

Applicant information

Roads and Maritime Services is proud of its work and the benefits it brings to the community. We value our customers, our staff and the people with whom we work.

As one of Australia's largest public sector transport agencies, Roads and Maritime Services employs skilled and innovative staff across a number of work areas. These areas include information management, IT, engineering and construction, customer service, project management, policy and planning, business development and finance, environment, law and communications. Opportunities for mobility across these areas and recognition and reward for excellence make Roads and Maritime Services an exciting and challenging place to work.

As a NSW public sector employer, Roads and Maritime Services encourages applications from people of all backgrounds and actively seeks a workforce that is representative of the community we serve. We are committed to getting the right people for the right job at the right time. The person whose skills, knowledge and experience best meet the job requirements will be selected. Roads and Maritime Services offers the benefits of flexible work arrangements, generous leave entitlements and ongoing support for career development. Our unique business partnerships with the private sector and relationships with the community we serve, offer a stimulating work environment.

PREPARING YOUR APPLICATION

Before you prepare your application you should find out more about Roads and Maritime Services by logging on to our website: www.rta.nsw.gov.au. For more detailed information about careers and working at Roads and Maritime Services, go to: www.rta.nsw.gov.au/careers If you have any questions about a specific position or would like to discuss the selection process, you are encouraged to speak to the contact person named in the job advertisement.

Preparation of your application is very important as the selection panel decides who to interview based on this documentation. The selection panel will consist of a minimum of two members and will include:

- The convenor who is usually the supervisor or manager of the position
- A Roads and Maritime Services representative from another directorate or branch

Your application **must include**:

- A completed *NSW Government Application for Employment/Transfer/Promotion* form. This form can be found at: www.rta.nsw.gov.au/careers. This form is not required when applying on-line.
- a covering letter
- a 'claim for the position' against the selection criteria, and
- a brief resume.

Claim for the position

The 'claim for the position' is an essential component of the selection process. To be considered for interview, you must respond to each of the selection criterion included in the Position Description, describing concise, relevant examples of your knowledge, skills, experience and work history (paid or unpaid) and how they are relevant to the position.

Selection criteria

The selection criteria outline the requirements that the successful applicant must possess in order to undertake the duties of the position.

Pre-requisites

You **must** meet this criterion to be eligible for the position. It is sufficient in your application to identify how you meet this criterion without supporting evidence. If you are called for an interview, you will be required to present original qualifications or academic transcripts certified by the issuing institution for the listed pre-requisite criterion.

Verification of professional and/or academic qualifications

All applicants called to interview, must provide a copy of their qualifications and a completed "Verification of Qualifications," form (attached). If you are selected as the preferred applicant for the position, the selection panel may seek verification of your qualifications from the issuing institution.

If your qualifications were gained outside of Australia you must produce formal recognition of your overseas qualification to the Australian equivalent (including transcripts) by an accredited Australian Organisation. For further information on how to undertake this process, please contact the Australian Education International (AEI) via www.aei.gov.au or 1300 363 079.

If your overseas qualifications are in a language other than in English, you must produce a certified English translation (including transcripts). For more information on translating your overseas qualifications to English please contact the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) via www.naati.com.au or 9367 1357.

Resume

Your application **must** include a brief resume, which may include, but is not limited to:

- employment history
- education details and qualifications
- referees

LOGGING YOUR APPLICATION

For external applicants

The preferred method of applying for Roads and Maritime Services positions is via the internet at

<http://www.careerone.com.au/research-companies/nsw-government>

<http://mycareer.com.au/nsw-government-careers/profile/>

http://www.seek.com.au/advhomes/NSW_Govt/17265572_2.htm

Applicants will receive an automated receipt acknowledging that your application has been received. Applications must be submitted by close of business on the closing date shown in the advertisement.

For people who do not have access to the internet, applications may be sent via the post to:

Recruitment Services
Roads and Maritime Services
PO Box 973
Parramatta CBD NSW 2124

For Roads and Maritime Services staff only

All Roads and Maritime Services staff except Motor Registry, Inspector Vehicle Regulations and Wages staff, are to submit their applications through the Roads and Maritime Services Internal Vacancies Online System. Simply locate the relevant position in the Human Resources Notices, click on the "apply on-line" button and you will be directed to the on-line site. Applicants will receive an acknowledgement receipt via email when the application has been successfully submitted. When using the Roads and Maritime Services Internal Vacancies Online System there is no need to complete a *NSW Government Application for Employment/Transfer/Promotion* form.

Motor Registry, Wages and Inspector Vehicle Regulations staff who do not have ready access to the Intranet may submit applications via internal mail to the abovementioned address. For further information contact recruitment_services@rta.nsw.gov.au

OTHER INFORMATION

Any statement on your application that is found to be deliberately misleading could make you, if employed, liable to dismissal and/or prosecution.

Probation

In general, staff are appointed to Roads and Maritime Services on probation for a period of 3 months. Some positions warrant a probationary period of 6 months due to mandatory training requirements.

Resources

For external applicants

External applicants can find out more about the selection process by accessing the Government Jobs On-line site at www.jobs.nsw.gov.au and click on how to apply. This site also provides other information about working in the NSW Government. The nominated contact person listed in the advertisement should be contacted for further information regarding the selection process and the progress of your application.

For Roads and Maritime Services staff only

Further information regarding the selection process can be found on the intranet at <http://home.rta.nsw.gov.au/hrrta/index.html>. The nominated contact person listed in the advertisement should be contacted for further information regarding the selection process and the progress of your application.

Verification of Qualifications

Any claims you make regarding academic qualifications, professional affiliations or certifications in connection with the selection criterion may be subject to verification from the issuing institution or professional body.

If it is found that you have falsified qualifications, affiliations or certifications you will not be eligible for appointment to the position.

The following certification is required to enable the Roads and Maritime Services to undertake the necessary verification.

Authority for Verification

Name	
Address	
Position applied for	

I declare that all academic and professional qualifications and professional affiliations submitted with my application are genuine and I acknowledge that any falsely claimed qualifications will not enable me to be eligible for appointment to the position. I further acknowledge that any appointment to a position will be withdrawn should I be found to have falsified information in support of my application.

I hereby give my permission for the relevant educational institution/ professional body to be contacted for verification purposes.

Signature		Date	
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This completed authorisation must be provided at interview
along with a copy of qualifications