

## Applying for a position with NOPSEMA

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The following information is designed to answer some questions you may have about working with NOPSEMA and to assist with your job application.

### 1. Conditions of Employment

NOPSEMA adheres to and promotes the Australian Public Service Code of Conduct and Values. This requires all employees to exercise the highest ethical standards, behave with honesty, integrity, care, diligence, respect and courtesy. As a NOPSEMA employee you are expected at all times to uphold the reputation of NOPSEMA.

### 2. Eligibility

All NOPSEMA employees must comply with the following requirements:

- **Australian Citizenship** – NOPSEMA requires each employee to be an Australian Citizen. For certain Regulatory specialist roles, NOPSEMA will consider sponsorship of successful candidates under appropriate migration schemes, and assist with relocation as appropriate;
- **Security** – NOPSEMA requires the occupants of selected roles to hold a security vetting clearance as currently provided by the Department of Defence's Australian Government Security Vetting Agency (AGSVA).
- **Probation** – employment with NOPSEMA is subject to a probationary period of six months;
- **Declared interests** – NOPSEMA employees are not permitted to trade in oil and gas sector shares and must declare relevant private interests and/or potential conflicts of interest prior to commencement of employment; and
- **Medical assessment** – All NOPSEMA employees are required to undergo a pre-employment medical assessment to determine the employee's medical fitness to perform the duties associated with the role. Employees who are expected to go offshore are subject to an additional medical assessment every two years. For these employees, Helicopter and Underwater Escape Training (HUET) is also required and is organised through NOPSEMA as part of the employment arrangements.

### 3. Preparing your Application

If this is the first time you have applied for a position with NOPSEMA, the following document may assist you to prepare your application:

'Cracking the Code: How to apply for jobs in the Australian Public Service' is available at <https://www.apsc.gov.au/cracking-code>

Read through the role's position description and selection criteria very carefully. Answering the selection criteria comprehensively but succinctly will enable you to demonstrate your skills and suitability for the role.

**Essential criteria** outline the skills and experience that are essential to perform the role being advertised.

**Desirable criteria** describe the skills and experience that would greatly help you perform the role.

If you fail to address the selection criteria, your application **will not be considered** for the position.

## 4. Your Application

You must provide the following documents to be eligible for consideration for the role:

- **CV** (curriculum vitae) including personal details, summary of your work history starting with the most recent position, education and training achievements, including any you are currently undertaking. NOTE: If you have a qualification from overseas or interstate it is advisable that you provide information on its status in Western Australia, if known;
- **Statement (Applicant Response)** – you may be required to provide a statement in response to the selection criteria. Application should outline how their skills, knowledge and experience will be relevant to the role.
- **Nominated Referees** – the panel will ask your referees how well they think you meet the requirements of the job. Select referees who know about your relevant skills and abilities. You should always let your referees know about the position and skills required before nominating them in your application; and
- Covering Letter as required.

## 5. Enquiries

The position description details the responsibilities and requirements of the job and will help you determine if the advertised job is suitable for you.

If you require further information or clarification after reading the position description and selection criteria, please contact our Human Resources Team at [careers@nopsema.gov.au](mailto:careers@nopsema.gov.au) or on (08) 6188 8853.

## 6. Lodging your Application

NOPSEMA has established an online application facility as its preferred method for lodging applications. This can be done by following the prompts on NOPSEMA's Careers webpage at <https://www.nopsema.gov.au/about/work-with-us/find-a-job-opportunity/>

If you require assistance with lodging your online application via NOPSEMA's online recruitment system before the closing date, please contact our Human Resources Team at [careers@nopsema.gov.au](mailto:careers@nopsema.gov.au) or (08) 6188 8853.

Once you have completed and submitted your online application form, you will receive an automated acknowledgement email from NOPSEMA's online recruitment system. If you do not receive an email acknowledgment following submission of your application, please contact [careers@nopsema.gov.au](mailto:careers@nopsema.gov.au) or (08) 6188 8853.

***Please note that, regardless of format, late or pro-forma applications will not be accepted.***

## **7. Short Listing of Applicants**

Once a short list of applicants has been agreed, the selection panel will assess submissions against the selection criteria and invite competitive applicants for an interview. Interviews will be conducted, with referee reports sought before or after interview.

Upon completion of the interview round/s, a recommendation will be made for the successful candidate. All applicants are notified of the panel's decision via email at the completion of interviews.

## **8. Conclusion of Merit Selection Recruitment Process**

Congratulations if you are the successful candidate for a position with NOPSEMA. You will be contacted by a NOPSEMA representative via e-mail and/or telephone to undertake pre-employment suitability checks. Formal offers of employment will be subject to satisfactory completion of employment suitability checks.

**If you are not successful, an appropriate representative will be happy to provide feedback on your application and interview.**

Notification to all applicants on the outcome of their application will occur following the conclusion of the selection process.