

Talent Register application form

Employment Opportunities

The Office of the Australian Information Commissioner (OAIC) Talent Register is designed to capture expressions of interest for the purposes of filling mostly shorter term and/or temporary employment opportunities. Applicants may be considered but are not guaranteed employment from a submission. In the event a vacancy is identified, the OAIC reserves the right to contact you to discuss the vacancy further.

Assessing merit

Decisions to engage applicants for employment within the APS are based on merit. Applicants for OAIC vacancies will be assessed against the requirements of the job. Various combinations of methods may be used to assess merit as well as to gather information about the suitability of an applicant. These may include, but are not limited to:

* requesting a CV and/or a written application
* addressing specific requirements of the job, or making a ‘pitch’– either written or by video
* conducting interviews face to face or via virtual online platforms such as MS Teams
* written or verbal testing, including psychological or aptitude testing
* seeking examples of past work
* contacting referees

Please complete this application form to express your interest for the OAIC’s Talent Register.

Any personal information you provide is protected by the *Privacy Act 1988* and will be used for recruitment purposes only. You can view our [human resources privacy policy](https://www.oaic.gov.au/about-us/our-corporate-information/key-documents/human-resources-privacy-policy/) on our website.

## Vacancy details

Please select your preferred classification(s) and Branch.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Level

| ✓ | Level |
| --- | --- |
|[ ]  APS 1 [ ]  APS 6 |
|[ ]  APS 2 [ ]  EL 1 |
|[ ]  APS 3 [ ]  EL 2 |
|[ ]  APS 4 |
|[ ]  APS 5 |

Employment preferences | Branch

| ✓ | Branch/Work Group |
| --- | --- |
|[ ]  Dispute Resolution (DR) |
|[ ]  Regulation and Strategy (R&S) |
|[ ]  Freedom of Information (FOI) |
|[ ]  Corporate (CORP) |
|[ ]  Major Investigations (MI) |

 |

| ✓ | Employment preference(s) |
| --- | --- |
|[ ]  Casual/Intermittent |
|[ ]  Non-Ongoing |
|[ ]  Ongoing ***(tick only if you are an existing ongoing APS employee)*** |

Teams and areas of work

| ✓ | Teams/areas of work |
| --- | --- |
|[ ]  (DR) Enquiries – phone work, office administration |
|[ ]  (DR) Early Resolution – investigations, case management, dispute resolution |
|[ ]  (DR) Conciliation – conciliation conferences, mediation, alternative dispute resolution |
|[ ]  (DR) Privacy case management – complex privacy investigations, case management |
|[ ]  (DR) Commissioner Initiated Investigations – complex privacy investigations, research, legal interpretation, analysis, brief writing |
|[ ]  (FOI) Intake & Early Resolution – early triage, resolution and intervention in review of FOI decisions and complaints, legal interpretation and analysis, delegated decision making |
|[ ]  (FOI) Reviews and Investigations – managing or investigating FOI complaints, decision making, legal interpretation and analysis, decision drafting |
|[ ]  (FOI) Significant decisions: review FOI decisions, vexatious applicant declarations, legal interpretation and analysis, decision drafting |
|[ ]  (FOI) Monitoring, Guidance and Engagement – External stakeholder engagement, statistical analysis, guidance, scrutiny of legislative proposals, submission writing |
|[ ]  (R&S) Assessments & Inspections – undertaking and preparing assessments/audits, stakeholder engagement |
|[ ]  (R&S) Consumer Data Right – Policy writing/research/legal interpretation and analysis |
|[ ]  (R&S) Health & Technology – Policy writing/research/legal interpretation and analysis |
|[ ]  (R&S) Systems & Security – Policy writing/research/legal interpretation and analysis |
|[ ]  (R&S) International Engagement – Policy writing/research/legal interpretation and analysis |
|[ ]  (R&S) Law Reform & Government – Policy writing/research/legal interpretation and analysis |
|[ ]  (CORP) Legal Services – writing and providing legal advices, draft guidance, interpreting, research, legal analysis, paralegal |
|[ ]  (CORP) Strategic Communications – media, digital, external and internal stakeholder engagement and communication |
|[ ]  (CORP) Information Management & Project Services – information and data governance, project management, security, information and knowledge management, record keeping |
|[ ]  (CORP) Corporate Services – executive assistance, finance, procurement, governance, human resources, office management and support |
|[ ]  (MI) - Rigorous investigations into serious breaches of the Privacy Act, providing detailed recommendations on regulatory response that is both appropriate and considered.  |

## Personal details

|  |  |
| --- | --- |
| **Title** |  |
| **Given name** |  |
| **Surname** |  |
| **Preferred name** |  |

|  |  |
| --- | --- |
| **Address line 1** |  |
| **Address line 2** |  |
| **Suburb** |  |
| **State** |  |
| **Postcode**  |  |
| **Email address** |  |
| **Contact telephone** |  |

### Australian Public Service (APS) employment

If you are currently employed in the APS, please provide the following information.

|  |  |
| --- | --- |
| APS employer | Response |
| Current APS Agency/Department Name |  |
| Australian Government Service Number (AGS) |  |
| APS Classification |  |
| Employment status (ongoing or non-ongoing) |  |

### Eligibility

|  |  |
| --- | --- |
| Requirement  | Response |
| Are you an Australian citizen? |  |
| Have you received a redundancy benefit, severance payment or similar benefit from an APS Agency or a non-APS Commonwealth employer within the last 12 months? |  |
| For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance. |  |

### Accessibility adjustment of selection process

At times we may need to conduct a range of selection processes for example, preparing written work samples as well as an interview. Some assessment activities may be timed and/or could include reading from a computer screen or paper.

We understand that you may not wish to share information about your disability at this time, however the responses you provide will help us in making the selection process inclusive and give you the opportunity to request any necessary adjustments.

|  |  |
| --- | --- |
| Adjustment  | Response |
| Are there any adjustments that you may require to the selection process? |  |
| If you do require adjustments to the selection process, please tell us what type of adjustments you require. |  |

## Submitting your application

When you are ready to submit your application, please send the following (as one document) by email to jobs@oaic.gov.au

|  |  |
| --- | --- |
| ✓ | I have included as one document |
|[ ]  Completed this application form |
|[ ]  A covering letter (**2 pages** maximum) explaining my interest, motivation and fit for the areas of work, including the skills and experience I will bring to the organisation and the areas of work selected |
|[ ]  My current CV (**2-3 pages** maximum) |