



## Public Service Jobs

Have you considered a career in Federal, State or Local Government?

Graduates from all disciplines are employed in the public service in a wide variety of roles.

The following information will be useful when considering public service Graduate Recruitment Program jobs or a public sector role independent of a Graduate Recruitment Program e.g. an entry level position in the Australian Public Service (usually Australian Public Service level 3 or 4).

For information on the difference between a Graduate Recruitment Program and a regular entry-level job after you've completed your course, see the detailed handout on the **Graduate Recruitment** page of the website.

### Public service employers on campus and Graduate Recruitment Programs

Early each year the Careers Centre runs a 'Meet and Greet' with representatives from Federal Government departments running graduate recruitment programs.

Many, but not all, positions are based in Canberra. For more information on the Public Service Meet and Greet event visit the **Careers Fairs** page under News and Events on the Careers Centre's website.

Some public service employers also give an on-campus presentation. To view the schedule please visit the **Presentations** page under 'News and Events' on our website.

To view a list of Federal Government Graduate Recruitment Programs go to

**<http://jobsearch.gov.au/government>**

and click on 'Graduate Links'.

Some New South Wales and Local Government departments also run Graduate Recruitment Programs – see the **Graduate Recruitment** page on the Careers Centre's website for further information.

Before applying for public service Graduate Recruitment Program roles it's important to read the recruitment information on the department's website.

Many departments require online applications. Information on online applications can be found in the detailed handout on **Job Applications** on our website.

You could also visit our Careers Resources Library to read more about the recruitment process for public service positions.

### Public service websites

#### Federal government jobs

For Federal Government positions vacant see

**<http://jobsearch.gov.au/government>**

or

**<http://www.psgazette.gov.au/>**

If you go to

**<http://www.australia.gov.au/sites-a-z>**

you can access Federal Government department websites and all Federal Government sites.

#### State government jobs

For State Government positions vacant see

**<https://jobs.nsw.gov.au/>**

If you go to <http://www.nsw.gov.au> then Popular Searches and click on A-Z NSW Departments you can access State Government department websites and all State Government sites.

#### Local government jobs

For Local Government positions vacant see

**<http://www.chandlermacleod.com/lgradnsw/>**

for graduate recruitment programs and

**<http://www.counciljobs.com.au/>**

for various Local Government positions. It's also important to access the relevant council's website.

# General information about applying for public service jobs

## Location of government jobs

- Federal, State and Local Government jobs are usually advertised in the press and on their websites.
- Most, but not all, Federal Government jobs are located in Canberra.
- New South Wales Government jobs are located throughout New South Wales, not just in the Central Business District of Sydney.

## Eligibility for employment

- To save time and energy, check the advertisement for any conditions or exclusions before you apply. For example, is Australian citizenship or permanent residency a requirement of that department or that job? Does the position have an anti-discrimination exemption to limit applicants to a particular group of people?

## Getting all the information

- Advertisements for public service jobs contain brief information about the position's location, responsibilities, level/grade and associated salary. The designated level or grade takes into account the role's degree of responsibility and complexity.
- You'll find a reference number for the position, to be quoted in all correspondence relating to the position. The advertisement will indicate a closing date for applications. Make sure you give yourself plenty of time to prepare and send your application so that it's received by the closing date.
- Advertisements for public sector positions include a contact officer and number. It's important to ring the contact officer to ask for an information package (sometimes this is able to be downloaded from the department's website).
- The information package includes a statement of duties for the position and general information about the department. If you require clarification after reading the material, speak to the contact officer.

## Selection Criteria

Applicants for positions in the Local, State or Federal Public Service are usually asked to 'address the selection criteria'. This is a bit like answering an exam question. This is an extremely important aspect of the application process, if a document addressing selection criteria is not included the application will not be considered.

The essential and desirable criteria are usually stated clearly in both the advertisement and in the information package.

### Essential Criteria

- 'Essential Criteria' refers to skills, qualifications, experience and /or knowledge that are absolutely required in order to successfully fulfill the role.
- If applying for a public service role you need to ensure that you possess ALL of the Essential Criteria.

### Desirable Criteria

- 'Desirable Criteria' refers to skills, abilities, qualifications and/or experience that would assist you in fulfilling the role, but are not absolutely imperative.
- You need to address the selection criteria to have a chance of an interview. For further information please read the detailed handout on the Selection Criteria page of the Careers Centre website.

For information about common selection criteria such as equal employment opportunity (EEO), ethical practice, ethnic affairs priorities statements (EAPS) and occupational health and safety (OH&S), please go to the NSW State Government jobs site at [www.jobs.nsw.gov.au/content/CommonSelectionCriteria.html](http://www.jobs.nsw.gov.au/content/CommonSelectionCriteria.html).

## Interviews

Interviews for nearly all Public Service jobs require a panel. For further information on panel interviews please see the handout **Interviews** on our website.