



# Applicant information pack

## About the AM


The Australian Museum has been inspiring exploration of nature and culture for more than 190 years. Learn more about what we do, our extraordinary collections or our fascinating history.

 Our Organisation


[Click here](#)

 Our History

[Click here](#)

 Museum Collections

[Click here](#)



## Working at the AM

More than a leading Sydney attraction, Australia's first museum is a hub of information, resources and research. The Australian Museum's vision is to be a leading voice for the richness of life, the Earth and culture in Australia and the Pacific.

We offer our employees interesting, challenging and rewarding work, as well as a unique employment experience with an emphasis on development and retention.

We value diversity and are committed to building on our diverse perspectives, experience, knowledge and skills as an organisation.

As a NSW Government funded cultural institution, when you work at the AM, you are working in the NSW Public Sector. The AM is part of the Department of Enterprise, Investment and Trade (DEIT). The DEIT network includes NSW's key cultural, hospitality, entertainment and tourism groups alongside the state's leading economic development and investment attraction organisations.

## Applying for a role at the Australian Museum

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.

Process	Timeline	Activities
Application	Week 1	<ul style="list-style-type: none"> <li>Application reviewed by selection panel</li> <li>Shortlisted candidates invited for interview</li> </ul>
Interview & assessment	Week 2	<ul style="list-style-type: none"> <li>Interview conducted</li> <li>Workplace assessments conducted</li> <li>Panel recommended applicants to progress to 2nd interview (in required)</li> </ul>
Pre-employment checks	Week 3	Selection panel recommends the applicants who will progress to pre-employment checks: <ul style="list-style-type: none"> <li>Criminal record check</li> <li>Referee checks</li> <li>Fully vaccinated - Covid (minimum 2 doses)</li> <li>Essential qualification (e.g. working with children checks)</li> <li>Academic qualifications</li> <li>Service checks (for other NSW public sector)</li> </ul>
Approval	Week 3	The selection panel makes a recommendation to employ based on the assessment results and pre-employment checks

## 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 for 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 for 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.

For more details and information refer to the [Capability Framework](#) site.

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.

## 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. The Recruitment Guide provides material to support applicants applying for roles.

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 also include the names and contact details of at least 2 referees. 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 Australian Museum encourages applications from a diverse range of people and are committed to employment practices that are fair, responsive and inclusive. Candidates with a disability are encouraged to request adjustments to remove any barriers in demonstrating their abilities to meet the requirements of the job. Applicants should contact AM Human Resources by email at [hr@australian.museum](mailto:hr@australian.museum) and request suitable adjustments so that appropriate arrangements can 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.

### 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.

### Pre-employment checks

Recommended applicant/s are required to complete a number of pre-employment checks. The formal offer of employment will be dependent on the results of these screening checks. The checks conducted will be dependent on the requirements of the role but at a minimum a criminal record check will be conducted.

### Application feedback

If you are unsuccessful for the role, you will receive notification in writing. 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.

### The Ethical Framework

The [core values for the NSW public sector](#) and the principles that guide their implementation are as follows:

#### Integrity

- Consider people equally without prejudice or favour.
- Act professionally with honest, consistency and impartiality.
- Take responsibility for situations, showing leadership and courage.
- Place the public interest over personal interest.

#### Service

- Provide services fairly with a focus on customer needs.
- Be flexible, innovative and reliable in service delivery.
- Engage with the not-for-profit and business sectors to develop and implement service solutions.
- Focus on quality while maximising service delivery.

#### Trust

- Appreciate difference and welcome learning from others.
- Build relationships based on mutual respect.
- Uphold the law, institutions of government and democratic principles.
- Communicate intentions clearly and invite teamwork and collaborations.
- Provide apolitical and non-partisan advice.

#### Accountability

- Recruit and promote staff on merit.
- Take responsibility for decisions and actions.
- Provide transparency to enable public scrutiny.
- Observe standards for safety.
- Be fiscally responsible and focus on efficient, effective and prudent use of resources.

[The Behaving Ethically guide](#) outlines information that all NSW government sector employees need to know in order to follow the Ethical framework. The Framework provides the principles and guidance on code of conduct, fraud & corruption, workplace behaviour and conflict resolution.

### Benefits of working for the Australian Museum

Employees of the AM have access to many benefits associated with working in the NSW public sector.

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#### Professional Development

The AM is committed to supporting staff to develop their professional capabilities and career. Development opportunities can include a variety of internal training courses, in addition to undertaking pre-approved external training. The AM performance management process 'AMbition' is designed to help managers and staff work together to identify and meet both organisational goals and individual work and career development needs.

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<b>Employee Assistance Program</b>	This is an established and recognised program that provides you and your immediate family to have free, independent and confidential counselling and support for workplace and personal issues.
<b>Staff discount</b>	10% staff discount to café and retail store
<b>Wellbeing program</b>	<ul style="list-style-type: none"> <li>• Flu vaccination</li> <li>• City2Surf</li> <li>• Fitness Passport</li> <li>• Workplace adjustments</li> </ul>
<b>Annual leave</b>	You accrue 20 days (pro-rata) 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.
<b>Annual Leave Loading</b>	Annual leave loading is 17.5% on the monetary value of up to four (4) weeks recreation leave accrued in a leave year.
<b>Sick Leave</b>	Paid sick leave accrues at the rate of 15 working days per year. The granting of sick leave is subject to certain criteria.
<b>Superannuation</b>	Employer contributions are paid by the Commission as per the relevant legislative requirements. In addition, you may elect to salary sacrifice to superannuation.
<b>Flexible Working</b>	<ul style="list-style-type: none"> <li>• <a href="#">Accessing flexible working</a> - Understand types of flexible working arrangements and how to access them subject to the nature of your role.</li> <li>• <b>Flexible Working Hours Agreement</b> – The AM operates a Flexible Working Hours Agreement which was introduced to improve organisational performance and support staff to achieve a positive work/life balance. This agreement entitles staff to accumulate and carry forward up to an additional 14 hours (in excess of the 210 contract hours over a 12 week period). Subject to the operational requirements of the role, staff may take up to 6 flex days per 12 week cycle.</li> <li>• <b>Please note: Not all roles are subject to the Flexible Working Hours Agreement. This will be made clear during the recruitment phase.</b></li> </ul>
<b>Award Coverage</b>	<p>The conditions of employment for staff employed within the AM are covered in the Crown Employees (Public Service Conditions of Employment) Award 2009. You can review this award at <a href="http://www.dpc.nsw.gov.au/coe2009">www.dpc.nsw.gov.au/coe2009</a></p> <p>Generally, most roles have a width of salary bands which employers will increment through each year, pending satisfactory performance. The salary and band level will be clearly stated in the employment contract.</p> <p>The exception to this is Research Scientists, whose entry to the Classification, and progression and continuation within the Classification, are further subject to peer review to ensure an equitable and comparable assessment of applications across the public service by the Research Scientist Classification Committee. Further information can be found here <a href="#">NSW Research Scientist Classification Policy and Guidelines</a></p>
<b>Whole of government perspective</b>	The nature of the work of the Public Service Commission provides opportunities for employees to gain a whole of government perspective of the work of the NSW public sector. Applicants and employees are invited to access the Public Service Commission website to seek and view information about legislation, policies and guidelines as well as sector wide initiatives and programs in areas of policy, capability framework, diversity and inclusion, leadership , performance and learning & development.