

## Northern Territory of Australia

### *Public Sector Employment and Management Act*

## SPECIFICATIONS FOR NORTHERN TERRITORY PUBLIC SECTOR JOB DESCRIPTIONS

### REVOCATION OF DETERMINATION NUMBER 4 OF 2006

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 4 of 2006.

### 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 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. 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 carrying out the role effectively.
- **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 and understandable by non-Public Sector 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. 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 required for the responsibilities and level of the job. The criteria should be tied to the duties and responsibilities of the job, and allow consideration of transferable skills and potential for future development. The JD is not to contain unexplained acronyms, or NTPS specific terms, or to be written in such a way as to limit applications from persons from outside the NTPS.

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

Dated: | June 2015



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**	<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 detailed 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 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>Special Measures</b>	<p>**Special Measures information must appear here, using one of the three choices below as appropriate, or other wording only if approved by the Commissioner.**</p> <ol style="list-style-type: none"> <li>1. <b>**For Priority Consideration and Preference Plans:**</b> The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved <b>Special Measures</b> recruitment plan, ATSI 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 further information: <a href="#">click here</a></li> <li>2. <b>**For Specifically Designated Positions:**</b> The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved <b>Special Measures</b> recruitment plan, this position is specifically designated for ATSI applicants who meet all essential selection criteria and are suitable at the level of the position. For further information: <a href="#">click here</a></li> <li>3. Not applicable to this vacancy.</li> </ol>		
<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 in performing the role effectively\*\*\*

**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 and understandable by non-NTPS applicants\*\*\*

**Selection Criteria:** \*\*\*Insert a list, or a narrative description, setting out 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. 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 tied to the duties and responsibilities of the job, and **allow consideration of transferable skills and potential for future development**. The JD is not to contain unexplained acronyms, or NTPS specific terms, and is **not to be written in a way that unnecessarily limits the field of applicants, or restricts the vacancy to only NTPS applicants**. Examples and tips and for writing JDs 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, etc\*\*\*

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

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