

# Candidate Information Pack

Thank you for your interest in applying for a position with Queensland Competition Authority. This guide explains the recruitment and selection process to assist you with the preparation of your application.

## The Queensland Competition Authority (QCA)

We are Queensland's economic regulator. We help prevent monopoly businesses from inappropriately using their market power – and we do that by setting or monitoring prices, or through other arrangements.

The businesses we regulate own or operate vital infrastructure in Queensland, such as railways and ports, or they deliver essential services, such as water and energy. Because of regulation, prices are competitive, and those who need to use infrastructure can do so fairly.

We promote the principle of competitive neutrality – so that public sector businesses compete with private sector businesses on an equal basis and do not have a competitive advantage just because they are government owned.

We also have a range of other responsibilities, including setting retail electricity prices in regional Queensland, setting the solar feed-in tariff and enforcing customer protections under the Electricity Distribution Network Code and the Gas Distribution Network Code.

## Diversity and inclusion

We are committed to fostering a diverse and inclusive environment in which our workforce is a representation of the Queensland community. We recognise the value in diversity and the benefits of leveraging the backgrounds, experiences and perspectives of our workforce in a culturally safe workplace.

We therefore welcome applications from candidates of all ages, life stages, caring responsibilities, gender identity, sexual orientation, neurodiversity, disability, cultural background and ethnicity.

Our workplace is genuinely inclusive and collaborative. Our values guide how we work – we act with integrity and make decisions in a considered, balanced and principled way. We rely on each other in an environment of mutual respect.



**Achievement**



**Trust**



**Respect**



**Integrity**



**Teamwork**

## Benefits of working with QCA

We are a high performing organisation committed to promoting market competition in Queensland. You have the opportunity to undertake rewarding work within our Corporate Services team.

Benefits include:

- a generous total annual package which includes salary, a 12.75% employer contribution to superannuation, annual leave loading and all allowances
- a culture that supports work/life balance, with a range of flexible working arrangements, including, part-time employment, a purchased leave scheme and customised working hours
- opportunities for professional development, networking and future learning
- 13 weeks long-service leave after 10 years of service (pro rata accruals can be accessed from 7 years)
- leave for other purposes such as sickness, emergencies, parental
- access to a professional Employee Assistance Program
- a convenient location in modern premises in Brisbane CBD near Central Station.

## How to apply

Your application will need to demonstrate why you are the best person for the job. We will assess your suitability for this role by looking at your knowledge, skills, experience, potential for development and personal qualities.

It is important to prepare an application that represents you and what you offer, particularly in relation to the criteria and core capabilities required to be successful in the role as detailed in the role description.

Please follow the instructions in the advertisement and role description about how to apply.

## Selection process

The selection panel consider all applications and utilise a range of selection techniques relevant to the role when they choose a candidate. The selection process is based on suitability in relation to the role's required competencies and core capabilities as detailed in the role description and may include a range of selection techniques.

Only applicants who meet the following citizenship requirements can be appointed permanently to the QCA, in accordance with section 47 of the [Public Sector Act 2022](#):

- Being an Australian citizen
- Residing in Australia and having permission under a Commonwealth law to work in Australia.

Applicants will be required to provide information confirming their eligibility to live and work in Australia if they are not an Australian citizen.

## Pre-employment checks

Information that we obtain through employment screening will only be used for the purpose of assessing suitability for employment and will be treated confidentially and stored securely.

## Referee checks

We will undertake referee checks to verify the claims you make in relation to the key capabilities and to gather further information in relation to your knowledge and skills. The selection panel will only contact referees with your consent.

## Criminal history checks

We may ask applicants being considered for appointment to provide written consent to undertake criminal history screening. If you choose not to consent, you will no longer be considered for the role.

## Lobbyist disclosure

All newly appointed QCA employees must disclose any employment as a lobbyist in the previous two years. This must be done within one month of commencement.

## Disclosure of serious disciplinary action

If you are nominated for appointment (permanent or temporary) to a role, you will be required to disclose particulars of any previous serious action taken against you in the public sector. This disclosure must be in writing, and we must receive it within seven days from when the selection panel chair requested it.

Serious disciplinary action involves:

- termination of employment
- reduction of employment classification level or band
- transfer or redeployment to other employment
- reduction of remuneration level
- after ceasing public sector employment, a disciplinary declaration involving termination of employment or reduction of employment classification level or band.

## Probation

Permanent QCA roles have a six-month probation period, unless otherwise advised.

## Re-employment following an early retirement, redundancy, retrenchment, severance benefit and voluntary medical retirement

If you have previously accepted an early retirement package, been made redundant, have received a retrenchment benefit or contract termination payment or voluntary medical retirement from the Queensland public service, you are required to advise the selection panel chair. If you recommence employment within the applicable period, you may be required to repay part of or all the benefit that you received.

## False and misleading information

It is important that you do not provide false or misleading information when submitting your application and throughout the selection process. Providing false or misleading information about matters such as your qualifications, your responsibilities and functions in past roles, the reason for leaving previous

employment, or any disciplinary history can have a significant impact on your potential employment within the QCA.

We use referee and pre-employment checks to verify the claims you make in your application and interview. Queensland Government employees found to be providing false or misleading information can be subject to disciplinary action.

## **Confidentiality**

During employment and after ceasing employment with the QCA, all employees have an obligation to actively protect and safeguard confidential, sensitive and propriety information to prevent the unauthorised disclosure of QCA information.

## **Candidate feedback**

Candidates will be informed in writing of the outcome of the selection process. Feedback is available to all candidates upon request to the chair of the selection panel. Feedback is based on an assessment of suitability against the success criteria and core capabilities.

## **Access to personal information**

Information obtained through employment screening will be treated confidentially and will only be used for the purpose of assessing a person's suitability of employment with the QCA.

In line with the [Right to Information Act 2009](#) and the [Information Privacy Act 2009](#), your personal information will not be disclosed unless there is a requirement to do so under legislation.

## **Further information**

Please contact the officer listed in the role description if you have any questions about the role.