



**Maritime**

## **INFORMATION PACK**

# **Applying for jobs at NSW Maritime**



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**\*\*\* This is where you will find the selection criteria**

## 1. Steps to follow

The following information is a guide to assist you in applying for vacant positions within NSW Maritime.

The best way of applying for jobs with us is by following the following steps.

1. **Carefully read the information package** read the job specification and prepare your resume with details of your skills, education, relevant courses you have completed or current courses/study you are undertaking and employment history
2. **Phone the Contact Officer** for further information about the position or NSW Maritime functions. It is a good idea to write down any questions you may want to ask and note the replies.
3. **Attach a covering letter.** A short letter of introduction is a good way to create a positive first impression to the employer. It should clearly state the position number, title of position, your name, address and contact telephone numbers and how your skills and qualifications directly relate to the position.
4. **Your claim for the position.** The Selection Criteria are the knowledge, skills and experience required for the position. List all the selection criteria stated in the Job Specification and indicate under each one how your knowledge, skills and experience are related. Stress any achievements against the selection criteria. It is useful to also give examples that show how you meet the selection criteria.
5. **Attach your Resume/Curriculum Vitae.** The resume or curriculum vitae should include details of your skills, education and employment history.
6. **Name of referees.** Include the names and phone numbers of at least two referees who can comment on your work performance and provide personal references. At least one of your referees must be a direct supervisor
7. **Send your application.** Applications should be sent in time to reach the nominated address by the nominated closing date as shown in the advertisement. Applications may be submitted:
  - a) on-line by accessing the jobs nsw website [www.jobs.nsw.gov.au](http://www.jobs.nsw.gov.au)
  - b) via email to [recruitment@maritime.nsw.gov.au](mailto:recruitment@maritime.nsw.gov.au)
  - c) via mail to:  
Recruitment Officer  
NSW Maritime  
Locked Bag 5100  
CAMPERDOWN NSW 1450

## 2. Merit Selection

Selection and appointment to a vacant position is on the basis of merit. Merit is determined by the relevancy of your knowledge, skills and experience, qualifications, work performance and personal qualities to the performance of the position.

### The Selection Process

- All applications are acknowledged upon receipt following the closing date for the position.
- The selection committee meets to compile a shortlist of applicants who meet the selection criteria in the job specification
- Applicants which meet the selection criteria are called for interview
- Interviews take place.
- Second interviews/tests are held if required.
- Selection committee decision is made.
- Creation of eligibility list.\*
- Recommendation is made to the Chief Executive for approval.
- Successful applicant is notified verbally and in writing.
- Unsuccessful applicants are notified in writing.

\* eligibility list is a list of applicants who, as well as the recommended applicant(s), have been assessed as suitable for the position by the selection committee, in order of their relative merit for the position. If the same or similar vacancy occurs within 12 months of the date of the advertisement, the position can be offered to people on the eligibility list.

Being unsuccessful for a particular position is no reflection on the applicant personally. It means that in the selection committee's judgement the successful applicant had the greatest depth of understanding and ability to perform that job compared to all other applicants. Unsuccessful applicants can contact the convenor of the selection committee to discuss their application and interview performance. Points raised by the convenor may help the applicant make better applications in the future and could highlight training and development needs.

### Please Note:

In order to be appointed to a permanent position at NSW Maritime, you must:

- be an Australian citizen or have the status as a permanent resident in Australia;
- successfully pass a prescribed medical examination, to ascertain your fitness to carry out the required duties of the position;
- provide proof of identity (birth certificate or passport);
- pass a criminal record check before appointment to "sensitive" positions

## 3. Equal Employment Opportunity

People who work for the NSW Public Sector are doing more than just a job—they are representing the Government. They are expected to behave fairly and correctly when carrying out their duties and in dealing with the public and fellow employees. Up until January 2008, applicants applying for jobs in the NSW Government were required to address Common Selection Criteria when applying for positions in the NSW Government. These were:

- equal employment opportunity (EEO)
- ethical practice
- ethnic affairs priorities statements (EAPS)
- occupational health and safety (OH&S)

Applicants no longer need to address the above criteria in their application, due to a reform of the State Governments recruitment process; however the principles behind equal employment opportunity, ethical practice, cultural diversity and occupational health and safety form the core NSW Public Sector values and form the basis of employment within the NSW Public Sector.

## 4. Qualifications Check

If the position you are applying for requires that you have academic or professional qualifications, or if it is determined by the selection committee that your academic or professional qualifications are significant in the decision to appoint you, or you claim to possess qualifications that you believe are relevant to the position, these qualifications will need to be verified before you are appointed. This applies to qualifications issued by both Australian and overseas institutions.

If you gained your qualifications overseas, you are responsible for providing formal evidence from a recognised Commonwealth or State body authorised to validate qualifications, that proves that your qualifications are equivalent to those required for the position.

You must:

- Include a copy of your qualification(s) with your application and bring the original with you if selected for interview.
- Present the original awards, certificates or academic transcripts (certified by the issuing institution) when we request them. It is your responsibility to provide all relevant documentation relating to your qualifications and any proof you may have that may verify that your qualifications are genuine and are equivalent to those required for the position.
- If your qualifications are from overseas, you must present the original Commonwealth or State recognition of them and the Australian qualification they equate to.

Applicants selected for interview will be required to complete a Verification of Academic and Professional Qualifications Declaration. This form will be provided to you at the time of interview.

Appointment will be subject to the verification of qualifications and if you are found to have made false claims regarding your qualifications, you may be dismissed and/or face prosecution for any relevant offence and/or other legal action.

## 5. Probity in recruitment and selection

NSW Maritime expects that recruitment and selection will be conducted on the basis of the principle of merit. This means that the recruitment and selection process is designed so that the person whose knowledge, skills, experience, work performance, qualifications and personal experience best fits the criteria for the position will be selected. In order to achieve an outcome consistent with merit, probity is an essential part of recruitment and selection. Probity in this regard refers to proper and ethical conduct.

The principles of merit and probity means that the following features are built in to our recruitment and selection procedures:

1. All applications received by the deadline will be considered on their merits by the selection panel.
2. The selection panel will be composed of at least three people, including at least one man and one woman and one person who is independent of the Division where the position is located. This person may be from another Government agency.
3. Selection panel members will sign a declaration to assure that they do not have a conflict of interest with the proceedings, that is, they do not have a personal or financial connection with each other or with any of the applicants for the position.
4. The selection panel will identify how each applicant meets or does not meet the criteria for the position.
5. Those selected for interview will generally have demonstrated in their applications that they have met the selection criteria.
6. A minimum of three working days notice will be given to applicants who have been selected for interview.
7. All applicants who are interviewed will be asked the same questions and will be given a fair opportunity to respond.
8. Applicants who request the assistance of hearing or language interpreters, or disability access, will be accommodated.
9. Selection panel members will keep confidential all matters concerned with the selection process.
10. The selection panel will document its reasons for selecting the successful applicant or not selecting each of the other applicants called for interview. A member of the selection panel who does not agree with the majority decision of the panel may prepare a minority or dissenting report, which is sent to the Manager Human Resources.

The points above are a general outline only of how the recruitment and selection process should operate. If you have any concerns about any of these processes, or a related matter concerning a recruitment and selection process in which you were or are involved, or of which you have some informed knowledge, you should contact the Manager Human Resources on telephone 02 9563 8628 and provide detail of your concerns. If you are an unsuccessful applicant for a position and your concern is about the **outcome** of the process, you may have a right to appeal to the Government and Related Employees Appeals Tribunal (GREAT).



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It is not possible to be specific about how your matter will be handled, since this depends on the nature of those concerns. You can be assured however that your complaint, if made in good faith, will be taken seriously. Frivolous or vexatious complaints may be subject to disciplinary action if they are made by a member of staff.

## 6. General Information

### History

The NSW Maritime is connected with a maritime history that can be traced back to 1811 when the first harbour master was appointed to control the port of Sydney.

In 1901 the Sydney Harbour Trust was formed to take over the privately owned wharfage for the special purpose of controlling, administering and developing the port of Sydney. This left the supervision of the other ports of the State in the hands of the Department of Navigation, NSW, which was also responsible for the State's navigation laws and the pilotage services at all ports.

These arrangements continued until 1936, when the Maritime Services Board of NSW commenced operations. The MSB had responsibility for all the ports of NSW (with the exception of Port Kembla) and the exercise of the general powers of a navigation, pilotage and conservancy agency with jurisdiction over all navigable waters in the state.

The administration of Port Kembla was transferred to the MSB in 1948 from the Public Works Department. A Waterways Management Division was established in 1984.

From 30 June 1995, the MSB and its four subsidiary authorities were abolished under the Port Corporatisation and Waterways Management Act 1995. This resulted in the dissolution of the Maritime Services Board of NSW on Friday 30 June 1995 and the emergence of independent port corporations for Newcastle, Port Kembla and Sydney.

### What we do

The Chief Executive reports and is responsible to the NSW Minister for Ports and Waterways.

NSW Maritime's purpose is to provide safe and sustainable ports and waterways in NSW. This is being achieved through enhancing a strong safety culture across all maritime activities in NSW and by taking the initiative to protect the environment.

NSW Maritime is also responsible for the appropriate development and use of wetland areas in Sydney Harbour, Botany Bay, Newcastle and Port Kembla.

NSW Maritime's principal objectives are to:

- provide for the safe navigation of recreational and commercial vessels;
- provide safe ports, also secure against terrorist attack;

- provide for the protection of the environment in State waters; and
- managed vested maritime properties.

In pursuit of these objectives, NSW Maritime works towards a number of results for the community, including:

- ports to support a growing economy;
- safe and sustainable waterways; and
- improved infrastructure and access to waterways

NSW Maritime employs about 350 people in a range of disciplines including engineers, town planners, mariners, lawyers, ships surveyors, ports and shipping experts, environmental service officers, information technology, and a full range of expert administration, boating service officers, customer service officers and support staff. We manage a portfolio of maritime related properties and use design teams to promote maritime precincts around Sydney Harbour. We have offices in 26 locations around the State.

If you are passionate about the waterways of NSW and have skills and experience to help us in our work, please consider NSW Maritime could be the place for you. .

## **Our Stakeholders**

- The Minister and the New South Wales Government on behalf of the community.
- People wishing to be protected from hazardous and/or annoying activities and pursuits undertaken by vessels on the waterways.
- Commonwealth, State and Local Government agencies involved in the management of the State's waterways.
- NSW Department of Transport, Sydney Ports Corporation, Newcastle Port Corporation, Port Kembla Port Corporation.
- Recreational Clubs, Industry Associations and Groups.
- State Emergency Services and Water Police and Volunteer Rescue Organisations including the Volunteer Marine Rescue Council of NSW, Australian Volunteer Coast Guard, Royal Volunteer Coastal Patrol, Volunteer Rescue Association, Surf Life Saving NSW.
- Employees of NSW Maritime.

## **Our Clients**

- The community and all users of the State's waterways for navigation purposes.
- Owners and occupiers of moorings.



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- Owners and tenants of marinas, wharves and jetties.
- Users of land and property concerning the foreshores of Sydney Harbour, Botany Bay, Newcastle and Port Kembla.

For more information on NSW Maritime and to view its Staff Code of Conduct and Ethics, please visit NSW Maritime's website at [www.maritime.nsw.gov.au](http://www.maritime.nsw.gov.au).

## 7. Checklist

- Have you read the information pack?
- Have you spoken to the contact person?
- Have you assessed your skills, knowledge and experience against the selection criteria to check if you are suitable for the job?
- Have you written your covering letter?
- Have you updated your CV?
- Have you written your response to the selection criteria?
- Have you sent your application before so that it reaches the recruitment officer on or before the closing date?
- Did you include your covering letter, CV and response to the selection criteria?

If you have any further questions, please give the recruitment team a call on 02 9563 8747

## **8. Job specification**

The relevant job specification for the position you are applying for can be found in this section. The job specification is where you will also find the selection criteria which you must address in your application.