



ARC RECRUITMENT INFORMATION FOR APPLICANTS

The Australian Research Council (ARC) provides advice to the Government on research funding and policy and, through its administration of the National Competitive Grants Program, and Excellence in Research for Australia (ERA), promotes the conduct of research and research training that is of the highest quality for the benefit of the Australian community.

The ARC expects all staff to uphold the *APS Values*. The ARC is an equal opportunity employer. The ARC expects all staff to have an understanding of workplace diversity, workplace participation, safe working environment and access and equity principles. It expects all staff to promote these principles in the development and implementation of policies and programs.

Eligibility to Apply:

Please note that you **must be an Australian Citizen** to be engaged in the ARC. Some special circumstances may arise where non-citizens are engaged. This is at the discretion of the CEO only.

Preparing your Application:

You must be able to demonstrate that you are able to satisfy the requirements of the advertised position. We recommend that you:

- Read the Selection Documentation which includes the Duties & Tasks of the role, Knowledge, Skills & Ability required for the position and Selection Criteria, as well as any other documentation that may be provided before starting to write your application. The Duties & Tasks section describes the main tasks and functions of the position, the Knowledge, Skills & Ability and Selection Criteria lists the qualifications, capability and experience that the successful applicant should possess.
- Research the ARC (you will find more information at www.arc.gov.au)
- Speak with the Contact Officer to discuss the job requirements and to establish whether you have the relevant skills for the position prior to submitting your application. (This is not a mandatory requirement)

The ARC uses streamlined selection processes and applicants are advised that, in some cases, selection for positions may be based on application and references only and may not involve an interview.

Your application must include:

1. The completed **Job Application Cover Form** which includes position details, personal contact details, current employment information as well as the names of two referees.
2. Your **statement of claims against the selection criteria** (see below); and
3. **Resume** detailing personal details, education and/or training and work history.

Addressing the Selection Criteria:

The statement of claims against the selection criteria is the most important part of an application as it provides the basis for short-listing and further consideration of an application. This is your opportunity to convincingly demonstrate that you meet the selection criteria.



Make a separate heading for each selection criterion and systematically address each criterion by demonstrating how aspects of your skills, qualifications, experience and abilities relate to each criterion. Be concise, use relevant examples of your work performance to support your claims and emphasise your major achievements.

If any criterion is not addressed, or insufficiently addressed, your application may not receive any further consideration. Some tips to remember:

- be concise and organise your application;
- provide relevant examples when addressing the selection criteria;
- please don't include copies of certificates (these can be obtained later); and
- please do not use folders to present your applications.

Referee Reports:

You should provide the names and contact details of two referees at the time of submitting your application. The referees must be able to comment effectively on your skills and abilities, experience or work performance against each criterion and make general comments about your suitability for the advertised vacancy. Ideally, one referee should be your immediate supervisor.

Referee Reports may be requested;

1. Prior to interview
2. At interview OR
3. After interview.

A standard form is available for use by your Referees for their comments at http://www.arc.gov.au/about_arc/jobs.htm.

The Selection Advisory Committee may seek comments from people other than suggested referees, e.g. clients, subordinates, peers and other managers. You will be advised if this occurs.

Assessment and Selection Process:

The assessment process to determine the preferred applicant for a position may be decided on written applications and referees' comments alone or may involve interviews and/or tests. If you are short-listed you will be contacted regarding the next phase in the selection process.

When to lodge your application:

Your application should be submitted by date specified in the advertisement. Applications will be accepted up to 11:59pm on the date of closing.

It is the responsibility of the Chair of the Selection Advisory Committee (usually the contact officer) to decide if any applications will be accepted after the closing date and any enquiries in this regard should be directed to that person.

For further information, please contact Talya Garrett, Assistant Manager, People & Services on 02 6287 6684.