



INFORMATION FOR JOB APPLICANTS

Many thanks for your interest in working with the Natural Resources Commission (NRC).

We are committed to providing high quality, robust, independent advice on natural resource management issues to the NSW Government. We provide objective and practical advice to Government after listening to all stakeholders, drawing on the best available knowledge and analysis, then making our own judgements.

We are a 'can do' team committed to high quality work that leads to lasting change. We seek to recruit and retain the best and brightest by offering a vibrant, stimulating work environment.

This document sets out information on our culture, the benefits of working with us, how to write your application and an overview of the selection process. If you decide to apply, please ensure you take particular care to address the selection criteria for the position, as failure to do so may jeopardise your chances of obtaining an interview.

Best wishes in preparing your job application.

Our culture

At the NRC, we pride ourselves on high performance in every thing we do. We perform our work to the highest standard, ensuring we are rigorous, efficient and focussed. We lead and support others in continually improving the quality of NRM processes and outcomes.

We are continually looking for ways to improve ourselves and our work. Our team members provide continuous feedback on our work in an atmosphere of trust and respect. Open feedback allows our team to learn more quickly and improve our work. We challenge ourselves to continually learn and to assist others in their development.

For us to be successful, we set out to recruit the best and the brightest. Once the successful applicant comes on board, they will be inducted into the NRC. All members of our team participate in our Performance Excellence Program. This is a structured, ongoing program of performance appraisal and development. Development needs will be identified, learning solutions sourced and high performance rewarded.

We embrace new challenges and enjoy intellectually stimulating work. We think creatively to develop practical advice for our stakeholders within a dynamic institutional and natural environment. We are a new agency committed to making a lasting difference in the sustainable management of natural resources. We believe in what we do and can be trusted to do what we say.

We take pride in our team and want highly skilled people with a 'can do' attitude to join us. We understand and respect one another's needs. We trust each other, share our expertise and are committed to the success of the team and its members. We also enjoy a laugh and the company of our colleagues. We always take the opportunity to celebrate achievements and bring a positive attitude to everything we do.

Merit recruitment

Positions in the NRC are highly sought after and entry is on a competitive basis. The NRC encourages applications from people of all backgrounds and seeks a workforce that is representative of the community. We are committed to getting the right people for the right job at the right time. The person whose skills, knowledge and experience best meet the job requirements will be selected.

What we can offer you

Leadership in natural resource management

- High degree of job satisfaction that you are genuinely making a difference
- Intellectually stimulating work

Salary and benefits

- Highly attractive salary package
- Opportunities for accelerated progression through your salary range
- 20 days (4 weeks) of recreation/annual leave

- Annual leave loading (17.5% on 4 weeks)
- Salary packaging options
- Choice of superannuation fund
- Paid long service leave
- Paid maternity, parental leave and leave for family and community service commitments
- Accrued sick leave entitlements

Professional development

- Performance Excellence Program
- Culture that supports and drives learning and taking risks
- On-the-job and off-the-job coaching and mentoring
- Learning from leading experts in their fields
- Targeted external and internal training programs
- Leadership and management development programs
- Support for approved undergraduate/postgraduate courses of study
- Opportunities to lead project teams

Work environment

- Highly skilled and passionate team members
- Mutually supportive team
- Active social club
- Latest wireless technology and tools
- Professional service culture in office support
- Attractive modern work area
- Central location next to Martin Place
- Free counselling service for employees and their families
- Genuine commitment to our people and their welfare

Preparing your application

If you have not applied for a position in a government department before, you may find the following suggestions useful when compiling your application.

We are looking for the best people to join our team irrespective of background and often this will be people who have not previously worked in government.

Your application must include the following:

- Your covering letter
- Your response to the selection criteria
- Your resume or CV

Your covering letter

This is a brief one page letter setting out your name, contact details, the position and position number you are applying for.

Your response to the selection criteria

This is the most important part of your application.

The advertisement will include specific selection criteria. These are the skills, knowledge and experience necessary to undertake the position. You must create a separate document entitled "Selection Criteria" and have a sub-heading for each criteria listed in the job advertisement. You must show the selection committee that you have the required skills, knowledge and experience to meet these selection criteria and how they are relevant for the position. To clearly and fully demonstrate each criterion will usually take at least 1 - 3 paragraphs. It is important to succinctly spell out your achievements and tie your skills to practical examples that demonstrate you have the skills required for the position. Double check you have recorded the criteria exactly as it appears in the job ad and each section has been addressed.

For example, if the selection criterion is "*Advanced oral and written communication, negotiation and interpersonal skills*", you must address each of the four components with at least separate paragraphs. Your response needs to cover what skills you have and how you have applied those skills, ideally in your work.

For instance:

"I have excellent written communication skills as evidenced by my four years experience as a Policy Officer for NSW Premier's Department. During that time I was responsible for producing high quality policy documents, briefing papers, Ministerial correspondence and publicity material for a variety of audiences. I am able to adjust my writing style from conversational plain English to technical formal language as required by the purpose of the message. In developing the Regional Water Management Policy, after extensive research and consultation, I ..."

Your resume or CV

List your employment history stating the name and address of the organisation, your period of employment, your position titles and briefly the major duties or responsibilities you undertook. Include achievements such as projects you initiated or completed in a paid or voluntary basis. Please ensure you logically detail your qualifications, relevant training and contact details.

Provide contact details for two referees who can comment on your recent work performance. Let your referees know you are applying for the position (we will contact referees typically after the interview).

If you wish to include any interests or skills gained outside of employment (eg: in a voluntary role), please ensure it is relevant to the position you are applying and adds value to your application.

What key phrases in the advertisement really mean

Selection criteria

Experience in: Give examples that demonstrate you have done this type of work.

Demonstrated knowledge: List examples from your work history proving you have this knowledge or expertise.

Highly developed, proven or effective: Indicate your level of proficiency by using examples of your skills, knowledge and experience.

Ability to: You don't need to have done this exact type of work before but you must show you are capable of doing the job. Describe how your skills, knowledge and experience gained in other areas prove you could do the job.

Common selection criteria

With people working for the NSW Government, we are expected to behave fairly and correctly when carrying out our duties and when dealing with the public and fellow employees. For this reason, job applicants are required to have an understanding of the following, which constitute the Common Selection Criteria:

- Equal Employment Opportunity (EEO)
- Ethical practice
- Ethnic Affairs and Cultural Diversity (EAPS)
- Occupational Health and Safety (OH&S)

For more information on these, check out www.eeo.nsw.gov.au. It is best, if possible, that you succinctly demonstrate specific examples from your work history where you applied these principles. For example, you could explain how you implemented EEO principles when you were recruiting staff, allocating training opportunities or supervising others.

Inquiries officer

Please call the inquiries officer for more information if you cannot find it in the position description, selection criteria or on our website, www.nrc.nsw.gov.au – the website is an excellent resource for further information.

Position description

This provides detailed information on the key result areas, performance indicators, typical activities and reporting relationships of the position.

Recruitment process

Academic transcripts/other related documents

If you need to attach academic transcripts, driver's licence or other relevant documents, please photocopy them. Do not send originals. If called for an interview, you can produce the original or certified copies.

Lodging your application

Make sure you lodge your application to the address shown in the advertisement and allow sufficient postage time for your application to be delivered by the closing date.

Late applications

It is your responsibility to lodge your application by the closing date. If you are unable to lodge your application in time, please contact the inquiries officer immediately. Each situation will be reviewed individually to determine whether an extension will be granted.

Selection committees

A Selection Committee usually comprised of three people:

- The convenor, who will be the NRC officer most familiar with the duties of the position or the direct manager of the position
- Another NRC representative who knows the position well
- An independent representative from outside of the NRC

There will be at least one male and one female representative on each selection panel. The panel will be responsible for fairly reviewing each written application on the basis of merit and interviewing short listed applicants. There may be more than one interview.

Being shortlisted for interview

If shortlisted for an interview you will usually be contacted at least three working days (often a week) before the interview and informed of the interview date, location, names/position of the selection panel members and whether you will be required to specifically prepare something for the interview. Depending upon the role and the selection process, you may for instance be required to prepare a specific presentation for the interview, participate in a practical exercise or be notified there will be a test of computer or written communication skills.

You may bring examples of your work that support your claim for your position. It is your responsibility to convince the panel that you are the best person for the job. Be prepared to answer questions based on the advertised selection criteria and why you want this job. NRC interviews are thorough and it pays to be prepared.

Post interview feedback

If offered the position, you will initially be contacted by telephone followed by a confirmation of the position offer in writing. If you are not selected for the position after being shortlisted or interviewed you are encouraged to discuss the reasons with the Convenor.

Probation

In general, staff are appointed to the NRC on probation for a period of 6 months.

Travel

All staff of the NRC except administrative staff are required to travel. For instance Natural Resource Analysts are based in our NRC offices although have to visit Catchment Management Authorities to undertake audits and have meetings.

Other information

Any statement on your application that is found to be deliberately misleading could make you, if employed, liable to dismissal and/or prosecution.

For additional information on the NRC, go to our website www.nrc.nsw.gov.au