

# Candidate information pack

Every team at the Department of Primary Industries (DPI) is unique, but we share the same powerful purpose to protect Queensland for the present and the future.

Want to shape a better future for all? Do it here with us.

## About us

For years DPI has played a vital role in enabling the production and protection of food security and sustainability for Queenslanders and the world. From the land to the sea. From the bush to the city. From hard-working families to global trade relationships. From connected communities to prosperity for all.

We're tackling some of the most complex and impactful challenges facing Queensland and the world. To do it, we need the brightest, keenest minds across many disciplines and from all different walks of life. Our vision is a Queensland that is prosperous and resilient, leading global food security and sustainability.

Our [Strategic Plan](#) outlines our purpose and sets our vision and objectives for the years to come.

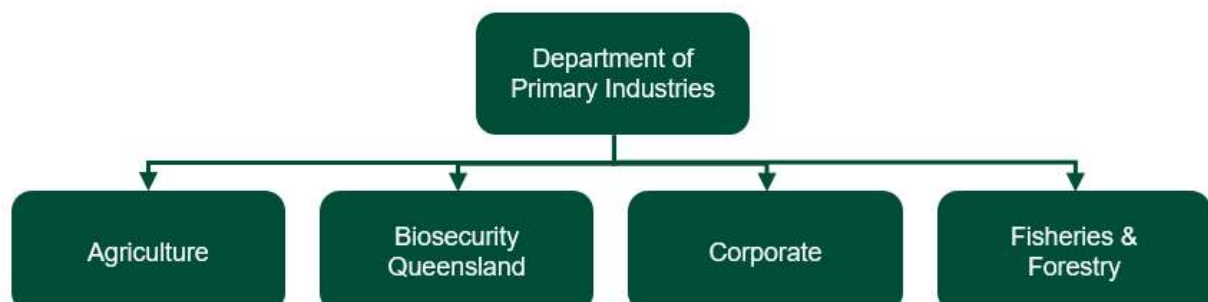
## Our people

It's rewarding work, but it's never been easy. For our talented, down-to-earth, resilient people, that's all the more reason to keep coming back. Every day's different and so is every team, but we're united by service and purpose. Together, we're moving towards a prosperous future.

Here's why [our people](#) choose DPI and more importantly why they stay.

Head to our [careers](#) page, and [Linked In](#) and see some of the great work our people do every day.

Our [Business groups](#) within DPI:





## Supporting our community

Responding during a natural disaster or biosecurity event is a unique opportunity to make a tangible difference, by helping Queenslanders when it's needed most. Working at DPI you will get the opportunity to support disaster and biosecurity responses. We all have skills that assist during a response – whether it's skills in engagement, analysis, logistics, planning, policy, critical thinking or on-the-ground support.

By working together as a team, we can help make a big difference to the lives of Queenslanders.

## Our diversity

We're building an inclusive culture that embraces the diversity and unique perspective and experience of our people and the community we serve.

We encourage you to bring your authentic self to DPI. Whether your expertise lies in environmental science, policy, First Nations learnings, or anything in between, there is a place for you at DPI.

We are committed to building a reframed relationship with First Nations Queenslanders and providing more opportunities for Aboriginal people and Torres Strait Islander people to join our department.

We have created the First Nations Futures team to deliver an integrated organisational response to contribute to the Queensland Government's [commitment to treaty](#). The First Nations Futures team will:

- work collaboratively across the department to lead the department's response to the Truth-telling and Healing Inquiry
- develop the department's Treaty Action Plan and drive the delivery of actions
- establish initiatives to attract and retain Aboriginal and/or Torres Strait Islander people in roles at all levels
- identify and implement strategies to increase the department's cultural capability at all levels, to create a culturally safe workplace
- strengthen our engagement and relationships with Aboriginal and Torres Strait Islander people, communities and organisations to ascertain their aims and aspirations
- develop partnerships with Aboriginal and Torres Strait Islander people, communities and organisations that shape how we work with and for First Nations Queenslanders.

Our diversity is what makes us stronger. See our [Equity, diversity and belonging plan](#) to learn more.

**Just imagine what you can achieve with us.**

## What we offer

Employees can enjoy a range of benefits, excellent working conditions and working arrangements that give them the opportunity to manage their career to suit their lifestyle such as:

- 17.5% annual leave loading
- a 36 hour and 15-minute week (a 38-hour week applies to some specific roles) competitive salaries and generous superannuation entitlements of 12.75%
- locality allowance for those who work in specific regional locations
- potential recognition of prior service (long service and sick leave entitlements) from previous government or educational institutions
- reasonable adjustment for people with disabilities
- annual salary increases based on performance until the top of the salary range is reached
- relocation assistance (conditions apply).

## Flexible work arrangements

We support a healthy work-life balance and offer a range of flexible working options, such as:

- flexible start and finish times
- remote work (e.g. work from home or from another location)
- accrued time off (accrual of time worked above standard hours)  
job sharing arrangements
- part-time hours
- compressed work hours
- phased retirement arrangements
- an option to purchase additional leave.

## Health, safety and wellbeing

We value fostering a positive health, safety and wellbeing culture. Our employees have access to various benefits, including:

- generous leave entitlements - 4 or 5 weeks paid annual leave, depending on location
- fitness passports for discounted gym memberships
- an environment that supports family commitments, including paid parental leave.

## Employee assistance program

You and your wellbeing are paramount. Our employee assistance program (EAP) offers professional and confidential counselling, coaching, and support services to both employees and their immediate families. You can access:

- in-person counselling at locations across the state
- telephone counselling 24 hours per day, 7 days per week
- managers can also access the Manager Assist Hotline for confidential advice and support.



## Our commitment to safety

At DPI our vision is to provide healthy, safe and well work for everybody everywhere everyday. We value people that share this vision and are willing to contribute to making work better. DPI employees have a shared responsibility to foster a healthy, safe, inclusive and supportive environment. Our employees understand, are responsive to, and follow work health and safety (WH&S) practices to ensure duties are performed in a safe and responsible manner.

All employees must:

- take reasonable care for their own health and safety in the workplace and for the health and safety of others who may be affected by their actions or inactions
- adhere to WH&S policies and procedures at all times
- follow any reasonable instruction that is given to preserve health and safety
- report and manage hazards and incidents following WH&S policies and procedures
- participate in and apply learnings from all mandatory WH&S training relevant to their role
- lead by example and champion positive WH&S behaviours.

## Salary packaging

Salary packaging may be a tax-effective way to receive your salary, combining income and benefits. It allows you to deduct some of your pre-tax income for benefits, such as superannuation or a vehicle through a novated lease.

We recommend seeking independent financial advice before entering a salary packaging agreement.

As a Queensland Government employee, you can choose from two providers to package your superannuation:

- Remuneration Services (Qld) Pty Ltd (RemServ)
- Smartsalary Pty Limited.

Visit the For Gov [website](#) for more information on salary packaging.

## Novated leasing

Queensland government employees can salary package a vehicle. A novated lease arrangement can be arranged through one of six novated leasing providers.

- Remuneration Services (Qld) Pty Ltd (RemServ)
- SmartLeasing Pty Ltd
- nlc Pty Ltd
- FleetPlus Pty Ltd
- Alliance Leasing Pty Ltd; and
- Statewide Leasing Pty Ltd.

We recommend seeking independent financial advice before entering a novated lease agreement. Visit the For Gov [website](#) for more information on a novated lease agreement.



## Career development

We're committed to creating a positive employee experience through regular conversations about performance and development.

We provide free access to LinkedIn Learning and offer paid study leave and financial assistance for courses relevant to help you thrive.

## The recruitment process

### Before you apply

When you're ready to apply, use these resources to help you with your job application:

- [how to write a resume and cover letter](#)
- [tips for job interviews](#)
- [employment and jobs](#) (career advice and preparing for employment)
- [be work smart pre-employment skills workbook](#).

### Your application

Read the role description carefully as it provides information about the job and the required skills, experience, and qualification. Make contact with the nominated contact officer to understand more about the role and the team before you apply.

Prepare your application based on the requirements, which may include written letter or statement.

You may also need to submit a resume, outlining your work experience and qualifications limited to five pages.

### Submit your application

Submit your application via the [Smart jobs and careers website](#) by clicking 'Apply online' on the job ad. You must create an account before submitting.

By applying online, you can track your application progress, update your details through registration, and withdraw if necessary.

Late applications are generally not accepted, however exceptions may be granted by the designated contact officer listed in the role description. If approval is granted, please contact the Queensland Shared Services Customer Support Team on 1300 146 370 (listen to the prompts for 'recruitment') between 9am and 5pm Monday to Friday to arrange this.

Hand-delivered applications will not be accepted.

Please contact the designated contact officer listed in the role description for any enquiries about your application status after the job has closed.

### Technical issues

Contact 13 QGOV (13 74 68) if you encounter technical difficulties when accessing the website.



If you do not have internet access and are unable to submit your application online, please Queensland Shared Services Customer Support Team on 1300 146 370 (as per instructions above) to enquire about alternative arrangements.

## Criminal history checks

The role description specifies whether a criminal history check will be conducted for the recommended candidate. If the check reveals information that could potentially disqualify you from further consideration, you'll have an opportunity to respond. Your response will be considered in the evaluation process.

## Qualifications

Certain roles at DPI require specific qualifications or registrations according to relevant legislation, industrial awards, or accreditation requirements.

You do not need to provide evidence of these when you apply, but you must provide it before you can be appointed. This means allowing the selection panel to sight the required documents. If you have qualifications for another country, they can be recognised through a [Skills Recognition process](#).

## Citizenship or visa requirements

To be eligible for this opportunity, you must be an Australian citizen, hold permanent residency status, or possess a visa allowing you to work in Australia.

If you are not an Australian citizen, you must:

- provide evidence of your residency status or visa, along with your right to work (including any conditions and/or restrictions)
- inform the department if your right to work in Australia ends.

## Reasonable workplace adjustments

We welcome employees with diverse abilities and acknowledge that some individuals may require workplace accommodations. Our commitment is to remove barriers and ensure everyone can work safely and efficiently by making necessary adjustments.

Please inform the selection panel if you would like to discuss any reasonable workplace adjustments during your selection process. For instance, adjustments to lighting or wheelchair access to the interview room, or questions printed in a larger font.

## The selection panel

The selection panel usually consists of two or three members. The selection process comprises:

- shortlisting, where the panel assesses the information provided in your application against the key attributes and competencies in the role description.
- selecting candidates to proceed to the next phase of assessment, which could involve an interview or other assessment techniques.
- The panel's assessment is based on the information you provide, so it's best to clearly describe how your achievements, skills, experience, and knowledge apply to the key attributes and competencies in the role description.

## Appointment

The selection panel will recommend the most suitable candidate to the relevant approving officer (delegate). Once approved, a formal offer of employment can be made.

When considering the offer, you should discuss specifics with the panel chair regarding [pay](#), appointment expenses, hours of duty, commencement date, primary work location etc.

## Feedback

Unsuccessful candidates will be advised of the final selection outcome. If you're unsuccessful, you can request post selection feedback from the panel chair. We encourage all unsuccessful candidates to seek feedback to assist with future applications.

## Probation

For government positions, successful candidates not already permanent employees with the Queensland public service will undergo a minimum probationary period of three months before their appointment is confirmed.

An alternative probationary period may be implemented, if:

- it's reasonable considering the nature and circumstances of the employment; and
- agreed upon in writing between the employee and the employer before the commencement date.

**Join us and bring legacy to life!**

