonstrated personal drive and integrity

- adheres to and promotes the APS Values and Code of Conduct, and the Department's Values
- takes responsibility for outcomes of own work area and learns from mistakes
- displays initiative and demonstrates commitment to enhancing own skills

Ability to communicate effectively

- ensures oral and written communication is clear and concise
- listens actively to others and responds appropriately
- puts forward ideas and considers and encourages the views of others

APS LEVEL 3 (AND EQUIVALENTS)

Analytical skills and sound judgement

- researches, interprets and evaluates information, seeking advice as necessary
- displays a common sense approach in decision making

Ability to achieve results

- contributes to setting of work area goals and responds flexibly to changing requirements
- demonstrates sound organisational skills and, if appropriate, the ability to effectively supervise the work of others in the delivery of work
- applies and promotes workplace diversity and occupational health and safety principles in delivering the work of the area

Ability to develop productive working relationships

- works cooperatively with others and models team player behaviour
- demonstrates client service skills
- treats others with respect and courtesy and values different ideas and approaches

Demonstrated personal drive and integrity

- adheres to and promotes the APS Values and Code of Conduct, and the Department's Values
- takes responsibility for outcomes of own work area and learns from mistakes
- demonstrates commitment to enhancing own skills

Ability to communicate effectively

- ensures oral and written communication is clear and concise
- listens actively to others and responds appropriately
- puts forward ideas and considers the views of others

APS LEVELS 1-2 (AND EQUIVALENTS)

Problem solving skills and sound judgement

- demonstrates ability to think through issues and apply a common sense approach to decision making on operational issues

Ability to achieve results

- completes tasks in line with work area goals and in accordance with relevant procedures and guidelines
- organises and prioritises own work and is flexible to changing requirements
- adheres to workplace diversity and occupational health and safety principles in the delivery of work

Ability to develop productive working relationships

- works cooperatively with others and demonstrates team player behaviour
- liaises effectively with clients
- treats others with respect and courtesy and values different ideas and approaches

Demonstrated personal drive and integrity

- demonstrates commitment to the APS Values and Code of Conduct, and the Department's Values
- takes responsibility for own work and learns from mistakes
- looks for opportunities to enhance own skills

Ability to communicate effectively

- ensures oral and written communication is clear and concise
- listens actively to others and responds appropriately
- is willing to put forward ideas and consider the views of others