

INFORMATION FOR APPLICANTS

The CrimTrac Agency takes a leading role in generating national approaches to information sharing solutions for law enforcement agencies, for a safer Australia.

CrimTrac is located in Lyneham, ACT, and unless otherwise stated, all positions are based at this location.

Eligibility Requirements

Australian Citizenship

To be eligible for employment with the CrimTrac Agency, you must be an Australian citizen.

Redundancy Benefits

If you have received a redundancy benefit from an APS agency or non-APS Commonwealth employer within the last 12 months you may apply for positions with CrimTrac, but the Agency can not employ you until the 12 months have passed.

Security Clearance

CrimTrac positions are positions of trust with a requirement for a security clearance to the Protected level.

If you are offered employment with CrimTrac, you will be required to undergo a security clearance. This will involve completion of a security assessment package and provision of documentation that provides proof of your claims (e.g. proof of residential address).

Integrity Check

CrimTrac must verify you are of good character through an integrity check. The integrity clearance involves:

- checking police records for unspent criminal convictions (this is generally conducted as part of the security clearance but may be completed separately if required); and
- confirming the details given in your employment application (including employment history, employment references, educational qualifications, and professional memberships).

Medical Examination

If you are offered employment with CrimTrac and are not currently an ongoing employee of the APS, you will be required to undergo a health assessment. The health assessment is conducted to ensure you have the health and mental capacity to meet the requirements of the position and to identify any adjustments that may need to be made in the workplace.

Probation

If you are offered employment with CrimTrac, and are not currently an ongoing employee of the APS, your employment will be subject to a 6-month probationary period, during which time your conduct and work performance will be assessed to determine whether they meet the standards required by the Agency.

If CrimTrac receives unsatisfactory reports on any of the above eligibility checks, you may be assessed as unsuitable for employment. If you have been offered the position, the offer may be withdrawn.

Conditions of Service

Employment with the CrimTrac Agency is subject to conditions prescribed in the *Public Service Act 1999* and subordinate regulations and directions.

The CrimTrac Agency offers the following attractive conditions of service:

- competitive salary rates;
- access to performance pay of up to 15% of salary;
- flexible working hours;
- the option to purchase additional leave;
- the option to salary package;
- access to generous superannuation provisions;
- 4 weeks annual leave and generous sick and carer's leave provisions;
- access to 12 weeks paid maternity leave after 12 months of service;
- study leave and financial assistance; and
- a commitment to professional development through the Agency's Performance Management Framework.

If you are offered employment with CrimTrac and do not live in Canberra, CrimTrac may offer assistance with re-location expenses in the following form:

- provision of temporary accommodation (i.e. a one bedroom self-contained apartment) for you for up to two weeks to allow time to search for and secure more permanent accommodation; and
- reimbursement of re-location expenses up to the value of \$3,000 (inclusive of GST) upon provision of receipt/s.

Preparing Your Application

It is a requirement of the *Public Service Act 1999*, that recruitment and selection be based on merit. This is achieved by applicants being assessed on their skills, experience, knowledge and abilities against each of the stated selection criteria for a position.

The following may assist you in preparing your application.

- Obtain and carefully read the duty statement and selection criteria for the position of interest.
- Conduct some initial research on the Agency by browsing the website and reading key resources such as the Annual Report and Strategic Plan.
- Take the opportunity to speak to the contact officer to seek clarification or additional information on the Agency and/or the position.
- Decide whether you possess, and can demonstrate your skills, experience, knowledge and ability against each of the criteria.
- When addressing each selection criteria, provide examples to demonstrate and substantiate your claims. Examples should outline a situation, identify the action you took and summarise the subsequent result.

- Be aware of the closing date and where and how to lodge your application (see below). If, for any reason, you cannot submit your application by the closing date, you should ring the contact officer to see if a late application will be accepted.
- If you require any special arrangements (e.g. wheelchair access, hearing or visual aids, etc), you should state your requirements in your application, or discuss them with the Contact Officer for the position.

What you need to include in your application

Your application should include:

- a completed *CrimTrac Application Cover Sheet*;
- a resume outlining your work experience, qualifications and contact details for at least two referees; and
- your statement of claims against the selection criteria for the position.

Where to send your application

Applications should be sent to recruitment@crimtrac.gov.au or:

The Recruitment Officer
The CrimTrac Agency
GPO Box 1573
CANBERRA CITY ACT 2601

The Selection Process

The following information regarding the selection process may be of assistance:

- only applications received electronically will be acknowledged by an auto-reply email;
- the Selection Advisory Committee will generally comprise two or three members;
- although further assessment, such as interviews, is generally undertaken, this is not mandatory if the result is clear and can be determined from application and referee reports;
- nominated referees are generally contacted after further assessment, and only for those applicants in close contention for the position. If the panel has requested that you provide written referee reports, your referees should be provided with the rating scale and proforma; and
- all applicants will be informed of the outcome of the selection process, at which time, applicants can seek feedback on their application.