

Applying for a Job with Screen Australia

Screen Australia values your interest in our advertised positions. This guide has been compiled to assist you in applying for jobs with Screen Australia and to give you an understanding of the selection process that will be used. Please read this guideline carefully before submitting your application.

Eligibility to Apply

Screen Australia is a dual act agency and positions may be advertised under the Australian Public Service Act (APS) or the Screen Australia Act. The applicable Act will be noted in the job advertisement. Each Act has different eligibility requirements.

(a) Australian Public Service (APS) Vacancies

To be eligible for engagement as an ongoing or non-ongoing APS employee, applicants **must** be Australian citizens. However, in rare circumstances, this requirement may be waived where it is deemed appropriate and this will be specified in the job advertisement. Some of these vacancies may have mandatory qualifications or specific eligibility requirements, which are advised on the selection documentation. All Australian Public Service (APS) vacancies are notified in the APS Employment Gazette available on www.apsjobs.gov.au.

(b) Screen Australia Act Vacancies

For all engagements advertised under the Screen Australia Act, it is not essential that candidates have Australian Citizenship, however they must be legally entitled to work in Australia without restriction (proof required). In the case of maximum term vacancies, candidates must have full working rights for the required vacancy period. Please note that Screen Australia does not provide sponsorship nor assistance with visa applications.

Prior Receipt of Redundancy Benefit

If you have received a redundancy benefit from an APS agency and are still within the redundancy benefit period at the proposed date of engagement, Screen Australia cannot offer you employment as an Australian Public Servant without prior approval from both the APS Commissioner and the Agency Head.

Diversity & Inclusion

At Screen Australia, we welcome and value the unique perspectives, experiences, and talents of all individuals, regardless of race, ethnicity, gender, sexual orientation, age, disability, religion, or any other dimension of diversity. We recognise that a diverse workforce is essential to our success. We encourage applications from candidates with diverse backgrounds and are committed to providing equal opportunities for all employees to thrive and succeed.

Please note that if you do require consideration for any reasonable adjustments to the application or interview process and/or need special equipment made available, you may wish to include this in the Applicant Particulars Form. You may also reach out to the recruitment team at recruitment@screenaustralia.gov.au if you have any queries regarding this.

Preparing your Application

We value the time you invest in preparing your application. To ensure the role is the right match for your skills, we encourage you to review the job profile and selection criteria thoroughly. Doing a little research on Screen Australia at www.screenaustralia.gov.au can also provide helpful context for your responses and help your application stand out.

Please ensure you check the office location before submitting your application. Screen Australia has offices located in both Sydney and Melbourne. At times we may only be looking to fill a vacancy within one particular office. Please note that we have a hybrid working arrangement, but it is a requirement that staff are regularly onsite. If you are located outside of these locations, we may need to enquire further in order to progress your application.

Presenting your Application

Presentation and clarity are important. Remember that you will be competing with other applicants who will be pitching why they are the best candidate for the role.

The application should include:

- Completed Personal Particulars Form (where applicable);
- A curriculum vitae or resume outlining your qualifications and employment history;
- A brief cover letter outlining how your skills and experience align with the key Selection Criteria listed in the Job Profile;
- Details of at least two referees.

Responding to the Selection Criteria

As part of your application, you should demonstrate how your skills, experience, and qualifications align with the Selection Criteria listed in the Job Profile. Your application should clearly communicate your capability to perform the duties of the position.

This is typically addressed through your cover letter, where you may highlight relevant examples from your professional experience, achievements, or education that demonstrate your suitability for the role.

We recommend you keep your cover letter to a maximum 2 pages.

Referees

When submitting your application, you should provide the name, location and daytime contact numbers of at least two referees who can provide comments on your work performance against the selection criteria.

It is preferable that you nominate referees that you have directly reported to and if appropriate, your current or most recent supervisor.

Please note your referees will only be contacted if your application has been shortlisted following the interview process. We will check with you to ensure that the referees nominated in your application are still current and that they are available prior to contacting them. It's recommended that you let them know that we will be in touch to help the process along.

Submitting a Job Application

It is preferred that job applications are submitted by email, clearly indicating the Job Title to: recruitment@screenaustralia.gov.au

Alternatively, applications can be mailed to:

Human Resources Unit
Screen Australia
GPO Box 3984
SYDNEY NSW 2001

It is important that your application is received by close of business (5pm) on the nominated closing date, as we are not obliged to accept late applications.

You will receive an email from us to acknowledge receipt of your application. We will endeavour to contact you to advise if you have been shortlisted for an interview or whether you have been unsuccessful. Unfortunately, due to the volume of applications we receive, we are not able to provide individual feedback to every applicant.

Confidentiality & Privacy

We understand that the information you provide is personal information and we undertake to keep this information confidential, except where we are required to provide the information by law. The information you provide will be governed by the [Screen Australia Privacy Policy](#) and will be subject to the provisions of the [Privacy Act 1988](#).

Availability for Interview

If you are shortlisted for an interview, we will contact you via phone to make arrangements. We recommend staying available for a potential interview shortly after the closing date. Generally, we aim to provide at least two days' notice to help you prepare. Please note that we may conduct the interview in person in our offices or online via Teams. If you require any reasonable adjustments to be made, please let us know.

Probationary Period

All successful applicants are subject to satisfactory completion of a probationary period, which is typically 6 months. During the probationary period all the following criteria must be satisfactorily assessed:

- Qualifications;
- Performance;
- Conduct; and
- Suitability.

Enquiries

Please contact the People & Culture Team on recruitment@screenaustralia.gov.au or alternatively (02) 8113 5800 for advice or if you need any further information.

We thank you for your interest in working with Screen Australia and hope to hear from you.