



Australian Government

Attorney-General's Department

Position Details		Reference - 3132/TURC
Title	Various Opportunities	
Location	Sydney, NSW and Canberra, ACT	
Classifications	Executive Level 2 - \$115,778 – 131,869 plus superannuation Executive Level 1 - \$95,154 - \$115,778 plus superannuation Principal Legal Officer - \$115,778 – 131,869 plus superannuation Senior Legal Officer - \$95,154 - \$115,778 plus superannuation Legal Officer (Broadbanded) - \$55,550 - \$87,601 plus superannuation APS Level 5-6 (Broadbanded) - \$69,056 - \$87,601 plus superannuation APS Level 4 - \$61,910 - \$67,220 plus superannuation APS Level 3 - \$55,550 - \$59,952 plus superannuation	
Division	Royal Commission into Trade Union Governance and Corruption	
Type of Vacancy	Non-Ongoing Vacancies	
Security Clearance Level	Candidates may be required to obtain and/or maintain a security clearance to Baseline Vetting Level	
Position Contact	HR Assist	Phone: (02) 6141 3333
Closing Date for Applications Wednesday, 23 April 2014		9:00 am AEDT (Australian Eastern Daylight Savings Time)

ROYAL COMMISSION INTO TRADE UNION GOVERNANCE AND CORRUPTION

The Royal Commission into Trade Union Governance and Corruption was established on 13 March 2014 by the former Governor-General of the Commonwealth of Australia, Her Excellency the Hon. Quentin Bryce AC CVO, on the advice of the Federal Executive Council. The Royal Commission will inquire into alleged financial irregularities associated with the affairs of trade unions.

[The Hon. John Dyson Heydon AC QC](#) has been appointed to lead the Royal Commission in accordance with the terms of reference as set out in the [Letters Patent](#). The Commissioner has been asked to provide a report of his findings and recommendations on or before 31 December 2014.

ABOUT THE POSITIONS:

The Royal Commission is seeking candidates from a range of disciplines who are interested in non-ongoing (temporary) employment opportunities currently available, or which may arise within the next 12 months. The positions will be located in the Sydney CBD.

Candidates are also sought for the Commonwealth's representation before the Royal Commission. The Commonwealth Representation Team is responsible for liaising with relevant Commonwealth departments whose interests may be affected by the Royal Commission. Positions will be located in Canberra.

Positions may become available in the following disciplines:

- Accounting and Finance
- Administration (including facilities and security)
- Media and Communications Management
- Information and Communications Technology
- Information and Knowledge Management
- Legal*
- People (Human Resources)
- Strategic Policy, Research Report Writing
- Project Management

*A degree in law from an Australian tertiary institution or a comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office, or admission in Australia as a legal practitioner is required.

Vacancies will be filled on a non-ongoing basis. These roles will be for approximately 6 months with an option to extend for up to a 3 year period.

Candidates may be required to undergo pre-employment screenings such as police checks or other forms of security clearance as a condition of engagement. Additionally employees are required to complete a conflict of interest declaration.

INFORMATION FOR CANDIDATES ALREADY EMPLOYED IN THE PUBLIC SECTOR

Positions with the Royal Commission will be on a temporary basis only. The Royal Commission is not engaging 'ongoing' or permanent employees. Employees who are already employed in the Australian Public Service (APS) will need to seek agreement from their home agencies to temporarily transfer to the Royal Commission for the duration of its work on the understanding that their home agency will need to place them upon their return.

Employees who are already employed by State Governments will need to seek agreement to be seconded to the Royal Commission or take approved leave without pay to work for the Royal Commission.

INFORMATION FOR CANDIDATES NOT ALREADY EMPLOYED IN THE PUBLIC SECTOR

Employees will be engaged on non-ongoing contracts and can only be employed for the duration of the Royal Commission.

SELECTION CRITERIA

Selection Criteria is based on the [Integrated Leadership System](#):

Executive Level (and equivalent) Employees

- Shapes Strategic Thinking
- Achieves Results
- Cultivates Productive Working Relationships
- Exemplifies Personal Drive & Integrity
- Communicates with Influence

APS Level 1-6 (and equivalent) Employees

- Supports Strategic Direction
- Achieves Results
- Supports Productive Working Relationships
- Displays Personal Drive & Integrity
- Communicates with Influence

For assistance responding to the selection criteria and general information about applying for jobs in the Australian Public Service please refer to [Cracking the Code](#) or [ASPC Website](#).

LODGING YOUR APPLICATION

It is preferred that you lodge application electronically through our online recruitment system located at [Current Employment Opportunities](#).

If you do not have internet access or are experiencing any difficulties lodging your application, please contact our Recruitment Team through HR.Assist@ag.gov.au or (02) 6141 3333.

Information required to successfully lodge an application:

- Select '*Apply Now*'. You will be prompted to enter your email address, to see if you already have a current account
- In order to save time, you will be asked to upload your current resume (no longer than 5 pages) to allow the system to pre-fill your details. Using this pre-fill function is not mandatory.
- You will be required to provide your personal details in order to and create your profile and register you as a user in the system.

PLEASE NOTE – The email address you supply to register an application will be the email address used to communicate with you during the process. Please be aware that some government firewalls and virus protection software do not allow bulk emails to be received. It is recommended that applicants regularly check their *PageUp People* account for progress of recruitment processes and updates directly.

Once you have completed these initial steps, you will be required to lodge your application including:

- The names and contact details of at least 2 referees, one of whom should be a current supervisor
- Upload your resume (maximum 5 pages)
- A 750 word Expression of Interest which outlines your claims against the generic selection criteria as well as your relevant skills and experience