



## GUIDE FOR APPLYING FOR ROLES WITH THE STATE LIBRARY OF NSW



STATE LIBRARY®  
NEW SOUTH WALES



## THE STATE LIBRARY OF NSW

The State Library of New South Wales is one of Australia's oldest and most important public institutions. Collecting actively since 1826, the Library preserves and presents the social, cultural and scientific history of our State and our Nation for the benefit of all. Its rich collections, both physical and digital, alongside partnerships with the public library network across NSW and other vibrant collaborations enable Australians to examine their past and imagine their future. In short, the Library occupies a unique position at the very heart of our civil society.

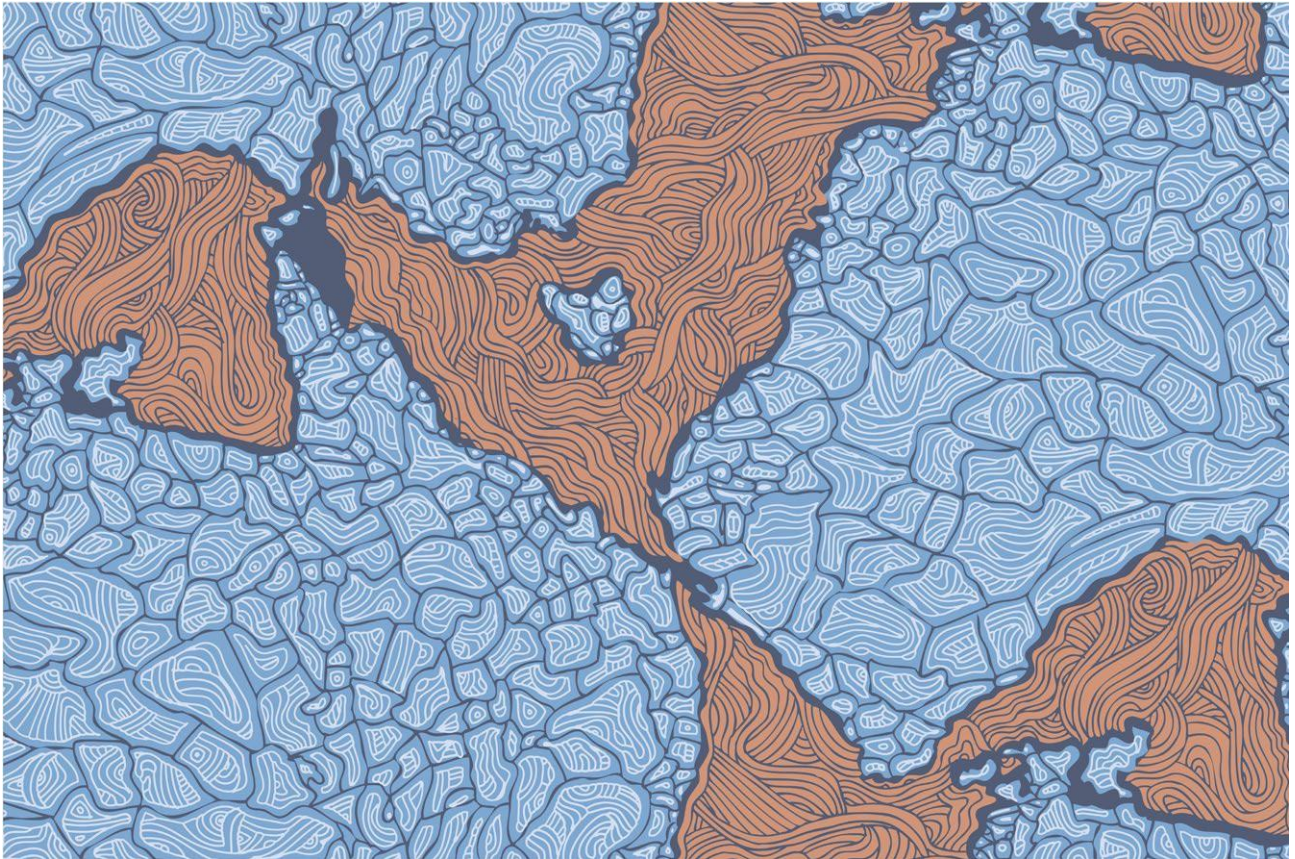
To achieve its goals and aims, the State Library is committed to attracting, developing and retaining highly skilled employees. Roles within the State Library are varied, challenging and rewarding.

The State Library welcomes applications from Indigenous Australians, people from diverse cultural and linguistic backgrounds and people with disability. If you have individual requirements that need to be accommodated in order to participate in the selection process and join the State Library team, please indicate this in your application.

## WHY WORK AT THE LIBRARY?

Working at the State Library offers many benefits. The work is socially useful as libraries support inquiry, learning, self-expression and knowledge building. The Library offers the prospect of working with like-minded people – colleagues, clients and stakeholders – and presents opportunities to form bonds with people of similar interests.





## **PURPOSE OF THIS GUIDE**

This guide summarises the Library's recruitment process. It will help you to find out about the role you are interested in applying for, prepare your application and understand the selection process.

## **ONLINE APPLICATION PROCESS**

All opportunities within the State Library of NSW are advertised on the website 'I work for NSW'. All applications need to be submitted online through the 'I work for NSW' website at:

<http://www.iworkfor.nsw.gov.au>

Information on setting up an account on 'I work for NSW' and assistance with applying the online can be accessed at:

<http://www.iworkfor.nsw.gov.au/help-centre>

## **GOVERNMENT EMPLOYEE NUMBER (GEN)**

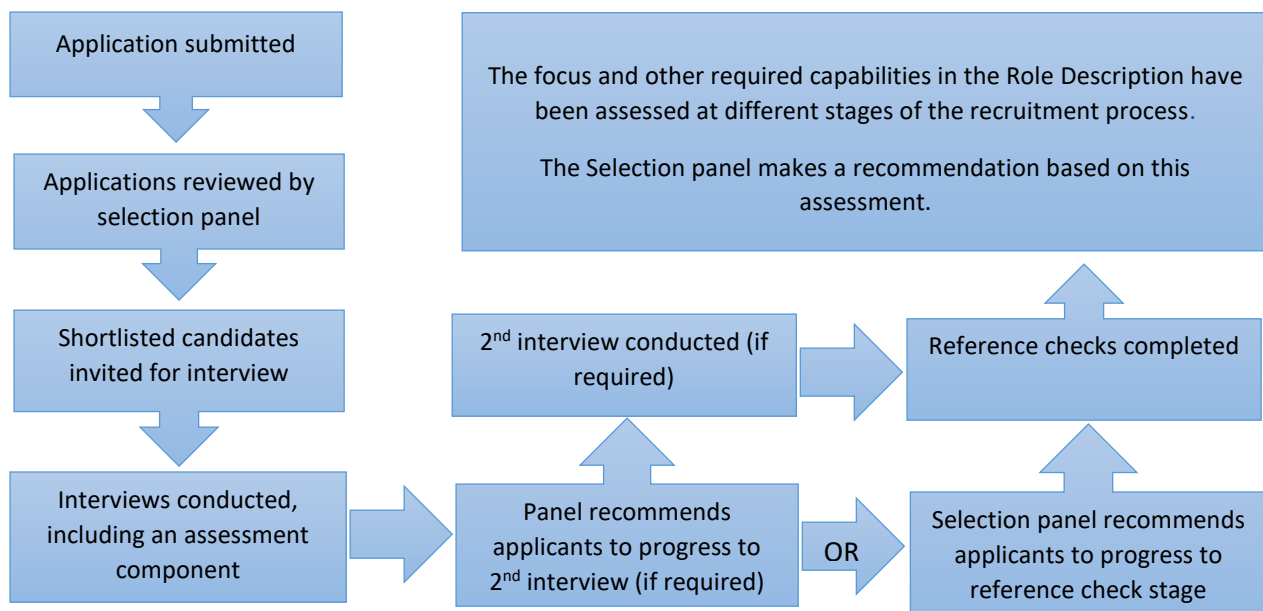
GEN (NSW Government Employee Number) is a unique identifier for all NSW government employees. It is designed to help with career planning and job opportunities across the sector as well as enabling improved workforce management and analysis. Current public sector employees will be prompted to enter their GEN when applying for a role.

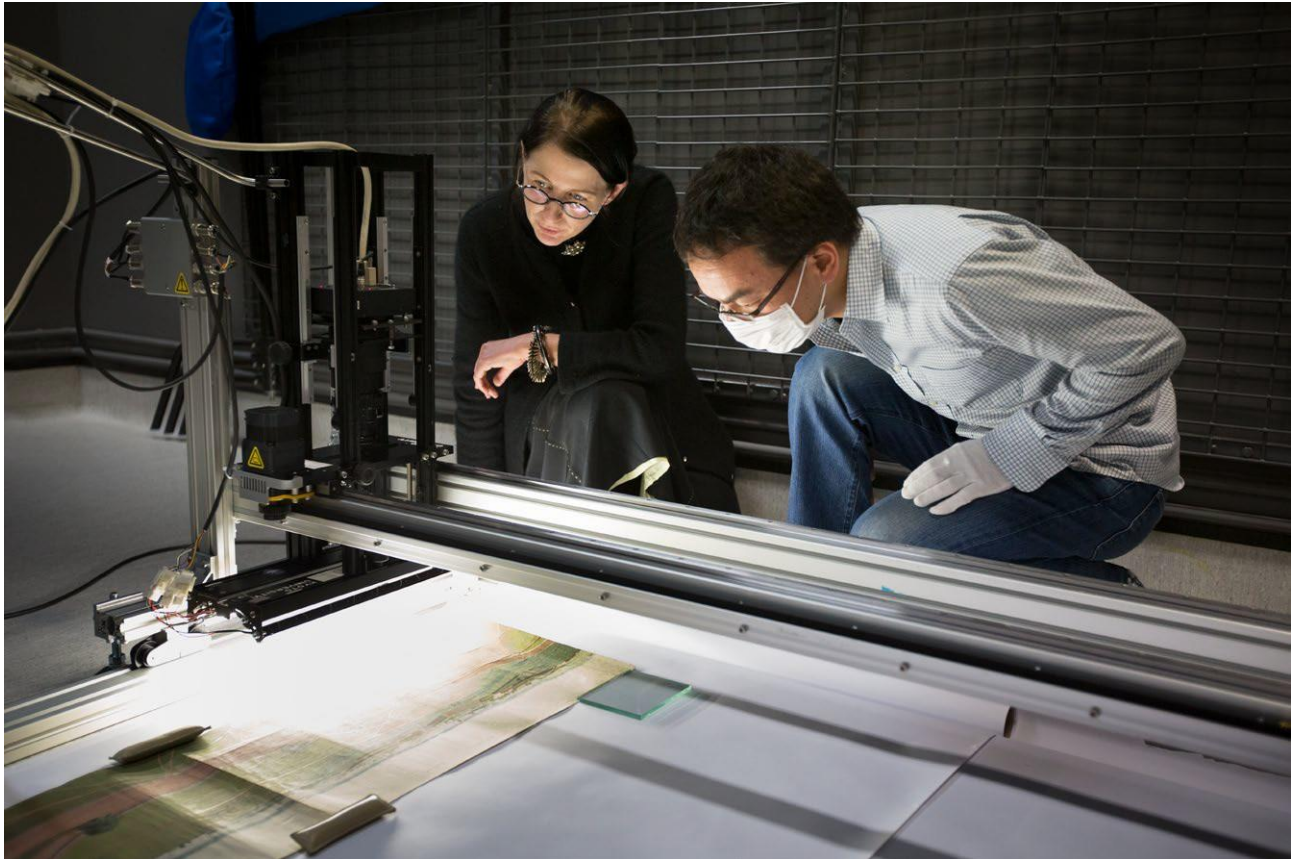




## RECRUITMENT AND SELECTION PROCESS

In general, the recruitment process follows the steps outlined below. There may be times when the process will include additional steps. These will be made clear to you at the time.





## ROLE DESCRIPTION CAPABILITIES

The Government Employment Act 2013 enhances the application of the principle of merit as all employment decisions will be based on an assessment of an applicant's capabilities against the requirements of the role. This means that before any person can be assigned to a role, they must have been assessed as having the capabilities required to perform in the role, unless it is an at-level temporary secondment provided as a development opportunity.

Recruitment is about attracting and selecting the right person to the role, based on the capabilities required to perform the role effectively. The capabilities identified in a Role Description, as well as the accountabilities and technical or qualification requirements, will inform all stages of the recruitment cycle, including advertising, selection and assessment.

The Role Description contains the capabilities to be assessed when recruiting to a role. The capabilities (i.e. the knowledge, skills and abilities) and capability levels for a role are obtained from the NSW Public Sector Capability Framework (Capability Framework) and any relevant occupation specific capability sets. All 16 core capabilities in the Capability Framework will apply to all public sector roles across all classifications/grades/bands and all occupations.

In addition, four 'People Management' capabilities will apply to all public sector employees in roles responsible for managing others. Focus Capabilities are those for which an employee assigned to the role must demonstrate immediate competence, that is, from day one of engagement. The Focus Capabilities are identified from both the Capability Framework and any relevant occupation/profession specific capability set.

For more details and information refer to the Capability Framework site:

<https://www.psc.nsw.gov.au/workforce-management/capability-framework/nsw-public-sector-capability-framework>

At a minimum the focus capabilities in a Role Description will be assessed at different stages of the recruitment process. The assessment process will involve at least three different tools to assess an applicant's capabilities to ensure that applicants are given a fair opportunity to demonstrate their capabilities from different perspectives and in different settings, rather than just one opportunity during the interview. Depending on the role, this might include the use of work samples and/or cognitive ability tests.

IMAGE: PROFESSOR SARAH KENDERDINE AND PENCHANG ZHANG OBSERVE HIGH-RESOLUTION SCANNING OF THE LIBRARY'S PANORAMA OF CALCUTTA FROM THE OCTERLONY MONUMENT ON





## WRITING YOUR APPLICATION

Your application is most often the most important piece of information reviewed by the selection panel in deciding who to invite for interview. The application process will include a one page covering letter, a short statement in response to two or three role related questions and a resume/CV. It is important to demonstrate to the selection panel, in your application, why you believe you are the best candidate for the role. This can be done by detailing in your resume your skills and experience and by providing a response to the pre-screening questions detailing how you meet the specific requirements of the role. If you need more information on the role, or you have questions about the role, contact the Inquiries Officer listed in the advertisement.

## YOUR RESUME

Your resume should contain a detailed work history that provides information on your employment, achievements, skills and education. Your resume should include the names and contact details of at least 2 referees. These referees should be able to provide the selection committee with information on your knowledge, skills, ability and experience in relation to the requirements of the advertised role. Your referees will be 2 recent prior managers and should include your current manager where possible.

## THE INTERVIEW

If you are selected for an interview, you will be contacted and advised of the date, time and location of your interview. You will also be advised if you need to bring any documentation with you, or if you are required to perform a task/assessment as part of the selection process. The questions asked in the interview will be based on the requirements of the advertised role. The State Library of NSW encourages applicants from diverse backgrounds, including people with disability, Aboriginal and Torres Strait Islander people, the LGBTI community, culturally diverse people and other diverse communities.

If you require a reasonable adjustment in order to participate in the recruitment process, or you are looking for general information about our reasonable adjustment process, please contact the panel prior to your interview so that arrangements may be made. Any reference checks are usually done after the interview stage. We appreciate the confidentiality placed around applying for other employment and will contact you before contacting your referees. This gives you the opportunity to talk to them about the role if you have not already done so.

IMAGE: 702 ABC SYDNEY'S RICHARD GLOVER DOING A LIVE BROADCAST FROM THE LIFE INTERRUPTED: PERSONAL DIARIES FROM WORLD WAR I EXHIBITION IN THE GALLERIES.

## ASSESSMENTS

As part of the selection process, you will be asked to complete online and/or work sample assessments. Your results for these assessments will be considered during the selection process.

## TALENT POOLS

In some cases, more than one candidate is assessed as suitable for the role. Where this occurs a talent pool is created consisting of potentially suitable candidates. The list remains in force for eighteen months from the date of approval and can be used to fill identical or similar vacant roles within the Library or NSW Government.

If you have been placed in a talent pool you will be notified by email after the selection process is completed.

## UNSUCCESSFUL CANDIDATES

If you are unsuccessful for the role, you will receive notification via email or phone. You are encouraged at this stage to seek feedback on your application. This feedback will consist of constructive comments to assist you with future applications. The feedback will cover the application and interview stages, along with any tasks/tests performed as part of the selection process.

## EMPLOYMENT REQUIREMENTS

To gain employment in the NSW Public Service, including with the State Library, there are certain requirements you will need to meet. If recommended for employment to a role, you will need proof to support the requirements listed below (if relevant to the role) before you can commence employment. You may also need to complete a criminal records and /or qualification checks.

Please be aware that any statement in your application which is found to be deliberately misleading or incorrect could make you, if employed, liable for dismissal.

## CITIZENSHIP

To obtain an ongoing role with the State Library you need to:

- be an Australian citizen or
- have permanent residence status
- be a New Zealand citizen possessing a Special Category Visa (SCV)
- provide proof of identity.

To obtain a temporary role you need to be an Australian citizen, have permanent resident status in Australia or have a temporary residence visa which allows you to work in Australia for the period over which the role is to be filled.

## FITNESS TO CARRY OUT THE REQUIRED DUTIES

Depending on the role you are applying for, you may be required to meet health or physical fitness requirements. Any requirements related to fitness will be indicated in the role description and all new employees are required to complete a pre-employment health declaration.

## CRIMINAL RECORDS CHECK

The successful candidate will be subject to a criminal records check before commencing the role.

## WORKING WITH CHILDREN CHECK

When applying for a child-related role, a 'Working with Children Check' as well as a criminal check is required. This formal process of checks helps determine your suitability to work with children or have unsupervised access to children in your work. The check considers relevant criminal records, apprehended violence orders and completed disciplinary proceedings.

It is an offence under the *NSW Child Protection (Prohibited Employment) Act 1998 No 147* for a person convicted of a serious offence to apply for a child-related role.

If successful in being appointed to a role, before commencing employment you will need to provide evidence that you possess a current working with children check. The cost of completing this check is met by the employee.

## VERIFYING PROFESSIONAL, ACADEMIC QUALIFICATIONS AND / OR LICENCES

If you are selected as the preferred candidate for a role, the assessment panel will ask to see original licences, certificates or certified (by the institution) academic transcripts of your qualifications/skills if required. You will need to meet the cost of producing these documents. The Library will verify your qualifications and/or licences with the issuing body.

## PREVIOUS VOLUNTARY REDUNDANCY

If you have previously received a voluntary redundancy and receive an offer to be re-employed in the Public Service within the period covered by the separation payment, you will be required to pay back that proportion of the severance payment applying to the period of re-employment.



## **BENEFITS OF WORKING FOR THE STATE LIBRARY OF NSW**

### **FLEXIBLE WORKING HOURS AGREEMENT**

The State Library operates a Flexible Working Hours Agreement to support staff to achieve a positive work/life balance. This agreement entitles staff to accumulate and carry forward up to an additional 42 hours in excess of the 420 contract hours over a 12-week period. Subject to the operational requirements of the role, staff may plan to take of up to 6 flex days per 12-week cycle.

### **PROFESSIONAL DEVELOPMENT**

The State Library is committed to supporting staff to develop their professional capabilities and career. Development opportunities can include a variety of 'on the job' or formal development opportunities. The Library's performance management process is designed to help managers and staff work together to identify and meet both organisational goals and individual work and career development needs.

### **EMPLOYEE ASSISTANCE PROGRAM**

This program provides you with the opportunity to have free, independent and confidential counselling and advice for you and your immediate family. It is an established and recognised approach to provide staff and their families with confidential counselling and support for workplace and personal issues.

### **ANNUAL LEAVE**

You accrue 20 recreation leave each year, in addition to a leave loading payment. For your health and wellbeing, you are encouraged to take at least one period of leave in excess of two weeks each year.

### **SICK LEAVE**

Paid sick leave accrues at the rate of 15 working days per year. The granting of sick leave is subject to certain criteria.

### **SUPERANNUATION**

Employer contributions are paid by the Library as per the relevant legislative requirements. In addition, you may elect to salary sacrifice to superannuation.

### **AWARD COVERAGE**

The conditions of employment for staff employed within the State Library are broadly covered in the Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009. You can review this award at <http://www.ircgazette.justice.nsw.gov.au/irc/ircgazette.nsf/webviewdate/C8621>

IMAGE: PAULINE FITZGERALD READS TO A GROUP OF YOUNG LISTENERS DURING NATIONAL SIMULTANEOUS STORYTIME, PART OF LIBRARY AND INFORMATION WEEK.  
PHOTO BY: EMMA BJORNDAHL



## STAFF ENGAGEMENT

The Library conducts annual employee engagement surveys and staff engagement rates highly, particularly in the areas as follows:

- Diversity and Inclusion
- Engagement with Work
- Flexible Working
- Communication
- Performance
- Senior Managers
- Action on Results
- Public Sector Values

[Click here to view the results of the People Matter Survey 2019](#)

## PRIVACY

All information provided in applications, including personal details, is protected by the *Privacy Act 1988* and the *Privacy and Personal Information Protection Act 1998*. Information provided will be used for recruitment purposes only. All applications will be retained in the State Library's Human Resources Branch for 24 months, then destroyed.

Information about the privacy and security practices followed by 'I work for NSW' can be found at

<http://www.iworkfor.nsw.gov.au/privacy-and-security>

## FURTHER INFORMATION

If you require further information regarding the State Library's recruitment and assessment processes, please contact the nominated contact officer for the role as listed in the job advertisement. Human Resources can also help if you have any requirements for the interview (e.g. mobility access, or an interpreter for hearing impaired people).

For information about applying for roles in the NSW Public Service go to:

<https://www.psc.nsw.gov.au/employment-portal/joining/applying-for-a-role>



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IS A STATUTORY AUTHORITY OF, AND  
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STATE GOVERNMENT