

I·C·A·C

INDEPENDENT COMMISSION
AGAINST CORRUPTION
NEW SOUTH WALES



**APPLICANT
INFORMATION PACKAGE**

MARCH 2018

Contents

Overview	3	Post-selection feedback	6
Employment	3	Preparing your application	6
Employment at the Commission	3	Submitting applications	6
Mandatory qualifications	3		
Citizenship status	3		
Conditions of employment	3		
The recruitment and selection process	4		
The recruitment and selection flowchart	4		
The position description	4		
The selection panel	4		
Conflict of interest	4		
The cull	5		
The interview	5		
Psychometric testing	5		
Referee checking	5		
Recommendations	5		
Security vetting	5		
Offer of employment	6		
NSW public sector values	6		

Overview

Thank you for your interest in applying for a position with the NSW Independent Commission Against Corruption (“the Commission”). This package is designed to provide you with information about the Commission’s recruitment and employment processes, and general conditions of employment. The contents also reflect the principles of the *NSW Anti-Discrimination Act 1977*.

The Commission is an independent NSW statutory agency whose principal functions are to investigate, expose and prevent corruption in and affecting the NSW public sector, and to educate the NSW community and the public sector about corruption and its effects. The Commission was established by the NSW Government in 1988 in response to growing community concern about the integrity of public administration in NSW.

Information about the Commission and its work can be accessed from the website at www.icac.nsw.gov.au.

The Commission has a wide range of positions requiring varying levels of skill, knowledge, ability or experience.

Employment

Employment at the Commission

Appointment to positions at the Commission is through a competitive merit-based selection process combined with a stringent security vetting process. Applications are only accepted in response to advertised vacancies. It is essential that applicants address how they possess the nominated skills and experience outlined in the advertisement and the selection criteria or targeted questions. An applicant’s response to the position’s selection criteria or targeted questions is crucial to the selection process.

Mandatory qualifications

Any academic and/or professional qualifications that are a mandatory requirement of the position, and are asserted as part of your claim to the position, will be verified by the Commission’s Human Resources Unit prior to a formal offer of employment being made.

It should be acknowledged that any falsely-claimed qualifications will lead to non-appointment or, if employed, to your dismissal and potential prosecution.

Citizenship status

To be eligible to be appointed to a **permanent** position with the Commission you must be either:

- an Australian citizen or
- a permanent Australian resident.

The following documents are proof of the above requirement:

- birth certificate
- Australian passport
- certificate of naturalisation.

New Zealand citizens who enter Australia from New Zealand are required to have passports (entry permits or visas are not required as they have permanent resident status). However, all other people entering from New Zealand require passports, visa and entry permits as do those entering from all other countries.

People who are not Australian citizens or permanent residents are only eligible for appointment to **temporary** vacancies.

Conditions of employment

The Commission recruits staff under section 104 of the *Independent Commission Against Corruption Act 1988*. The Commission’s conditions of employment are contained in the ICAC Award, and related policies and practices which closely reflect those of the NSW public sector.

Information about conditions of employment can be obtained from the Commission’s Human Resources Unit on (02) 8281 5999.



The recruitment and selection process

The recruitment and selection flowchart

Main steps in the recruitment process once the position has been advertised	Estimated time frames (working days)
Advertised position closes and acknowledgment letters issued where applicable.	Up to 5 days.
Applications culled and unsuccessful letters issued.	Up to 10 days.
Interviews are conducted and referee checking undertaken.	Up to 10 days.
Selection panel report prepared and submitted for approval.	Up to 5 days.
Second stage offer letter and security vetting package issued to preferred applicant.	Up to 2 days.
Eligibility and unsuccessful letters issued.	Up to 5 days.
Preferred applicant successfully undergoes security vetting.	Up to 10–15 days.
Offer of employment letter issued	Up to 2 days.

Please note that the timeframes, as outlined above, are approximate only and can vary with each individual recruitment campaign.

The position description

The position description will inform you of the knowledge, skills and experience required to effectively perform the duties and responsibilities of the position.

The selection panel

The role of the selection panel is to assess the comparative merits of each applicant and to recommend to the Chief Commissioner the applicant/s with the greatest merit. The panel will comprise at least:

- a representative (the convenor) from the Commission who is familiar with the requirements of the position and is generally a person with line management responsibilities for the position
- a representative from another Commission division
- an independent representative from outside the Commission who is familiar with the general skills required for the position
- both male and female members.

Selection panels generally comprise three people. However, in some instances, a four-person panel may be required to give necessary specialist input.

Conflict of interest

Each selection panel member is required to disclose in a written declaration any professional or personal relationship with any applicant or other panel member, or any conflict of interest, and signify that they will respect the confidentiality of applicants and outcomes.

An applicant who has a relationship or connection with a panel member could be either advantaged or disadvantaged as a result of that relationship. It is important that the risk of either outcome is minimised and that the fairness of the outcome remains apparent and open to scrutiny.

In addition, if an applicant has a personal relationship with a current Commission employee, the applicant is obliged to inform the panel convenor of the existence of this relationship prior to interview. This is essential so that the relationship can be brought to the attention of the relevant executive director and the Manager Human Resources, Security and Facilities to enable an assessment to be undertaken of the extent of the conflict of interest involved and whether the relationship and the positions affected pose a risk to operational effectiveness. An example of where a definite conflict of interest would be determined by the Commission is in the employment situation where a personal relationship would exist between a manager and their direct subordinate.

If there is any doubt about the fairness of the outcome, the executive director of the relevant division will review the panel's procedures and recommendation and, if appropriate, convene a new panel or readvertise the vacancy or both.

The cull

The selection panel will choose applicants for interview by assessing written applications against the selection criteria or targeted questions. Only those applicants who demonstrate that they meet the criteria will be considered for interview. Where there is a large number of applicants who meet all the criteria, the panel may consider a further cull, excluding those applicants who are not as competitive as other applicants in terms of the selection criteria or response to targeted questions.

The interview

The Commission endeavours to give applicants three working days' notice prior to the interview date. When applicants are contacted for interview they will be asked to bring with them the names and contact details of two work referees. There may be occasions where the selection process will incorporate, in addition to the interview, completion of an exercise related to the core duties and responsibilities of the position. Applicants will be notified at the time they are contacted for interview if this is to occur.

At the interview, the panel will seek to determine and assess the relative strengths and weaknesses of applicants in relation to the position, the selection criteria or targeted questions. Each applicant will be asked the same set of predetermined questions based on job-related criteria.

Psychometric testing

Applicants may be asked to complete psychometric testing through an external accredited agency. This can involve personality profiling, motivational assessments and flexible competency assessments to determine the candidates' level of competence or organisational fit. This testing can often be used to distinguish between two candidates who are assessed by the panel as suitable for the position.

Referee checking

Referee checking is an important element of the selection process. Only referees nominated by an applicant will be contacted by the selection panel. Referee checking is designed to seek employment-related information about an applicant from present or past supervisors or other people with a direct personal knowledge of an applicant's work behaviour and performance. This information will help to clarify or complement the data needed to satisfy the selection criteria or targeted questions and information previously obtained from the applicant at the interview and in other presented documents.

Recommendations

During the interview the committee will make brief notes about your answers to assist them to make a final recommendation.

The final recommendation of the panel is based on material and information provided by applicants in writing and at the interview, the results of any predetermined exercises, the results of referee checking and the results of any psychometric testing undertaken.

Security vetting

As part of the selection process, the preferred applicant short-listed for appointment to a position will be required to undergo stringent vetting to further determine suitability for employment with the Commission. This includes assessment of the applicant's probity, financial position and any circumstances that may conflict with employment at the Commission. The process requires applicants to provide details of financial and other records, including those of family members.

The preferred applicant also will be required to provide two written references attesting to their probity, preferably from people who have known them for five years. If this is not possible, references from people who have known the applicant for a shorter period may be accepted.

By applying for a position with the Commission, it is understood that you are agreeing to this process, if requested.

Offer of employment

Upon completion of satisfactory security vetting, a written offer of employment will be made to the recommended applicant. Once acceptance of the position is confirmed, an entry-on-duty date will be negotiated.

NSW public sector values

In their formal acceptance to an employment offer from the Commission, the successful applicant will need to agree to support core NSW public sector values in the Ethical Framework for the government sector of Integrity, Trust, Service and Accountability.

Post-selection feedback

Post-selection feedback is offered to unsuccessful applicants. If you are an unsuccessful applicant, it is important to realise that your lack of success may not reflect your ability but is due to another applicant being better qualified, skilled or experienced at the time.

Applicants can request post-selection feedback with the convenor of the selection panel. The discussion is aimed at providing positive assistance through constructive comments about your application and interview performance if applicable. The points raised in the discussion may help you to improve future applications.

Preparing your application

The content of your written application is crucial in the selection process. It is the basis on which the selection panel's decision to interview applicants is made. It is your responsibility to ensure you provide the panel with adequate information about your knowledge, skills, experience and abilities for each selection criterion or relevant answers to targeted questions based on experience at work.

In order for your skills and experience to be given every consideration by the selection panel, it is recommended that your application includes the following:

A covering letter

The covering letter needs to include your claims for the position based on your qualifications and experience.

The covering letter should clearly identify the position you are applying for. This letter is also your opportunity to convincingly demonstrate to the panel that you meet the requirements of the position. Your letter should emphasise aspects of your skills, qualifications, experience and abilities as they relate to the position.

A resumé

Your resumé should include:

- personal details (including home and mobile telephone numbers)
- details of your qualifications
- recent employment history (names of organisations, periods of employment, job titles, major duties and responsibilities and main achievements)
- skills and/or experience gained outside of paid work
- the names and telephone numbers of two referees who can be contacted to comment on your past employment and work performance in relation to the position. It is preferable that your most recent, direct supervisor is nominated as one referee.

Submitting applications

The closing date for applications for individual positions is provided in each advertisement.

Applicants are encouraged to submit their application online through the NSW Government jobs website "iworkforNSW" or other online recruitment sites. Where this is not possible, however, applications marked "confidential" may be submitted via other methods as outlined in the advertisement.

Receipt of your application will be acknowledged via email from iworkforNSW or other online recruitment sites, or via email if submitted directly to the Commission.



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