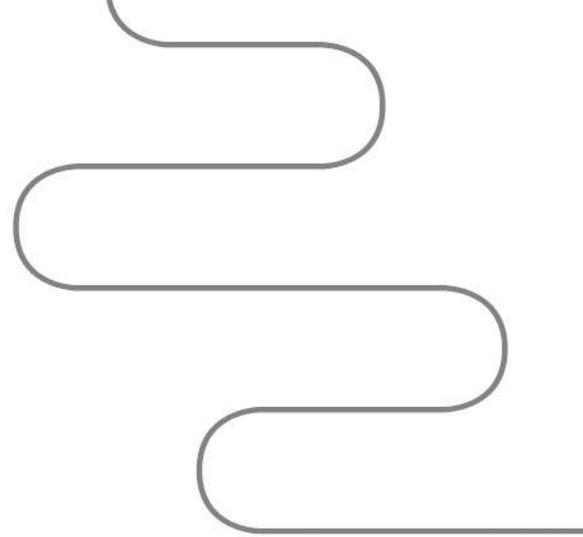




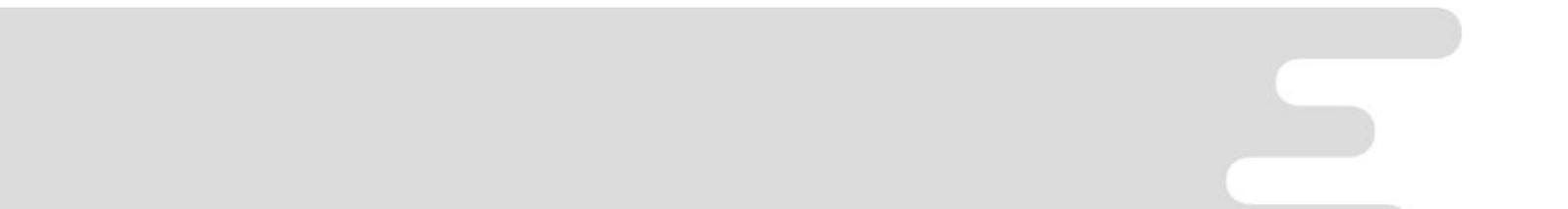
Australian Government



Applicant information pack

One APS Career...thousands of opportunities

2015



Applicant Information Pack

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

The MDBA is seeking talented and highly motivated individuals who are looking for challenging and interesting roles throughout the MDBA workforce.

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

The Applicant Information Pack includes the following:

- An introduction to the MDBA
- An overview on the Divisions across the MDBA
- Our selection process
- How to address a selection criteria
- Tips for Candidates
- Eligibility
- APS Values and the Code of Conduct, and
- A checklist to assist you in providing the relevant documentation.

Working at the MDBA

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

The MDBA is an independent government authority responsible for the planning and integrated management of water resources of the Murray-Darling Basin 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 in the Murray-Darling Basin
- Developing and implementing strategies for the protection and enhancement of the Basin's shared water and other natural resources
- Operating, managing and sustaining the River Murray assets to deliver States' shares of water and environmental outcomes in the River Murray system.
- Engaging the community in the management of the Basin's resources.

The MDBA 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.

Divisions of the MDBA

The MDBA is supported by four Divisions:

- Policy and Planning
- Environmental Management
- River Management
- Corporate and Business Services

Policy and Planning

The Policy and Planning Division provides strategic advice to the MDBA and the Executive about the development and implementation of the Basin Plan. In addition to leading the drafting of the Basin Plan itself, the Division is also developing a 2015 work program to review the proposed Sustainable Diversion Limits (SDLs) in the Basin Plan. This will be an important opportunity to work with the community and state governments to identify more efficient ways of running the Basin Rivers with a view to improving the SDLs before 2019, and to ensuring the achievement of environmental outcomes.

Environmental Management

The role of the Environmental Management Division is to support the MDBA 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 Management

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 and Business Services

Corporate & Business Services is responsible for developing, implementing and managing the corporate framework to enable the MDBA to meet its governance and accountability objectives, and for driving and implementing innovative solutions to enhance productivity.

It Delivers engagement, communication and education programs, provides strategic advice and support to the MDBA, manages and implements Basin Plan compliance monitoring, coordinates and supports MDBA participation and input into the Joint Programs Review, and coordinates the Research & Knowledge Strategy.

Our Selection Process

The MDBA 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 position 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 MDBA 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 a Selection Criteria

Before you start working 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 role. The Position Description will state if there are mandatory or desirable qualifications. The nominated Contact Officer will be available to gather further information on the position.

To apply for a position at the MDBA, you will need to login online to our recruitment system and complete the online application form. The link is provided through our Careers Page at www.mdba.gov.au.

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 the maximum word limit and lodged online. If you are unable to lodge your application online the options are:

Email – Recruitment@mdba.gov.au

Or mail the application to:

Recruitment Coordinator

Murray Darling Basin Authority

GPO Box 1801

CANBERRA ACT 2601

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, and 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

The MDBA 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.

The MDBA values social and cultural diversity and welcomes applications for positions from Aboriginal and Torres Strait Islander people, individuals from culturally and linguistically diverse backgrounds and people with a disability.

APS Values, Employment Principles and Code of Conduct

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

APS Values

Impartial

The APS is apolitical and provides the Government with advice that is frank, honest, timely and based on the best available evidence.

Committed to Service

The APS is professional, objective, innovative and efficient, and works collaboratively to achieve the best results for the Australian community and the Government.

Accountable

The APS is open and accountable to the Australian community under the law and within the framework of Ministerial responsibility.

Respectful

The APS respects all people, including their rights and their heritage.

Ethical

The APS demonstrates leadership, is trustworthy, and acts with integrity, in all that it does.

APS Code of Conduct

- Behave honestly and with integrity in connection with APS employment
- Act with care and diligence in connection with APS employment

- When acting in connection with APS employment, treat everyone with respect and courtesy, and without harassment
- When acting in connection with APS employment, comply with all applicable Australian laws
- Comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction
- Maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff
- Take reasonable steps to avoid any conflict of interest (real or apparent) and disclose details of any material personal interest of the employee in connection with the employee's APS employment
- Use Commonwealth resources in a proper manner and for a proper purpose
- 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
- Not improperly use inside information or the employee's duties, status, power or authority
- To gain, or seek to gain, a benefit or an advantage for the employee or any other person
- To cause, or to seek to cause, detriment to the employee's Agency, the Commonwealth or any other person.
- At all times behave in a way that upholds the APS Values and Employment Principles, and the integrity and good reputation of the employee's Agency and the APS;
- While on duty overseas, at all times behave in a way that upholds the good reputation of Australia; and
- Comply with any other conduct requirement that is prescribed by the regulations (regulations available on the ComLaw website)

Employment Principles

The APS is a career-based service that:

- Makes fair employment decisions with a fair system of review
- Recognises that the usual basis for engagement is as an ongoing APS employee
- Makes decisions relating to engagement and promotion that are based on merit; and
- Requires effective performance from each employee; and
- Provides flexible, safe and rewarding workplaces where communication, consultation, Cooperation and input from employees on matters that affect their workplaces are valued
- Provides workplaces that are free from discrimination, patronage and favouritism
- Recognises the diversity of the Australian community and fosters diversity in the workplace.

Application Checklist

Ensure you read the Information Pack and the role requirement documentation thoroughly.

Be clear about:

- What the role is
- The environment of the position
- When the application closes
- What you need to do to apply
- How to lodge your application

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.

1. Before you apply, be clear about the wider Australian Public Service (APS), the MDBA 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.
2. Complete the response against the selection criteria online.
3. Create/update your Resume and submit online.