



APPLICANT INFORMATION PACK

One APS Career... Thousands of Opportunities

The Applicant Information Pack provides candidates with details on the Murray-Darling Basin Authority (MDBA) to assist you with your application.

The Authority is seeking talented and highly motivated individuals who are looking for challenging and interesting work and also the opportunity to build a successful career in a young dynamic organisation.

The Authority offers a range of flexible working conditions to balance each individual circumstance with the needs of the organisation.

In this Applicant Information Pack you will find:

- About the Authority;
- About the Division of the Authority;
- The selection process;
- How to address the selection criteria;
- Tips for Candidates;
- Eligibility;
- The APS Values and the Code of Conduct; and
- A checklist to assist you in providing the relevant documentation.

The Murray-Darling Basin Authority

The establishment of the Murray-Darling Basin Authority (MDBA) means that, for the first time, a single agency is now responsible for planning integrated management of water resources of the Murray-Darling Basin.

In December 2008, the agency assumed responsibility for all of the functions of the former Murray-Darling Basin Commission, and is implementing the decisions made by the new six member Authority, Ministerial Council and the Basin Officials Committee relating to these functions.

Key functions of the Authority include:

- preparing the Basin Plan for adoption by the Minister for Climate Change, Energy Efficiency and Water, including setting sustainable limits on water that can be taken from surface and groundwater systems across the Basin
- advising the Minister on the accreditation of state water resource plans

- developing a water rights information service which facilitates water trading across the Murray–Darling Basin
- measuring and monitoring water resources in the Basin
- gathering information and undertaking research
- engaging the community in the management of the Basin’s resources.

In late 2008, the Basin states passed legislation to enable the Australian Government to amend the *Water Act 2007* (Cwlth) so that additional functions could be performed by the Murray–Darling Basin Authority. The Authority reports to the Australian Government Minister for Climate Change and Water.

The Murray–Darling Basin Authority is an integral element of the Federal Government’s program ‘Water for the Future’ which has four priorities:

- tackling climate change
- supporting healthy rivers
- using water wisely
- securing our water supplies.

In delivering Water for the Future, the Australian Government is setting a new standard in national leadership and cooperation with state and territory governments in water resource management.

The Divisions of the Authority

The Authority is supported by six Divisions:

- Executive
- Basin Plan
- Engagement, Secretariat & Communications
- Natural Resource Management
- River Murray
- Corporate Services

Executive

The Executive is the peak governance body of the Authority and is comprised of the Chief Executive and all Executive Director’s. The Executive Directors head up the Authority’s five divisions and report directly to the Chief Executive. The Executive is concerned with governance issues including the positioning, safeguarding and enabling that is necessary for the Authority to achieve its business outcomes. The Executive is also responsible for the delivery of the Corporate Plan.

Basin Plan

The role of the Basin Plan Division is to support the Authority by preparing, implementing, monitoring and enforcing the Basin Plan and undertaking activities relevant to jurisdictional water resource plans, for the sustainable management of water resources within the Murray–Darling Basin. The Basin Plan, when approved by the Commonwealth Minister for Climate Change and Water, will be the central water planning document for the Murray–Darling Basin.

Engagement, Secretariat & Communications

Engagement, Secretariat and Communications Division provides support to the Authority through connecting and communicating with our stakeholders and servicing the Authority's high level governance structures.

Natural Resource Management

The role of the Natural Resource Management Division is to support the Authority by undertaking functions, on behalf of, and in collaboration with jurisdictions, in relation to the planning, development and management of the water, land and other environmental resources of the Murray-Darling Basin.

River Murray Water

The River Murray Program has prime carriage for directing the sharing of River Murray waters as set out in the Agreement, ensuring the reliability of entitlement flows and allocations to jurisdictions, and management of unregulated flows to maximise environmental benefit. To enable this, the MDBA works with the State Constructing Authorities to maintain the River Murray Operations assets in a 'fit for purpose' condition.

Corporate Services

The role of the Corporate Services Division is to support the Authority by providing a wide range of high quality strategic corporate services.

The Selection Process

The Authority is committed to maintaining equity and fairness in recruitment and selection processes and recognises merit as the primary basis for selection. This means the suitability of applicants is assessed using a competitive selection process. The selection methods used may vary. Interviews are not always the preferred selection method. Other methods such as assessment on the basis of applications and referee reports, written or work sample tests and behavioural questionnaires may be used.

In the short-listing of applications and in any further assessment process, a selection panel may consider your capabilities, skills, knowledge, experience and work performance relevant to the advertised job and your demonstrated potential for further development.

If you are short listed for further assessment, you will be contacted regarding the next phase of the selection process. If you are not short listed, we extend our thanks for considering the Authority as a potential employer.

If you are short-listed for further consideration, you will be offered the opportunity to receive feedback on the assessment process.

How to address Selection Criteria

Before you start work on your application it is important to read the Position Description for the advertised position and decide if your skills, abilities and interests match the requirements of the job. The Position Description will state if there are mandatory or desirable qualifications. It is always a good idea to phone the nominated Contact Officer to find out more about the position.

To apply for a position at the Authority, you should login to our online recruitment system and complete the online application form. As part of your application you will need to:

- Address the selection criteria, providing examples of your relevant skills, capabilities, experience and qualifications to demonstrate how you meet each criterion;
- Attach your current Curriculum Vitae or resume which includes your personal particulars, employment history and relevant qualifications; and
- Provide the names, contact details, classification and nature of your working relationship of at least two referees, one of these preferably being your current supervisor. A referee should be able to provide comments on your work performance against each selection criterion.

Selection Criteria -The statement addressing the selection criteria is an important part of your application as the information will be used to shortlist applicants. Use each selection criterion as a heading and provide specific examples of past experience and outcomes that demonstrate the extent to which you meet each criterion.

Applications and responses to the selection criteria should not exceed 500 words and should be lodged online.

Tips for Candidates

Progress of your application

Candidates may speak to the Contact Officer if they have queries regarding the progress of the selection process.

Closing date for applications

The closing date for a vacancy is specified in the advertisement, but is generally two weeks after the date on which the advertisement appeared in the *APS Gazette*. Applications must be lodged online by the date specified.

Curriculum Vitae/Resume

Your Curriculum Vitae (or Resume) should comprise a summary of personal particulars and an outline of your work history. The following is a suggested format:

- Full name and address.
- Telephone numbers (contact numbers during business hours, at home and/or mobile if applicable).
- Educational qualifications (title, date and institution where obtained or expected date of completion).
- Employment history. Include dates, name of employer, position occupied, work area and a brief outline of the duties undertaken. The details should be in reverse chronological order, starting with your present position. Be concise and only give relevant information about major responsibilities. It is not necessary to mention in detail jobs that were held for short periods unless the experience is relevant to the advertised position, however please don't leave any unexplained gaps in your work history during the past 10 years.

- Name, address, classification, contact number and working relationship (eg current supervisor) of nominated referees.

Eligibility

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The Authority is governed by the Public Service Act 1999.

To be eligible for employment at the Authority, you **MUST** meet the following criteria:

- Be an Australian citizen, or be in the process of applying for citizenship;
- Provide specified documents to prove identity;
- Not have recently received a redundancy benefit from an Australian Public Service (APS) agency;
- Satisfy character and relevant security checks;
- Complete a 3 month probation period at the start of their engagement.

APS Code of Conduct and Values

Upholding the APS Values and the Code of Conduct is essential for employment with the Authority. All APS employees must uphold the APS Values and Code of Conduct.

APS VALUES

- The APS is apolitical, performing its functions in an impartial and professional manner
- The APS is a public service in which employment decisions are based on merit.
- The APS provides a workplace that is free from discrimination and recognises and utilises the diversity of the Australian community it serves.
- The APS has the highest ethical standards.
- The APS is openly accountable for its actions, within the framework of Ministerial responsibility to the Government, the Parliament and the Australian public.
- The APS is responsive to the Government in providing frank, honest, comprehensive, accurate and timely advice and in implementing the Government's policies and programs.
- The APS delivers services fairly, effectively, impartially and courteously to the Australian public and is sensitive to the diversity of the Australian public.
- The APS has leadership of the highest quality.
- The APS establishes workplace relations that value communication, consultation, co-operation, and input from employees on matters that affect their workplace.
- The APS provides a fair, flexible, safe and rewarding workplace.
- The APS focuses on achieving results and managing performance.
- The APS promotes equity in employment.
- The APS provides a reasonable opportunity to all eligible members of the community to apply for APS employment.
- The APS is a career-based service to enhance the effectiveness and cohesion of Australia's democratic system of government.
- The APS provides a fair system of review of decisions taken in respect of APS employees.

Public Service Act 1999 Part 3, Section 10

APS CODE OF CONDUCT

- An APS employee must behave honestly and with integrity in the course of APS employment.
- An APS employee must act with care and diligence in the course of APS employment.
- An APS employee, when acting in the course of APS employment, must treat everyone with respect and courtesy, and without harassment.
- An APS employee, when acting in the course of APS employment, must comply with all applicable Australian laws. For this purpose, Australian law means any Act or an instrument made under an Act or any law of a State or Territory, including any instrument made under such law.
- An APS employee must comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction.
- An APS employee must maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff.
- An APS employee must disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with APS employment.
- An APS employee must use Commonwealth resources in a proper manner.
- An APS employee must not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment.
- An APS employee must not make improper use of inside information or the employee's duties, status, power or authority in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person.
- An APS employee must at all times behave in a way that upholds the APS Values and the integrity and good reputation of the APS.
- An APS employee on duty overseas must at all times behave in a way that upholds the good reputation of Australia.
- An APS employee must comply with any other conduct requirement that is prescribed by the regulations.

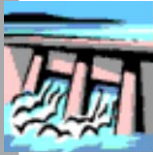
Public Service Act 1999 Part 3, Section 13

Applicant Checklist

1. Read this kit and the job requirement documentation thoroughly. Be clear about:
 - What the job is;
 - The job environment;
 - When applications close;
 - What you need to do to apply; and
 - How to lodge your application.
2. Be sure that you can demonstrate that you have the required capabilities for the particular job. The capabilities for this position are detailed in the job descriptions and selection criteria.

3. Before you apply, be clear about the wider Australian Public Service (APS), the Authority work environment and the legislative framework. The APS Values in the *Public Service Act 1999* set down standards for maintaining professionalism, integrity and impartiality, which apply to all recruitment actions.
4. Complete the response against the selection criteria online.
5. Create/update your **Resume** and submit online.

Thank you for your interest in working with the Authority.



Forefront of Water Management in Australia

The Authority offers exciting work opportunities at the forefront of water resource management. Our principal aim is to manage the Basin's water resources in the national interest. With our establishment, for the first time, a single agency is now responsible for planning integrated management of the water resources of the Murray-Darling Basin.



Career Pathway

In addition to these exciting opportunities, the Authority offers excellent employment conditions. We have employees from a range of professions, including environmental and biological sciences, engineering, community engagement, information and communication technology, policy, communications and administration.



Rewards and Recognition

A Rewards and Recognition program operates in the Authority to provide a framework for the recognition of exceptional performance and achievement by staff on an individual or group basis.



Flexible Work Conditions

We offer a range of flexible work conditions which allow employees to balance their lives whilst also meeting the Authority's operational requirements.

- 7hrs 30mins standard work day
- Flexible working hours and arrangements
- Part-time employment
- Job share arrangements
- Home-based work provisions



Workplace Culture

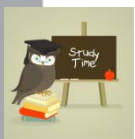
The Authority is committed to supporting and valuing its people, their skills and diversity. As a professional expert-based organisation, we provide a challenging workplace while encouraging a work-life balance. We also have an employee consultative framework through the Workplace Consultative Committee.



Generous Leave Entitlements

20 days annual leave with the provision for a bonus leave day, plus:

- 20 days personal circumstance and support leave credited to you on commencement.
- 14 weeks paid maternity/adoption leave and additional unpaid leave up to 130 weeks.
- 4 weeks paid Parental Leave for the non primary carer within the first 12 months of the birth or adoption of a child and additional unpaid leave up to 52 weeks.
- Christmas Shut Down - Time away from work on full pay during the Christmas to New Year period (no need to use your annual leave).



Professional Development Opportunities

We provide opportunities and support for professional development including:

- Studies Assistance including financial and study leave support
- Individualised Development Plans to identify training and development opportunities and career pathways
- Internal and external training courses provided for identified training needs
- Coaching and mentoring program
- In-house training in Project Management, Recruitment & Selection, Risk & Fraud
- Graduate, Trainee & Cadet Programs



Active Social Club

By contributing a very small amount each fortnight you have the opportunity to participate in a huge variety of social activities.

