Candidate information

Thank you for your interest in applying for a position with Queensland Treasury. We are committed to the values of the Queensland public service and to recruiting and retaining the best people for the job. This guide helps you better understand the recruitment and selection process and prepare your application.

Queensland Treasury

Our people develop solutions that have lasting impact on prosperity for Queenslanders.

Queensland Treasury's vision is to ensure a financially strong government by delivering a strong economy with affordable, reliable and sustainable energy for all Queenslanders. Our purpose is to deliver government priorities through our expert economic, fiscal, clean energy, and revenue advice and services.

The Queensland Treasury Strategic Plan 2025-2029, sets out our vision, purpose and objectives to guide our work with a key focus to create a workforce that is empowered and prepared for the future through supporting employee wellbeing; building a diverse, connected and inclusive workplace culture; equipping our people with modern and effective data, analytic systems, processes and tools; and embedding a performance culture that builds capability, fosters accountability, and empowers our people to be the best they can be.

Learn more from our website – https://www.treasury.qld.gov.au/

Treasury is committed to the values of the Queensland public service: customers first; ideas into action; unleash potential; be courageous; and empower people.

Read more about the values on the Queensland Government website.



Diversity and inclusion

Treasury is committed to representing the Queensland community by building on our existing workforce diversity and fostering a respectful and inclusive culture where everyone can contribute. We:

- encourage people of all ages, life stages, caring responsibilities, gender identity, sexual orientation, neurodiversity, disability, cultural background and ethnicity to apply for positions with us
- recognise the value in diversity and the benefits of leveraging the backgrounds, experiences and perspectives of our workforce to enable us to deliver for the community
- recognise the importance of a culturally safe workplace through offering Aboriginal and/or Torres Strait Islander cultural capability development to all employees
- recognise that 1 in 5 Queenslanders live with disability and the importance of supporting reasonable workplace adjustments in their employment.

If you have any specific adjustments or requirements during the selection process, please advise the contact person listed on the role description.

For more information refer to Treasury's website for information on diversity and inclusion.

Great working conditions

Treasury recognises that a balance between work and life commitments helps our people deliver their best. Treasury employees have access to:

- 12.75% superannuation employer contributions
- 4 weeks annual leave, attracting 17.5% loading
- 13 weeks long service leave after 10 years' service (able to access pro-rata accruals from 7 years)
- flexible working arrangements and options
- leave for other purposes such as sickness/caring, emergencies, parental, and long service
- opportunities for professional development, networking and career progression including study assistance
- salary packaging arrangements
- ability to purchase leave
- recognition of prior service in certain instances
- a safe and healthy work environment.

Employment conditions for Senior Officers are contained in the *Senior officer – employment conditions Directive*. Employment conditions for Senior Executives are provided in the *Public Sector Act 2022,* the contract of employment and the *Senior executive service – employment conditions Directive* and other relevant directives.

View directives here.

Leadership Competencies for Queensland

Under the Leadership Competencies, core capabilities have been identified for all staff to deliver exceptional services to the community.

Treasury's role descriptions can include the capabilities considered to be the most critical to success in the role you are applying for. If you are employed in a position, you will be assessed and be expected to develop against all 11 competencies.

We recommend that you familiarise yourself with the key responsibilities of the role and the leadership competencies before applying.

How to apply

It is important to prepare an application that represents you and what you can contribute. An ideal application will demonstrate why you are the eligible person best suited for the job.

The requirements for your application are detailed in the role description.

- Please follow the instructions in the advertisement and role description on how to apply.
- You will need to create a My Smart Jobs account to submit your application on the Smart Jobs platform.
- If you experience any technical difficulties when accessing www.smartjobs.qld.gov.au please contact 13 QGOV (13 74 68).
- Once the job advertisement has closed, please contact the person listed on the role description for information about the status of your application.
- If you are unable to submit your application online through Smart Jobs, please contact the Queensland Shared Service Customer Support Team on 1300 146 370, between 9am and 5pm Monday to Friday, for assistance.
- Late applications cannot be submitted through the Smart Jobs and Careers website, so please allow enough time before the closing date to submit your application. If the selection panel approves a late application, please liaise with the contact person to submit your application.

The recruitment and selection process

The recruitment process assesses an applicant's suitability for a role, to select the eligible person best suited to the position.

Through the recruitment and selection process, the panel considers:

- if the applicant is allowed to perform the role (eligibility), and
- the applicant's ability to perform the requirements of the role (suitability).

The panel may consider:

- how the applicant carried out any previous employment
- the applicant's potential to make a future contribution to the organisation
- the contribution to organisational obligations to promote and support equity, diversity, respect and inclusion.

The selection panel considers applications and uses a range of selection techniques relevant to the role to assess suitability. The selection techniques used could include, but are not limited to, interviews, work samples, online assessments, scenarios, exercises or presentations.

Applications may remain current for 12 months after the closing date of the vacancy and may be used to fill identical or similar roles.

Requirement for citizenship or residency

In accordance with the *Public Sector Act 2022* s47, a person is eligible to be a public sector employee only:

- if the person is an Australian citizen, or
- resides in Australia and has permission, under a Commonwealth law to work in Australia.

Applicants who aren't Australian citizens will need to provide information confirming their residency and eligibility to work in Australia.

Pre-employment checks

Information obtained through employment screening will only be used to assess a person's suitability for employment with Treasury and will be treated confidentially and stored securely.

Referee checks are undertaken to verify the claims made by you about the key capabilities and to gather further information about your work performance. At least one referee will have thorough knowledge of your work performance and conduct over the last 2 years (unless this is impractical in the circumstances). The selection panel will only contact referees with your consent.

Criminal history checks

Applicants being considered for employment in a role will be asked to provide written consent to undertake criminal history screening. If you choose not to consent, you will no longer be considered for the role.

Lobbyist disclosure

All newly appointed employees to the Queensland Government must disclose any employment as a lobbyist in the previous two years. This must be done within one month of commencement.

Executive level roles

Nominees for executive level roles may be subject to broader employment screening processes, including adverse media, bankruptcy and company director checks. Applicants must not be an undischarged bankrupt, nor have ever been found guilty of official misconduct under the *Crime and Corruption Act 2001*.

All newly appointed senior executives are required, within one month of taking up duty, to disclose those pecuniary and non-pecuniary interests, as well as those of their partner and/or dependants, that may have a bearing or be perceived to have a bearing on their ability to properly and impartially discharge the duties of their appointed office.

Disclosure of serious disciplinary action

If you are nominated for employment or secondment to a role, you will be required to disclose any previous serious disciplinary action taken against you in the public sector. This disclosure is in writing and within 7 days of the request from the panel chair.

Serious disciplinary action taken against you means:

a) disciplinary action taken against you, under a public sector disciplinary law, involving:
   - termination of your employment, or
   - a reduction in your classification level or rank, or
   - transfer or redeployment to other employment, or
   - a reduction in your remuneration level, or
   - after ceasing public sector employment, a disciplinary declaration involving termination of employment or reduction of classification level or rank.

b) a disciplinary declaration under a public sector disciplinary law stating that your employment would have been terminated or your classification or rank reduced had your employment not otherwise ended, or

c) action taken by your chief executive to end your employment as a public sector employee, or to consider your employment as a public sector employee as ended (refer to chapter 3, part 11 of the *Public Sector Act 2022*).

Re-employment following early retirement, redundancy, retrenchment, severance benefit and voluntary medical retirement

If you have previously accepted an early retirement package, been made redundant, have received a retrenchment benefit or contract termination payment or voluntary medical retirement from the Queensland public service, you are required to indicate this by responding to this question on the online application form. If you recommence employment within the applicable period, you may be required to repay part or all of the benefit that you received.

Refer to the *Early Retirement, Redundancy and Retrenchment Directive* or *Voluntary Medical Retirement (VMR Scheme) Directive* for more information.

Probation

Permanent Treasury roles have a three-month probation period, unless otherwise advised.

False/misleading information

Treasury uses referee and pre-employment checks to verify the claims you make in your application and interview.

Providing false or misleading information about such things as your qualifications, your responsibilities and functions in past roles, the reason for leaving previous employment or disciplinary history can impact significantly on your potential employment within Treasury. Queensland Government employees found to be providing false or misleading information can be subject to disciplinary action.

Confidentiality

During employment and after ceasing employment with Treasury, all employees have an obligation to actively protect and safeguard confidential, sensitive and proprietary information to prevent the unauthorised disclosure of departmental information.

Feedback

You will be advised in writing of the outcome of the selection process. If you would like feedback on your application this can be coordinated with the chair of the selection panel. Feedback will be based on an assessment of your suitability to perform the requirements of the role.

Access to your personal information

All information submitted by you is subject to the *Right to Information Act 2009* and the *Information Privacy Act 2009*. Your personal information will not be disclosed unless there is a requirement to do so under legislation.

Further information

If you have any questions about the role, please email the contact person listed in the advertisement or role description.