

**Northern Territory of Australia**

***Public Sector Employment and Management Act***

**SPECIFICATIONS FOR NORTHERN TERRITORY PUBLIC SECTOR**

**JOB DESCRIPTIONS**

**REVOCATION OF DETERMINATION NUMBER 3 OF 2015**

I, CRAIG JOHN ALLEN, Commissioner for Public Employment, pursuant to section 14(2) of the Public Sector Employment and Management Act, and with reference to section 43 of the Interpretation Act, hereby revoke Determination Number 3 of 2015.

**DETERMINATION NUMBER 8 OF 2018**

I, CRAIG JOHN ALLEN, Commissioner for Public Employment, pursuant to section 14(2) of the Public Sector Employment and Management Act, and with reference to section 13(a) of that Act, determine that:

**Job Descriptions** (JDs) used by Northern Territory Public Sector (NTPS) Agencies for advertising vacancies shall be limited to one A4 page in length, and must utilise the standard Information Box as set out in the JD template in the attached schedule. If the position is being filled under an approved Special Measures plan, this must be advised in the Information Box, using the wording as specified or other wording only if approved by the Commissioner. Job descriptions must also be written, in so far as is reasonable, in an inclusive manner allowing for flexible workforce practices, and encouraging applications from diversity groups.

In addition, all NTPS JDs must contain the following information:

- **Primary Objective:** A concise description setting out the primary purpose of the job.
- **Context Statement:** This section is optional and can be used to include any information the Agency may think important; for example, to explain specific or unique features of the relevant duties and workplace, or the work of the Agency, or to highlight the selection criteria or capabilities which are particularly important in the role.
- **Key Duties and Responsibilities:** A brief summary, which can be by way of either a numbered list or a narrative paragraph, of the key duties and responsibilities of the job, explained in terms that are accurate for the job requirements, clear and easily understood by applicants.
- **Selection Criteria:** A list, or a narrative paragraph, setting out experience, qualifications, education, capabilities, knowledge, skills and personal qualities that are essential to achieve the outcomes of the job at a standard expected relative to the level of the position. Do not make as essential any job requirements that would unnecessarily limit applications from persons with disability, e.g. having a driver's licence, having to work extended hours, ability to lift heavy items, etc. - unless those requirements are inherent

duties of the job and it would create unjustifiable hardship to make reasonable adjustment.

Non-essential (desirable) criteria may also be listed.

The selection criteria must be written in plain English, and clearly and accurately identify the capabilities and qualities, and components of merit that are required for the responsibilities and level of the job. The criteria should be clearly tied to the duties and responsibilities of the job, and must allow for consideration of transferable skills and potential for future development. Criteria must not be written in such a way as to unreasonably require the applicant to have specific knowledge or experience in performing the exact duties of the job being filled, or be written in a manner that may unduly limit applicants to only those who have already occupied the same or similar roles.

- **Further information:** This section, like the Context Statement, is optional. It can include further information that is relevant to the vacancy, including such things as non-smoking policies, criminal history checks, flexibility in starting dates, travel requirements, further encouragement or information for diversity applicants, etc.
- **Approval and Date:** The delegated officer's name, title, and date of approval.

Dated: 11 December 2018



CRAIG ALLEN

Commissioner for Public Employment

**JOB DESCRIPTION**

<b>Agency</b>		<b>Work Unit</b>	
<b>Job Title</b>		<b>Designation</b>	
<b>Job Type</b>	Full time/Part time/Casual/Flexible	<b>Duration</b>	**ongoing or, if fixed, duration and dates**
<b>Salary</b>	**Inserted by DCIS Recruitment**	<b>Location</b>	
<b>Position Number</b>	<b>RTF</b>	<b>Closing</b>	**To be inserted by DCIS Recruitment**
<b>Contact</b>	**Insert name, telephone number and email of relevant contact person**		
<b>Agency Information</b>	**Insert link to the agency website**		
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached resume/cv</b> For further information for applicants and example applications: <a href="#">click here</a>		
<b>Information about Selected Applicant's Merit</b>	If you are selected and accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: <a href="#">click here</a>		
<b>Inclusion &amp; Diversity</b>	The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer.		
<b>Special Measures</b>	**If the vacancy is being advertised under an approved special measures Aboriginal recruitment plan insert in this section the details of the plan, using the wording at the end of this template**		
<b>Apply Online Link</b>	**Link to the vacancy RTF to be inserted by DCIS Recruitment**		

**Primary Objective:** \*\*\*Insert a concise description setting out the primary purpose of the job\*\*\*

**Context Statement:** \*\*\*This section is optional and can be used to include any information the Agency may think important; for example, to explain specific or unique features of the relevant duties and workplace, or the work of the Agency, or to highlight the selection criteria or capabilities which are particularly important to the role \*\*\*

**Key Duties and Responsibilities:** \*\*\*Insert a brief summary, which can be by way of either a numbered list or a narrative description, of the key duties and responsibilities of the job, explained in terms that are accurate for the job requirements, clear and easily understood by applicants\*\*\*

**Selection Criteria:** \*\*\*Insert a list, or a narrative description, setting out sorts of experience, qualifications, education, capabilities, knowledge, skills and personal qualities that are essential to achieve the outcomes of the job to the standard expected for the level of the position. Do not make as essential any job requirements that would unnecessarily limit applications from persons with disability, e.g. having a driver's licence, having to work extended hours, ability to lift heavy items, etc. - unless those requirements are inherent duties of the job and it would create unjustifiable hardship to make reasonable adjustment. Non-essential (desirable) criteria may also be listed.

The selection criteria must be written in plain English and clearly and accurately identify the capabilities and leadership qualities and components of merit that are appropriate to the responsibilities and level of the job. The criteria should be clearly tied to the duties and responsibilities of the job, and must allow consideration of transferable skills and potential for future development. The JD must not be written in such a way as to unreasonably require the applicant to have specific knowledge or experience in performing the exact duties of the job to be filled, or be written in such a way as to unduly limit applicants to only those who have already occupied the same or similar roles. Examples of JDs and tips for writing a good JD are available on the [OCPE website](#).

**Further Information:** \*\*\*This section, like the Context Statement, is optional. It can include any further information that is relevant to the vacancy, including non-smoking policies, information about criminal history checks, flexibility in starting dates, requirements for travel, further encouragement or information for diversity applicants etc.\*\*\*

**Special Measures:** If the position is being filled under a special measures Aboriginal recruitment plan, this must be noted in the information box above, using the wording below, or other wording only if approved by the Commissioner.

- **For Priority Consideration and Preference Plans:** Under an approved **Special Measures** recruitment plan, Aboriginal and Torres Strait Islander applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level.
- **For Specifically Designated Positions:** Under an approved **Special Measures** recruitment plan, this position is specifically designated for Aboriginal and Torres Strait applicants who meet all essential selection criteria and are suitable at the level of the position.

**Approved:** \*\*\*Insert Date of Approval\*\*\*

\*\*\*Insert Name and Title of Approving Delegate\*\*\*