

## Guide for Job Applicants

Thank you for your interest in applying for a role with the New South Wales Crime Commission ('the Commission').

The Commission is constituted under the *Crime Commission Act 2012* ('the Act') and plays a central role in the disruption of organised and other serious crime in NSW. The dedicated and committed officers of the Commission work with their law enforcement partners to achieve the object of the Act and reduce the incidence of organised and other serious crime. The Commission also has functions conferred upon it by the *Criminal Assets Recovery Act 1990*.

The Commission aims to discharge its functions in a lawful, ethical, economical and effective way and its activities are underpinned by the values of integrity, professionalism, accountability, collaboration and trust.

The Commission supports an inclusive workplace where staff have access to opportunities and resources at all levels, enabling our people to drive commitment, innovation, productivity and delivery of high-quality services and capabilities. We support the NSW Government's '*If Not, Why Not*' policy to flexible working arrangements and encourage our people to explore new ways of working – including part-time, job-share or work from different locations.

The Commission strives to be an inclusive workplace for all people within our diverse community, and welcomes and encourages applications from all ages and genders, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTIQ+ community, veterans, refugees and people with disabilities.

### Role Description

The role description outlines the role dimensions and core capabilities required for the role. The capabilities that are considered essential for the effective performance of the role are called "Focus" capabilities. Only candidates who meet the Focus capabilities at the required level will be considered for appointment. These are assessed through a maximum of two targeted questions.

### Eligibility Requirements

Only Australian citizens may apply for a Commission role. This is a requirement of the Commonwealth Security Vetting process. You must advise in your application that you are an Australian citizen.

### Security Clearances

Successful applicants will be subject to pre-employment security and background checks, and will be required to provide details of financial interests and other relevant information about themselves and their associates. As part of the vetting process, your current employer and previous employers will be contacted to verify your employment history.

Appointment to the role is subject to gaining appropriate security clearances and an ability to retain security clearances throughout the period of employment.

If the successful applicant has resided overseas for 12 months or more, a police clearance must be obtained for each country in which the person has resided.

## How to Apply

All applications must be forwarded to: [hr@crimecommission.nsw.gov.au](mailto:hr@crimecommission.nsw.gov.au). Once your application has been received, you will be notified by email to advise receipt of your application.

### Read the advertisement carefully.

**Speak to the contact person** – the contact person named in the advertisement can help you with questions you may have about the role. Talking to the contact person may also give you a better sense of whether the role is right for you and what to emphasise in your application.

**Get more information** – obtain background information on the Commission to help you decide whether the role is right for you, and prepare a covering letter and resume containing relevant information. You may wish to visit the Commission's website [www.crimecommission.nsw.gov.au](http://www.crimecommission.nsw.gov.au) and read the annual report or other Commission publications.

**Submit your application before the closing date** – give yourself enough time to finish and review your application before the closing date.

Remember to check your spelling, punctuation and grammar, and be succinct with your responses to the targeted questions.

The following documents must be submitted in order for the application to be considered:

**Covering letter:** In your covering letter, you can provide a short summary of your skills, experience and capability at the required level against the role's Focus capabilities. Also include any additional information that you believe would assist your application. Please restrict the length of your covering letter to no more than two pages.

**Resume or curriculum vitae:** Your resume or curriculum vitae must be current and should include details of your skills, education and employment history as it relates to this role (starting with your most recent employer and including job title, major duties, responsibilities and achievements). Your resume or curriculum vitae should be a maximum of five pages. Please do not include copies of certificates or other documents at this time. You may be asked to provide these if you are the successful candidate.

## Responding to the Targeted Questions

Your responses to the targeted questions are crucial in the preparation of a successful application. These responses are used by the selection panel to assess your suitability for the advertised role.

For each question, provide examples that demonstrate your skills, experience and ability to meet that requirement. If your application does not address the questions fully, your chance of being shortlisted for interview is reduced.

In your examples, include what you did and how this met an objective or related to business outcomes. Mention obstacles you had to overcome in order to complete the task or achieve the outcome. Explain how the example relates to the advertised position.

## Short Listing Procedures

The NSW Crime Commission will convene a selection panel which will undertake an assessment of candidates based on their written applications to identify candidates for further assessment. Candidates whose applications best meet the focus capabilities for the role will be called for interview and further assessment. The recruitment process involves at least three capability-based assessments for ongoing employment or temporary employment

exceeding 6 months, or two capability-based assessments for temporary or term employment of up to 6 months.

## Interviews

The selection panel will ask questions based on the role capabilities. It is suggested that you read through the capabilities and think of likely questions. Prepare your answers and rehearse as much as you can. The same questions will be asked of each candidate. This enables the selection panel to comparatively assess each candidate.

At the end of the interview you will be provided with an opportunity to direct questions to the selection panel and produce work examples that support your claims for the position. You may reiterate your strengths and add any additional information that you previously left out.

Depending on the role and the panel assessment, it is possible that second interviews may be conducted.

## Reference Checks

You are required to nominate two referees from your previous employment and one of these should be your current or most recent employer, manager or supervisor. Do not nominate personal referees. Choose referees who can provide evidence to support your claims by commenting on your skills and abilities and past work performance, particularly as they relate to the advertised role. Please provide an email address for each referee.

The selection panel will use reference checks to verify your claims. The panel may also ask you for additional referees if they need more information.

## Post Interview

If you are the successful candidate, you will be contacted with a provisional job offer. This provisional offer is subject to satisfactory finalisation of pre-employment checks. You will be asked to provide some additional documents, e.g. birth certificate, proof of Australian citizenship, proof of qualifications, etc. and you will be asked to complete forms in order for pre-employment checks to be undertaken. As part of the pre-employment clearance process you may be asked to provide an additional referee who is able to comment on your work and/or personal life. Once checks have been satisfactorily completed and finalised by the Commission, you will be contacted and provided with a final letter of offer and an Employment Agreement.

If your application is unsuccessful we will contact you to advise of that outcome. If you would like some feedback to assist with future applications, you can email your request to: [hr@crimecommission.nsw.gov.au](mailto:hr@crimecommission.nsw.gov.au).