



Applicant Guide (Police Liaison Officers) (First Nations)

The aim of this Applicant Guide is to assist you in understanding the requirements of the position within the Queensland Police Service (QPS) and provide you with essential organisational and instructional information.

About the QPS

Our Vision:

Queensland - the safest State.

Our Purpose:

Together, we prevent, disrupt, respond and investigate.

To find out more visit <https://www.police.qld.gov.au/> where you can also view our [Organisational structure](#) and our [Strategic Plan](#).

Diversity, inclusion and human rights

The Queensland Police Service has made a commitment to respect, protect and promote human rights in our decision-making and actions. We are committed to building inclusive cultures that respect and promote [human rights](#) and [diversity](#), including making any reasonable adjustments to support you through and after the selection process. Please advise the contact person listed on the position description if you require a reasonable adjustment.

The QPS will build its workforce to represent the diverse community we serve. We will do this by embracing inclusion and diversity within all of our workplaces to build cultures and values that reflect the way we do business.

Inclusion refers to the way our culture and behaviours make a person feel valued, included and welcome; where they are treated fairly, respectfully and with equal access to opportunities.

Diversity includes age, ethnicity, gender, disability, cultural background, sexual orientation, education, socioeconomic, faith, marital status, family responsibilities, thinking and work styles.

Inclusive and diverse workplaces benefit from:

- Increased productivity and performance
- better decision making through balance of thinking
- better client service
- an engaged and resilient workforce.

By creating fully inclusive and diverse workplaces we will become an agile and innovative organisation that is an employer of choice.

Code of Conduct

This [Code](#) applies to employees of Queensland public service agencies.

The Code applies at all times when we are performing official duties including when we are representing the Queensland Government at conferences, training events, on business trips and attending work related social events.

Additional Information

- A **non-smoking policy** is effective in Queensland Government buildings, offices and motor vehicles.
- The Queensland Police Service Study and Research Assistance Scheme offers some financial assistance (excluding HECS-HELP) and leave assistance to employees undertaking approved courses of tertiary study or research projects.

First Nations Police Liaison Officer Recruitment Process

This is an identified position. It is a genuine occupational requirement that an Identified position be filled by a First Nations person as permitted by and arguable under Section 25, 104 and 105 of the Queensland Anti-Discrimination Act (1991).

Upon commencing duties Police Liaison Officers are required to attend two weeks of Police Liaison Officer Initial Employment Training delivered at the Queensland Police Academy located in Oxley, Brisbane. This course informs Police Liaison Officers of their rights, entitlements, duties and obligations as Queensland Police Service members.

In addition, Police Liaison Officers are encouraged to continue training through the Queensland Police Service and other external agencies to enhance career opportunities and skills portfolios.

How to apply

Applicants are required to:

1. Provide a current CV/resume outlining your educational qualifications, work history and experiences relevant to this role.
2. Provide a one-page cover letter outlining how your previous experience may contribute to our commitment towards community engagement and crime prevention as outlined in the key accountabilities.
3. CV / Resume should include details of at least two referees. One of which, must have thorough knowledge of your performance and conduct within the previous two years.
4. Your resume and cover letter will be assessed and if deemed suitable you will be contacted in regard to the next step in the recruiting process.

Shortlisting for interview will be determined on how well you address the information provided in your application.

You should be contactable and where shortlisted, reasonably available for an interview.

Submission

Online through the [Smart Jobs and Careers](#) website is the preferred means to submit an application. To do this, access the 'apply online' facility on the Smart jobs and careers website.

- You need to create a '[My SmartJob](#)' account before submitting your online application.
- You can 'save and submit later', allowing you to organise your attachments for submission at a later time, prior to the closing date; track your application and maintain your personal details including contact details.
- Hand delivered applications will not be accepted.
- Complete applications must be received no later than midnight on the specified vacancy closing date.

If you experience any technical difficulties when accessing www.smartjobs.qld.gov.au please contact **13 74 68**.

If you do not have internet access and are unable to submit your application online please contact the QSS Applications Processing Team on **1300 146 370**, (between 9am and 5pm Monday to Friday) to enquire about alternative arrangements that may be available to you.

All calls relating to the status of your application once the job has closed should be directed to the contact officer on the position description.

Submission Checklist

The following checklist can be used before submitting your application:

- Have you observed any specified page limit?
- Does your application include your name and page numbering on the header/footer of each page?
- Have you attached your CV/ Resume?
- Have you attached your one page cover letter?
- Have you attached any other requested or relevant documentation?

Should you require any further information please

refer to the **Contact Officer whose name appears on the Position Description.**

Late applications

Late applications cannot be submitted via the Smart Jobs and Careers web site. If it is necessary to submit a late application please contact the Applications Processing Team on **1300 146 370**, (between 9am and 5pm Monday to Friday).

Selection panel chairs can determine whether late applications should be considered as part of the selection process (where the applicant provides details of exceptional circumstances).

Withdrawing an Application

Applicants have the option to withdraw their online application from the [‘My Applications’](#) page of [‘My SmartJob’](#) at any time. Applicants wishing to resubmit an application will need to withdraw and delete their application in their Smart Jobs account *prior* to the closing date.

It is not possible to submit a new application if the Job Ad has closed. Refer to the Late Applications section if submitting an application after the closing date.

Queensland Shared Services will advise the selection panel of any applications withdrawn after the vacancy has closed.

Feedback

If you are an unsuccessful applicant, you may request formal feedback from the Panel Chair once the selection process has been completed.

Citizenship

Section 127 of the *Public Service Act 2008* provides: a person is eligible to be a *permanent* public service officer only if the person is

- an Australian citizen; or
- resides in Australia and has permission, under a Commonwealth law, to work in Australia.

If you are not an Australian citizen, you will need to provide proof that you can legally work in Australia.

Probation

If you are not already a public service officer and you are appointed as a public service officer on tenure, you will be subject to a probationary period of not less than three months, unless otherwise determined.

If any concerns about your suitability arise during your probationary period, your probation may be extended, or in serious cases, your employment ceased.

Disclosure

During the selection process you will need to make disclosures about the following matters where they are applicable to you:

Disciplinary action

Before accepting an offer of employment, you must disclose to the panel chair any serious disciplinary action taken against you during your public sector employment. If you fail to do so, or if you give false or misleading information, we are under no obligation to consider you further. After giving you an opportunity to respond to any adverse issues identified, we may withdraw an offer of employment already made to you.

Re-employment following early retirement, redundancy, retrenchment and voluntary medical retirement

If you have previously accepted an early retirement package, been made redundant, have received a retrenchment benefit or received a voluntary medical retirement from the Queensland Public Service there are circumstances where you may be required to [repay](#) part or all of the benefit that you received. You should disclose this information in your application and again with the panel chair prior to accepting any offer of employment with us.

Previous employment as a Lobbyist

A successful applicant who has been employed as a lobbyist in the previous two years is to provide a statement outlining lobbying activities within one month of taking up duty.

QPS Security Checking Guidelines

Applicants are advised that the QPS will initiate a **criminal history and/or integrity check** on the preferred applicant, if not already a member of the Service. This will also require the disclosure of serious disciplinary action taken.

The QPS is committed to being an employer of choice through the selection of people who display the attributes of integrity, fairness, equity, professionalism and accountability.

The QPS will undertake integrity checking of all applicants. The QPS requires that persons applying to be appointed as a non-police member meet very high standards with regard to their past behaviour and conduct.

Non-police members may have access to information of a sensitive nature. The QPS must have the confidence of the wider community to properly pursue its statutory functions, and systematic integrity screening of non-police member applicants, is an important mechanism for the maintenance and advancement of the organisational integrity of the QPS.

The *Police Service Administration Act 1990* (the Act) provides that “.....the Commissioner –

(a) *may gather all the relevant information the Commissioner needs about a person engaged or seeking to be engaged by the service;*

and

(b) *may use the information to assess the person’s suitability to be, or continue to be, engaged by the service.”*

The information obtained through the checking process will only be used for assessing the suitability of applicants for employment within the Queensland Police Service in accordance with section 5AA.2 (1) of the *Police Service Administration Act 1990*.

However, in accordance with section 5AA.2 (2) of the *Police Service Administration Act 1990*, it is not Parliament’s intention to prevent the Commissioner using information obtained under this part that discloses the commission of an offence, or is, or leads to, the discovery of evidence of the commission of an

offence, for an investigation into the offence or any proceeding started or facilitated because of the investigation.

These processes are in place to ensure the maintenance of the highest possible levels of integrity within the Queensland Police Service.

Duty to Disclose

If you wish to be engaged or are seeking to be engaged by the QPS you must disclose relevant information in the approved form to the Commissioner of the Queensland Police Service when requested. This requirement is outlined in sections 5AA.5 and 5AA.8 of the *Police Service Administration Act 1990*.

Natural Justice

In the interests of natural justice, should information become available through security checks that may preclude an application from progressing further, the person will be provided with written advice detailing the substance of the concerns and be afforded the opportunity to respond to the information within 14 days of receipt of the initial written advice from the QPS.

However, there are circumstances where an opportunity to respond will not be afforded and these circumstances are detailed in section 5AA.12 (2) of the *Police Service Administration Act 1990*.

Where a written submission for review is received, consideration is given to the applicant’s submissions and the applicant is provided with written advice of the outcome.

Apprehension of Bias

Where an applicant holds a genuine and reasonable apprehension that a member of the panel will be unfairly biased or prejudiced against them, they should immediately raise the concern with the relevant Delegated Officer through the Contact Officer or Panel Chair.

Access to your personal information

Submitted information is subject to the *Right to Information Act 2009* and the *Information Privacy Act 2009*. More information about how the QPS handles and manages personal information can be accessed on the QPS [website](#).