

Information for applicants

Working with the QCAA

The QCAA

The Queensland Curriculum and Assessment Authority (QCAA) is a statutory body of the Queensland Government. Together with stakeholders and partner agencies, it plays a critical role in the design and delivery of education in Queensland. It is responsible for kindergarten guideline and senior secondary syllabus development, and providing resources and services to help teachers develop curriculum, teaching and learning programs from kindergarten to Year 12. It also provides testing, assessment, moderation, certification and vocational education and training services to the state's education community.

For more information, see [What we do](#) and the [QCAA Structure and strategic plan](#).

Diversity and inclusion

The QCAA has an inclusive culture that promotes the skills and insights of all people and embraces their differences, and we are committed to achieving an inclusive and diverse workforce. We strongly encourage applications from all gender groups, Aboriginal people, Torres Strait Islander people, people from culturally diverse backgrounds and people with all abilities.

We continue to build cultural capability across the QCAA, equipping ourselves to better support Aboriginal peoples and Torres Strait Islander peoples in our work as part of Queensland's education community.

We recognise the importance of supporting reasonable adjustments in the workplace and during the recruitment process. To discuss any specific adjustments or requirements during the selection process, please email peopleandculture@qcaa.qld.edu.au.



Great working conditions

The QCAA recognises the importance of a positive work environment and work-life balance. Our employees have access to:

- 12.75% employer superannuation contributions
- four weeks annual leave, attracting 17.5% loading
- 13 weeks long service leave after 10 years' service, with access to pro-rata accruals from seven years
- leave for other purposes (e.g. sickness/caring, emergencies, parental and long service)
- ability to purchase leave
- flexible working options (e.g. part-time work, flexible start times, telecommuting)
- opportunities for professional development, networking and career progression
- salary packaging arrangements
- recognition of prior service in some instances
- a safe and healthy work environment.

Leadership competencies



Individual contributor

Leading self



Team leader

Leading others and/or projects



Program leader

Leading teams and/or programs



Executive

Leading the function

The [Leadership competencies for Queensland](#) describe what highly effective, everyday leadership looks like in the public sector, across different leadership streams.

Each QCAA role description sets out the leadership stream for the role, which identifies the balance of leadership and technical responsibility, and the competencies considered to be the most critical to success. We recommend that you familiarise yourself with the leadership competencies before applying.

Key: Balance of leadership and technical responsibility



Specialist/technical



Leadership

Applying for a role

Your application is your opportunity to demonstrate what you can contribute to the QCAA, and why you are the best person for the role. Candidates are selected through a merit-based selection process, which is assessed against the Leadership competencies for Queensland and responsibilities (What you will do) outlined in the role description.

Please read the role description carefully before you apply. It provides information about the:

- role type, duration, salary and location
- benefits and conditions that apply to the role
- what you will do, which outlines the main responsibilities of the role
- what we are looking for, which describes the competencies that applicants are required to demonstrate in the context of the relevant leadership stream
- application requirements and closing date.



How to apply

When preparing your application, particularly your response to 'What you will do', consider the responsibilities outlined in this section of the role description and how they align with the Leadership competencies for Queensland. In your examples, describe the situation, task, what you did and the outcomes of the action you took.

Your application is the first point of contact between you and the selection panel, and it is your opportunity to convince the panel that you should progress to the next stage of the selection process. Be concise and avoid padding your application with irrelevant information.

When you are applying for a role:

- submit a separate application for each role you apply for
- refer to the role description for specific requirements on what to include
- submit documents in Microsoft Word or PDF format and use at least 11-point font size
- submit your application online at www.smartjobs.qld.gov.au by 11.59pm Brisbane time on the closing date.

Selection process

A selection panel considers and evaluates all applications received. If you are shortlisted for a role, you will have an opportunity to expand on your knowledge, skills and experience.



Interviews	<p>For most QCAA roles, the selection process includes an interview with core questions that relate to the competencies in the role description and the major responsibilities of the role. Panel members may ask additional questions to explore topics that applicants raise in their responses.</p> <p>Each panel can determine any other selection tools they would like to use. Depending on the nature of the role, the panel might ask shortlisted applicants to develop a project plan, deliver a presentation, participate in a roleplay or undertake a practical exercise.</p>
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Referee checks	Referee information is an important part of the selection process. The panel will contact referees for leading applicants.
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Notifying applicants	Generally, the successful applicant will be notified by phone. Shortlisted applicants who were unsuccessful will also be notified by phone. All other applicants will be notified by email.
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Feedback	The selection panel will provide post-selection feedback to unsuccessful applicants on request. The panel will provide feedback on an applicant's suitability in relation to their application and interview face to face or over the phone to support informative two-way conversations.
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Other roles	Applications will remain current for up to 12 months and may be considered for other identical or similar roles, including temporary employment for up to six months.
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Pre-employment checks and disclosures

All successful applicants for QCAA roles are subject to pre-employment checks. Information obtained through these checks will only be used to assess suitability for employment with the QCAA and will be treated confidentially and stored securely.



Criminal history checks	Applicants who are recommended for a role must undergo a criminal history check (<i>Public Sector Act 2022</i> (Qld) s 52). If a criminal history check is likely to adversely impact a decision about appointment, the applicant will be given an opportunity to respond before a final decision is made.
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Personal disclosures	Before appointment, current and previous public sector employees must disclose any history of serious disciplinary action (<i>Public Sector Act</i> s 61). Successful applicants must disclose any interest/s that conflicts, may conflict or may be perceived to conflict with the discharge of their duties (<i>Public Sector Act</i> s 89). Within one month of starting employment, successful applicants must disclose any employment as a lobbyist in the preceding two years in line with the Queensland Government's <i>Disclosure of previous employment as a lobbyist</i> policy.
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Identified roles	<p>Verification of Aboriginality and/or Torres Strait Islander heritage:</p> <ul style="list-style-type: none"> • For administrative purposes, in relation to an Aboriginal and/or Torres Strait Islander identified role, an Aboriginal and/or Torres Strait Islander person is a person who identifies as an Aboriginal and/or Torres Strait Islander person and is either: <ul style="list-style-type: none"> – of Aboriginal and/or Torres Strait Islander descent; or – accepted as an Aboriginal and/or Torres Strait Islander person by the Aboriginal and/or Torres Strait Islander community in which they live. • By definition someone who is not an Aboriginal and/or Torres Strait Islander person cannot be employed (on any basis) to perform the duties of an Aboriginal and/or Torres Strait Islander identified role. • Applicants for an identified role may have to provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.
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Appointment conditions

Code of conduct

All QCAA employees are subject to the [Public Service Code of Conduct QLD](#).

Temporary appointments

Casual and fixed-term temporary roles will be filled by a non-permanent appointment, higher duties arrangement or secondment from another agency within the Queensland public sector.

Permanent appointments

For permanent roles, an appointment may be subject to a period of probation in accordance with s 120 of the *Industrial Relations Act 2016* (Qld).



More information

For more information about a specific role, please contact the person listed in the role description. For enquiries about online submission through www.smartjobs.qld.gov.au, or to discuss reasonable adjustments, please email peopleandculture@qcaa.qld.edu.au.



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