



GUIDE FOR APPLYING FOR ROLES WITH THE STATE LIBRARY OF NSW



STATE LIBRARY®
NEW SOUTH WALES



THE STATE LIBRARY OF NSW

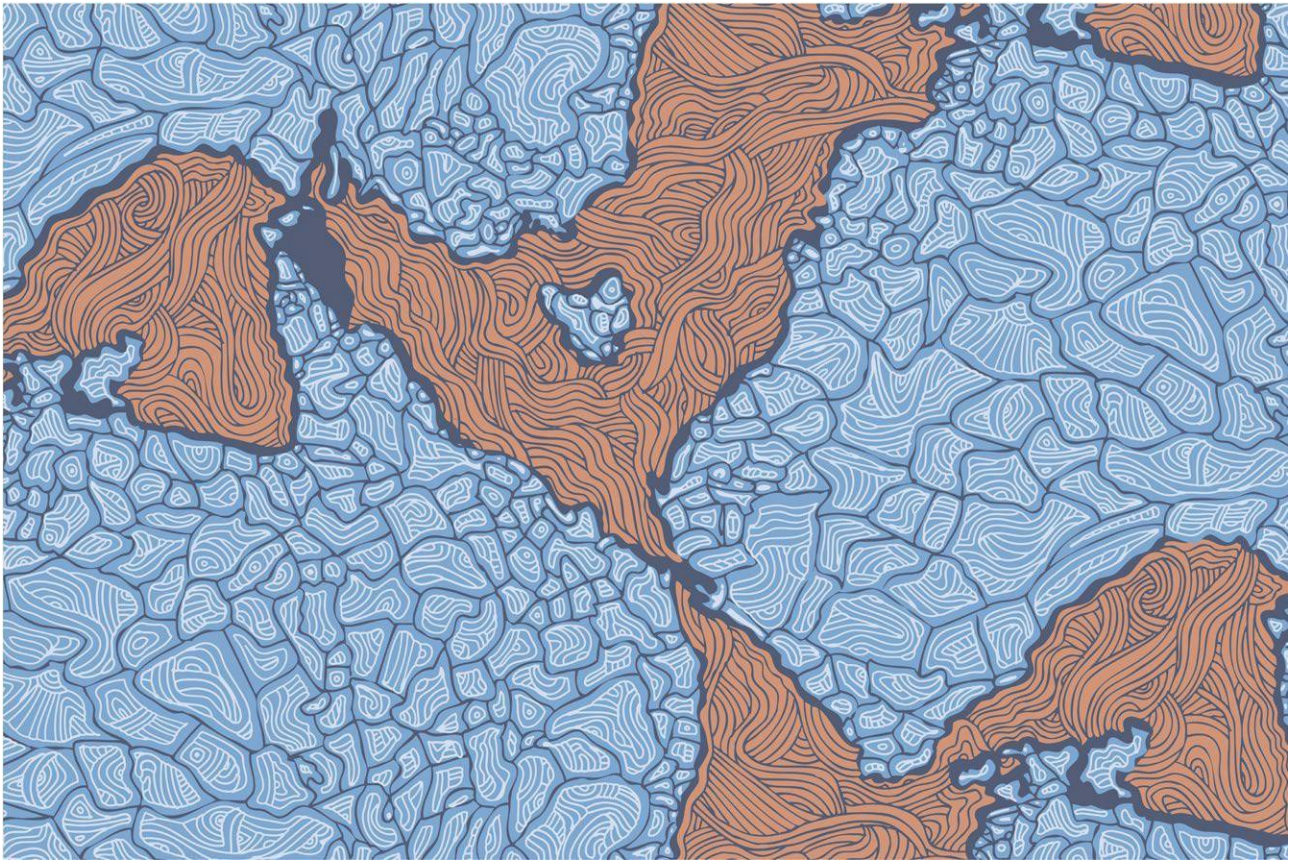
The State Library of New South Wales is one of Australia's oldest and most important public institutions. Actively collecting since 1826, the Library preserves and presents the social, cultural and scientific history of our State and our Nation for the benefit of all. Its rich collections, both physical 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 our goals, 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 of NSW welcomes and encourages applications from people with diverse backgrounds, including Aboriginal and Torres Strait Islanders, LGBTQI+, people with disability, people with caring responsibilities, people from culturally and linguistically diverse backgrounds, veterans and workers of all ages.

We are happy to accommodate individual requirements to ensure all candidates are assessed fairly throughout the selection process. If you require or would like to discuss an adjustment to participate in the selection process and join the State Library team, please indicate this in your application or by contacting the enquiry officer as noted within the job advertisement.

WHY WORK AT THE LIBRARY?

Working at the State Library offers many benefits. The work is socially useful as libraries support learning, inquiry, 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 and selection process. It will help you to prepare your application and understand the selection process.

ONLINE APPLICATION PROCESS

All opportunities within the State Library of NSW are advertised on the 'I work for NSW' website at:

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

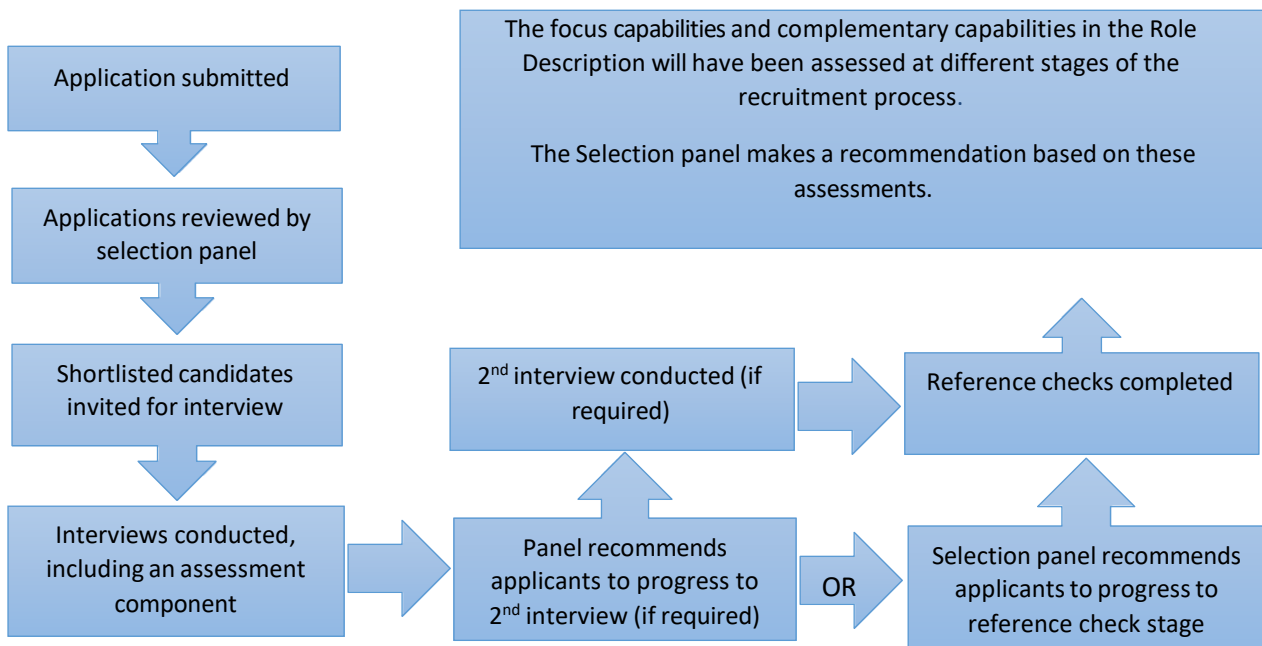
All applications need to be submitted online through this site.

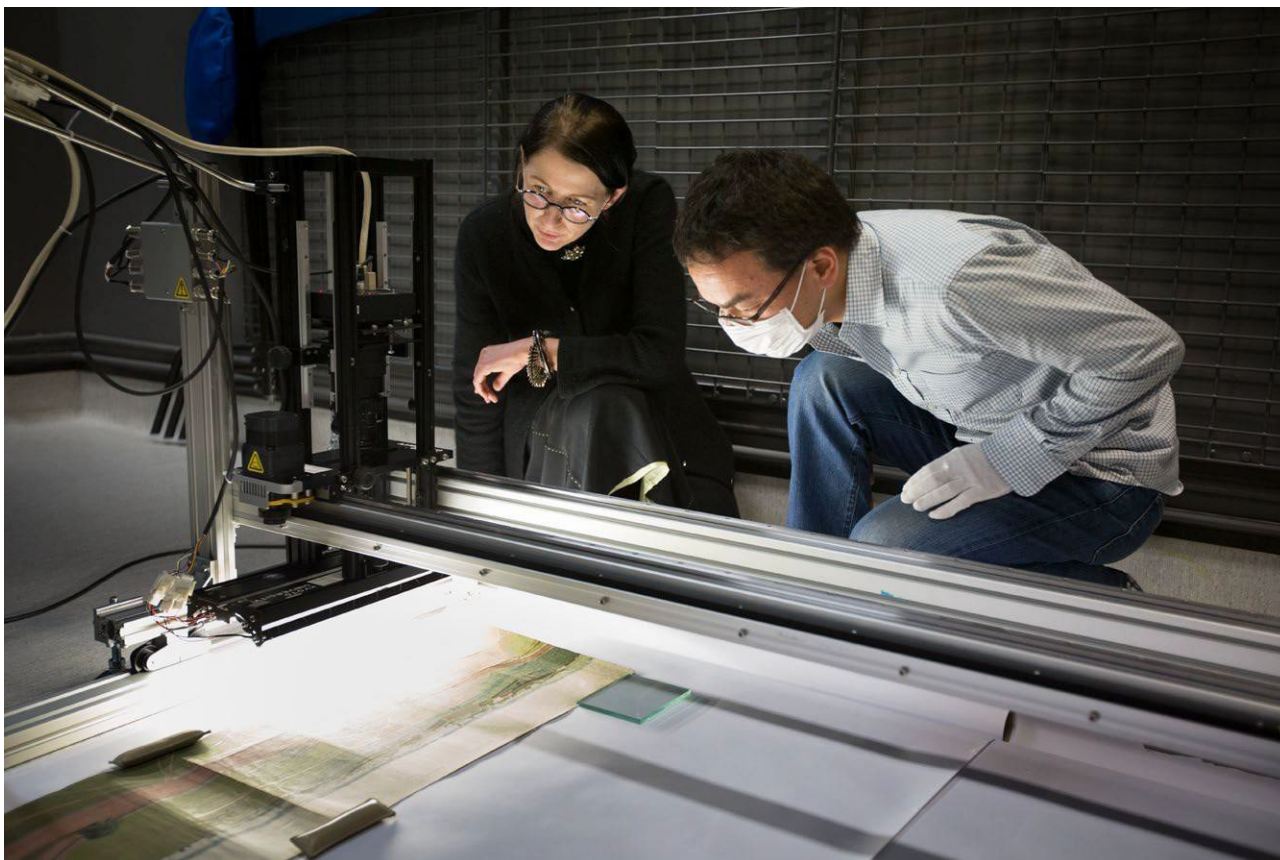
Information on setting up an account and assistance with applying online can also be found on the IworkforNSW website



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 should you be successful in progressing through to the interview/assessment stage.





ROLE DESCRIPTION CAPABILITIES

The Government Employment Act 2013 enhances the application of the principle of merit since all employment decisions are 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 focus and complementary 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 essential requirements, will inform all stages of the recruitment cycle.

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. The capabilities in the Capability Framework 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>

At a minimum, the focus capabilities in a Role Description will be assessed through three different assessments at different stages of the recruitment process. This ensures applicants can 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 important as it introduces your skills and experience to the panel. It will determine whether you meet the capability criteria and are shortlisted for the next stage of the application process. This stage of the application process may 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 enquiry 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

ELIGIBILITY TO APPLY

To be eligible to apply you must be either;

- an Australian citizen or
- a permanent resident of Australia, or
- a New Zealand citizen with a current New Zealand passport or
- a citizen of another country with an appropriate visa that allows you to work in Australia for the period of temporary employment. If you are seeking ongoing employment, you must hold a permanent visa that allows you to work in Australia.

THE INTERVIEW

If you are selected for an interview, you will be contacted and advised of the date, time and location of your interview. This communication will include whether you need to bring documentation with you, and information on the tasks/assessments and/or the interview you will complete that day. 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 LGBTQI+ community, culturally diverse people and other diverse communities.

The State Library is happy to accommodate individual requirements to ensure all candidates are assessed fairly throughout the selection process. 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 enquiry officer prior to your interview so that arrangements may be made.

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.

REFERENCE CHECKS

Two reference checks are completed on the applicant/s progressing to the recommendation 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.

The 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.

TALENT POOLS

In some cases, more than one candidate is assessed as suitable for the role. Where this occurs a talent pool is created. 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 pre-employment or probity 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.

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.

PRE-EMPLOYMENT CHECKS

CRIMINAL RECORDS CHECK

All successful candidates are subject to a criminal records check before commencing in the role.

Additional checks may be required throughout your tenure at the Library should the accountabilities of your role change.

WORKING WITH CHILDREN CHECK

When applying for a child-related role, a current '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 where a qualification is an essential requirement, 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 received 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 off 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 receive 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 days of recreation leave each year as a full-time employee, in addition to the 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 for a full-time employee. 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>

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 current and previous year results of the People Matter Survey](#)

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 People and Culture Branch for 24 months, then destroyed.

Information about the privacy and security practices followed by 'I work for NSW' can be found at <https://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 enquiry officer for the role as listed in the job advertisement. The interview and assessments have been developed to measure how you meet the *key accountabilities, essential requirements and knowledge and experience* as outlined within the role description. As such, the State Library is happy to accommodate individual requirements to ensure all candidates are assessed fairly throughout the selection process. If you would like to discuss a reasonable adjustment, please contact the enquiry officer in the role description.

For information about applying for roles in the NSW Public Service go to [Applying for a job \(nsw.gov.au\)](https://www.nsw.gov.au/working)



THE STATE LIBRARY OF NSW
IS A STATUTORY AUTHORITY OF, AND
PRINCIPALLY FUNDED BY, THE NSW
STATE GOVERNMENT