



Australian Government  
Department of Industry,  
Science and Resources

# Department of Industry, Science & Resources

This is an affirmative measures recruitment program under Section 33 of the APS Commissioner's Directions 2022 and is open only to people with disability

## Information for candidates

12th & 15th August 2022

Via Microsoft Teams

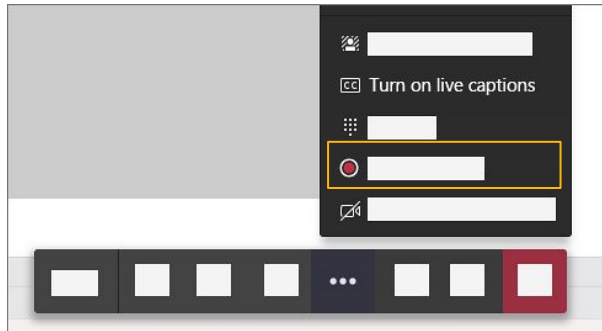
 randstad sourceright



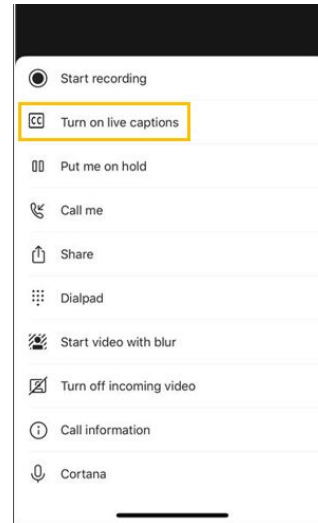
# Activating live captioning in Microsoft Teams

Go to your meeting controls on your desktop or mobile application. Select the **More options button** and **Turn on live captions**.

Screenshot from the desktop app:



Screenshot from the mobile app:



If you are having difficulty accessing this information please contact our dedicated team;

**[disr.recruitment@randstadsourceright.com.au](mailto:disr.recruitment@randstadsourceright.com.au)** or

call **1800 648 942**

We welcome your questions. You can send any questions you have to the above email address and we will endeavour to respond to them at the end of this sessions

Information from today's session as well as the recording will be available via the landing page for this recruitment round;

[www.randstad.com.au/disr-people-first](http://www.randstad.com.au/disr-people-first)

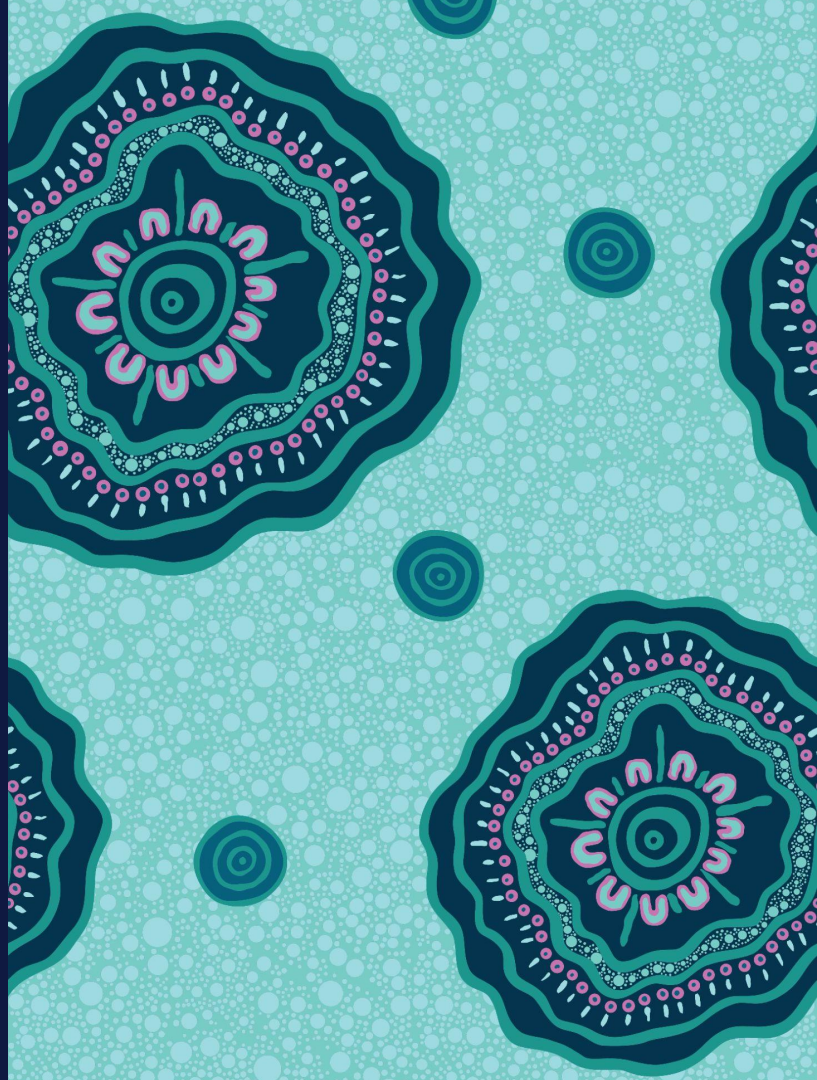




Australian Government

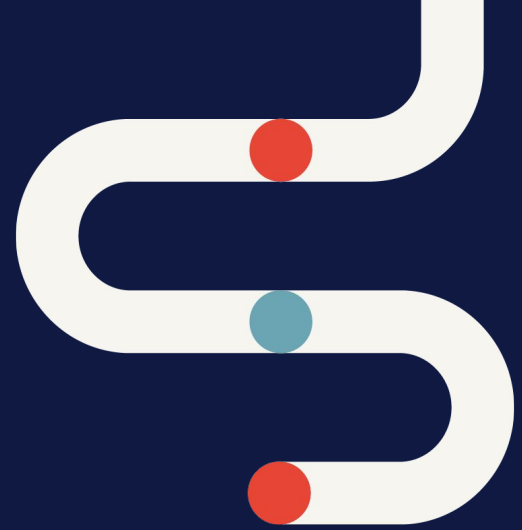
Department of Industry,  
Science and Resources

Our department recognises the First Peoples of this nation and their ongoing connection to culture and country. We acknowledge First Nations Peoples as the Traditional Owners, Custodians and Lore Keepers of the world's oldest living culture and pay respects to their Elders past, present and emerging.



# What we will cover today.

- Overview
- Timeframes
- Recruitment Process
- Outcomes
- Questions
- Contact Us



# Overview.



# Department of Industry, Science and Resources

The Department of Industry, Science and Resources (DISR) works to solve some of our country's most pressing challenges, growing the economy and creating jobs for all Australians.

The department's advice and insight shapes policy in areas critical to Australia's future, including:

- industry innovation
- manufacturing and supply chains
- emerging technologies like AI and quantum
- resources and critical minerals
- science, technology, engineering and mathematics (STEM).



**Australian Government**

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**Department of Industry,  
Science and Resources**

# Build your career. Build Australia's future.

The Department of Industry, Science and Resources (DISR) is looking for people with disability for various roles. Bring your unique perspective and influence change.

This is an affirmative measures recruitment program under Section 33 of the APS Commissioner's Directions 2022 and is open only to people with disability.

[Careers for people with disability.](#)





# a safe space.

Bring your true self to work and flourish. This is an accessible and inclusive workplace. The whole team supports and empowers you to achieve your career goals.

DISR helps you feel safe, engaged and valued. Thinking beyond the traditional 9 to 5, here you have the freedom to arrange your schedule and find a true work/life balance.

Need workplace adjustments? The first answer is 'yes'. DISR will create the right environment for you.

# professional growth.

From industry innovation to manufacturing, AI to critical minerals, DISR is solving some of Australia's biggest challenges.

Here, you will play a vital role in shaping policies and creating solutions defining Australia's direction. This breadth of work offers endless pathways to grow your career, skills and experience.

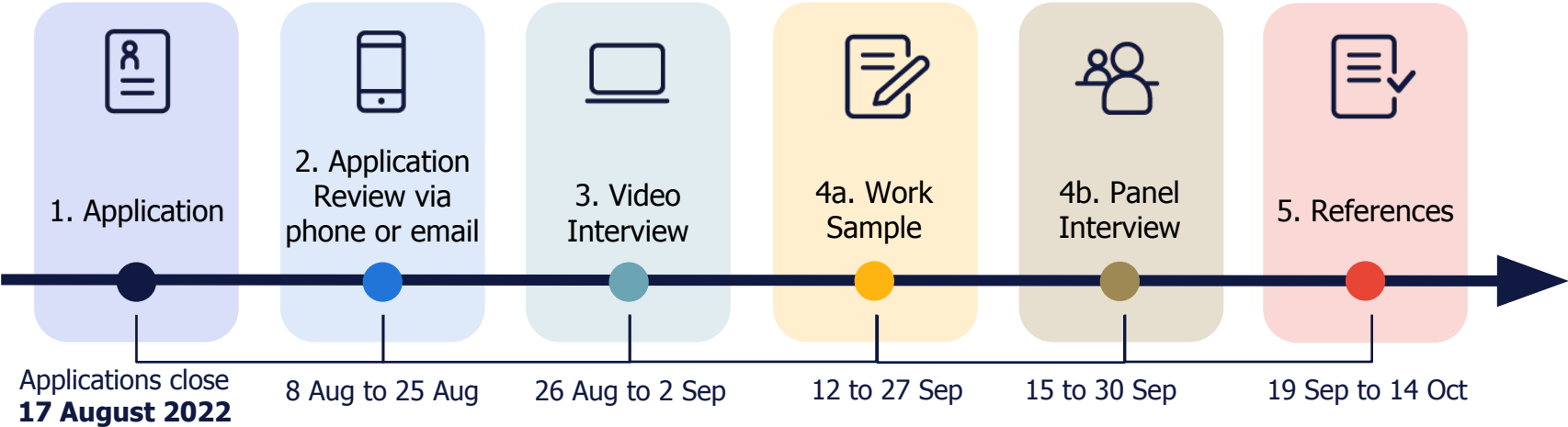
There is also an opportunity to apply through the employment register for future roles. Roles are open to people with disability



# Program timeframes.



# Process and timelines.



Timelines are approximate and may be subject to change

# Recruitment process.



# Reasonable Adjustments

To support your application, you can access:

- recruitment materials in accessible and alternative formats
- clear written and visual information about the interview process
- interview questions in advance of the interview to help you prepare
- additional time for assessment tasks and interview
- an interview environment that is inclusive for all candidates

Please ask for any reasonable adjustments you need to support you through the recruitment process. Options may include, but are not limited to:

- interview via phone or video
- additional time to complete interviews
- access to an Auslan interpreter
- ability to bring a support person
- a larger or smaller interview room with suitable lighting.



Due date:  
17 August 2022

# 1. Initial application

- <https://www.randstad.com.au/disr-people-first/>
- Directed to the DISR application portal
- Follow the steps to complete the application process including uploading your CV
- You will be advised of the outcome of your application via your nominated email address

available jobs.

Administration Officer, APS Level 4, Chief Information Officer Group	→
Administration Support Officer, APS Level 4, Chief Information Officer Group	→
Assistant Director, Executive Level 1, Oil and Gas Division	→
Assistant Manager, Executive Level 1, Climate Change Division	→
Assistant Manager, Executive Level 1, Strategic Policy Division	→
Coordination Support Officer, APS Level 4, Business Grants Hub	→

Australian Government  
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**Begin application**

E-mail address:

By continuing, you agree that you have read our [Privacy Statement](#)

**New applicants:**  
Be sure to type your address correctly as communication about your job application will be sent here.

**Existing applicants:**  
If you have previously applied for a position with us, please use the same e-mail address as your previous application.

This will assist us in processing your application as quickly as possible. You can update your e-mail address upon starting your application.





Stage completed  
by 25 August

## 2. Application review

- One of our team will be in contact with you following the submission of your application
- This will be a quick discussion to ensure the minimum requirements have been met
- Our team will confirm any reasonable adjustments that you may require through the program
- Our team will confirm how you would like us to contact you throughout the program.

### 3. Video interview



Stage completed  
by 2 September

- You will receive an email providing you with a link to an on-demand video interview
- This is a prerecorded video that will ask you 3 questions, one at a time
- You will be provided with up to 5 days to complete these answers and submit your final response
- You will have the opportunity to practice each question prior to recording your answer
  - Questions will be based on the core capabilities of the role you have applied for
- You may provide your answers via video (using your camera) or audio (turning off your camera) or via written response
- You will be told of the outcome of your video interview via the communication channel you have nominated





## 4a. Work sample

- A work sample assessment is a written response designed to replicate a task that you might be expected to perform in the role you have applied for
- As part of this process, you will receive a work sample assessment via email to complete prior to your panel interview
- Only candidates who are progressing to panel interview will receive this assessment
- The scenario is tailored to the specific capabilities of the role
- You will have at least 3 days to complete the work sample assessment
- The panel may refer to your work sample assessment in the panel interview



Stage completed  
by 30 September

## 4b. Panel interview

- Panel interviews will be conducted online via Microsoft teams
- An interview typically last 30 minutes although time will be adjusted as required
- You will have an opportunity to ask the panel members questions regarding the Department or the role
- There will be 3 panel members (including the chair) and a scribe
- You will be provided with the questions 48 hours before your interview
  - Questions will be based on the Australian Public Service Commission's Integrated leadership System (ILS) capabilities and behaviours a link can be found on the landing page;  
[www.randstad.com.au/disr-people-first](http://www.randstad.com.au/disr-people-first)
- Any reasonable adjustments will be confirmed by our team when we contact you regarding your interview time and date.



## 4b. Panel interview (continued)

Examples of questions;

- How do you identify opportunities for team members to work together to solve problems?
- Please provide an example of how you stay motivated to perform tasks when you are not directly supervised

STAR method:

- **Situation:** Set the scene and give the necessary details of your example.
- **Task:** Describe what your responsibility was in that situation.
- **Action:** Explain exactly what steps you took to address it.
- **Result:** Share what outcomes your actions achieved.

Resources: [www.randstad.com.au/disr-people-first](http://www.randstad.com.au/disr-people-first)





Stage completed  
by 14 October

## 5. References

- Following the panel interview, if you are successful, you will need to nominate 2 referees
- You will be sent a request to complete, where you provide the details of each referee
- Wherever possible your referees should be your current manager and a previous manager you have worked with in the past 5 years
- A reference questionnaire will then be sent directly to the referees you have nominated.

# Outcome.



# 7. Outcome.

- Once references have been completed you will be contacted to advise;
  - you have been successful in the role you applied for or,
  - you have been considered suitable for the role and placed in a Merit pool
  - unsuccessful in this recruitment program
- What is a merit pool?
  - Suitable candidates who complete a competitive selection process may be added to a Merit Pool.
  - If you're placed in a merit pool you could be offered the vacancy you applied for or a similar vacancy, in a similar location, if one becomes available.
  - Your application remains in the merit pool for 18 months from the date the role was first advertised. For this program that means, 19 January 2024

# Questions.



# Frequently asked questions

Question	Answer
Who do I contact if I require additional reasonable adjustments?	You can contact our dedicated team at <a href="mailto:disr.recruitment@randstadsourceright.com.au">disr.recruitment@randstadsourceright.com.au</a> or call 1800 648 942
Could someone from another Federal Government department contact me regarding a role?	Yes, if you are placed in a merit pool
How will I know if I have been successful to the next stage?	We will contact you via your nominated communication channel
If I apply for multiple roles do I have to complete multiple processes?	This will be managed on a case by case basis and the process will be streamlined where possible.
Do I have to provide recent referees?	Wherever possible your referees should be your current manager and a previous manager you have worked with in the past 5 years
What if I don't have suitable referees?	Please contact us at <a href="mailto:disr.recruitment@randstadsourceright.com.au">disr.recruitment@randstadsourceright.com.au</a> or call 1800 648 942 to discuss options





# Frequently asked questions cont'd.

Question	Answer
Who can I speak to about flexible work arrangements and location / hours?	Please refer to the contact officer listed for each role. Their contact number and email are listed under the 'contact information' section on the details page for each role.
What is the definition of disability for this recruitment campaign?	The definition of disability can be viewed on the Australian Public Service Commission website: <a href="https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/definition-disability">https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/definition-disability</a>
Why is DISR recruiting people with disability?	The DISR Inclusion Strategy can be viewed here: <a href="https://www.industry.gov.au/data-and-publications/inclusion-strategy-2021-2023/inclusion-strategy">https://www.industry.gov.au/data-and-publications/inclusion-strategy-2021-2023/inclusion-strategy</a>  Alternatively, a detailed explanation of the People First program can be found on our landing page: <a href="https://www.randstad.com.au/dsr-people-first/">https://www.randstad.com.au/dsr-people-first/</a>

# Would you like more information?

please contact our dedicated team;

**disr.recruitment@randstadsourceright.com.au** or

call **1800 648 942**

Or visit

<http://www.randstad.com.au/disr-people-first>

