



Australian Government
Australian Centre for
International Agricultural Research

CANDIDATE INFORMATION PACK

This pack provides some general information about the Australian Centre for International Agricultural Research (ACIAR), and items you might find useful when applying for a position with ACIAR.

It is impossible to include everything you might want, so please contact us if you need any more information. You can visit our website or contact the person whose name is given as the contact officer for the position you are interested in.

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1. ABOUT ACIAR

ACIAR is an Australian Government statutory authority that operates as part of Australia's Development Assistance Program within the portfolio of Foreign Affairs and Trade. It was established in 1982 to assist and encourage Australia's agricultural scientists to use their skills for the benefit of developing countries as well as Australia. It contributes to Australia's Aid Program objectives of advancing Australia's national interest through poverty alleviation and sustainable development.

ACIAR's Vision

ACIAR looks to a world where poverty has been reduced and the livelihoods of many improved through more productive and sustainable agriculture emerging from collaborative international research.

ACIAR's Mandate

ACIAR's mandate is to:

- commission research into improving agricultural production in developing countries
- fund project-related training for partner-country scientists
- commission some development of results from its research
- communicate the results of agricultural research
- administer the Australian Government's funding contribution to the International Agricultural Research Centres

Since 1982 ACIAR has coordinated, managed and cooperated in over 700 research projects in more than 30 countries in Asia, the South Pacific, Africa and the Indian subcontinent. This has involved over 150 overseas organisations working in collaboration with more than 50 Australian research bodies.

Where ACIAR Operates

ACIAR projects focus on problems that are widespread, within a country or across regions. Currently there are bilateral projects under way in around 30 developing countries, mostly in the Asia-Pacific region.

2. THE BENEFITS OF WORKING IN ACIAR

We have developed an employment package to help you get the most from your job in ACIAR and to assist in balancing your work and personal life. We have, or are currently developing, innovative policies and strategies to attract and retain a diverse workforce.

Pay Rates

ACIAR has a comprehensive Enterprise Agreement with attractive salaries and conditions of service. You can take a look at our current Enterprise Agreement found on our website.

Office Amenities

All staff at ACIAR have access to a secure bicycle shed and showers located in the basement of our building.

Salary Packaging

You can salary package items such as superannuation and cars through our salary packaging provider (Smart Salary).

Learning and Development

Employees are encouraged to work with their supervisors to identify areas for learning and development and actively pursue these through a range of training courses, capability development programs which build management and leadership skills and specialised seminars and conferences.

We also offer attractive study assistance provisions to support formal study where relevant to ACIAR's needs.

Other benefits

We offer significant benefits such as:

- an attractive superannuation scheme;
- flexible working hours;
- four weeks annual leave;
- 18 days personal leave, incorporating sick and carer's leave;
- paid maternity and parental leave;
- three months long service leave after 10 years service;
- reimbursement of healthy lifestyle initiatives;
- free tea and coffee; and
- an Employee Assistance Program.

And we are conveniently located close to childcare facilities and public transport.

3. ACIAR VALUES, PEOPLE AND CULTURE

Our values influence how we work and underpin the development of workplace culture. At ACIAR we are committed to demonstrating and upholding the APS Values and Code of Conduct as reflected below in the ACIAR values.

ACIAR Values

Impartial

ACIAR is apolitical and provides stakeholders with advice that is frank, open, fair, honest, timely and based on the best available evidence.

Committed to Service

ACIAR exemplifies scientific and professional excellence, is objective, innovative and efficient, and works collaboratively to achieve the best results for Australian and International communities and the Government.

Accountable

ACIAR is open and accountable to the Australian and International communities under the law and within the framework of Ministerial responsibility.

Respectful

ACIAR respects all people, including their rights and their heritage.

Ethical

ACIAR demonstrates leadership, is trustworthy and acts with integrity in all that it does.

Stewardship

ACIAR builds its capability and institutional knowledge, and supports the public interest now and into the future, by understanding the long-term impacts of what it does.

ACIAR Culture

In upholding our values we aspire to be:

- Partnership brokers, committed to partnerships that help reduce poverty.
- Leaders, pursuing excellence through innovation.
- Collaborators, building on our partnerships to succeed in our mission.
- Compassionate, mindful of the impact we have on others.

ACIAR People

With shared values we can foster our culture and develop our capability to deliver on government priorities in a dynamic and changing workplace.

Our people priorities are:

- To strengthen work health and safety systems to effectively manage risks in the workplace.
- Enhance capability by developing a skilled and diverse workforce to deliver on our mission.
- Foster a culture of wellbeing to encourage engagement in the workforce.
- Maintain a workplace that embeds our Values and encourages participation.
- Continue to demonstrate our commitment to accessibility and inclusion in the workplace

4. APPLYING FOR VACANCIES IN ACIAR

If you are interested in applying for a vacancy in ACIAR, here are some hints to help you. For ACIAR vacancies your application should comprise of:

- Completed online application form and the following as PDF attachments:
 - A concise resume; and
 - A Statement of Claims that addresses why you are the right person, what you can offer, and how your skills, knowledge, experience and qualification are relevant to the role

referring to the selection criteria and word limit identified on the advertisement. **Please Note:** you can directly enter your statement of claims into the online application form in the “Covering letter” section or upload a PDF, you are not required to do both.

- Educational Qualifications (*ONLY if outlined as mandatory requirement of the role*)
- Within the application form you will need to provide the details of two referees who can attest and validate your credentials and suitability for the role

People are our most important asset. We pride ourselves on our positive, supportive and inclusive workplace culture that nurtures talent and encourages employees to achieve their full potential. We welcome applications from Aboriginal and Torres Strait Islander people, people from diverse backgrounds and people with disability to apply.

Please Note: Applications must be submitted via the ACIAR Careers page by the closing date, applications received outside of the system are unable to be considered.

Job Information Pack and Structuring your Statement of Claims

The Job information Pack contains an overview of ACIAR and describes the position, duties and the capabilities (selection criteria) you are required to demonstrate in order to undertake the position. To produce the best possible application, you need to have a good understanding of the skills and requirements of the advertised position. You must demonstrate to the selection panel that you can competently meet the essential requirements of the position and perform the associated tasks.

Within your statement of claims your focus should be on demonstrating how you meet the capability requirements of the role, these are identified under “*What you’ll need to be successful*” subheading. A strong application makes linkages between the selection criteria, the position and duties to draw out your transferable skills. We recommend using examples to demonstrate your skills and experience and the STAR Method to structure your response.

We recommend reviewing [Cracking the Code](#) the APSC Guide to “*How to apply for jobs in the Australian Public Service*”.

Remember ...

- Read and follow any instructions provided in the job advertisement or Job Information Pack
- Brainstorm with others to identify examples of your past behaviours/scenarios that will highlight your competencies
- Include examples that highlight achievements and outcomes
- Check your spelling and grammar

Some Basic Rules When Applying for a Position

- Gather your information early
- Obtain the Job Information Pack immediately
- Make sure you can demonstrate with evidence that you meet all the requirements of the role
- Plan your application and research the organisation

- Do not leave it to the last minute to apply - deadlines are normally non negotiable
- Detail your skills, capabilities and experience and provide written evidence
- Ask another person to proof read your application
- Make sure there are no grammatical or spelling errors in your application

RecruitAbility

RecruitAbility applies to all ACIAR Vacancies. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see <https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability>

Reasonable Adjustments

If you identify as a person with [disability](#), you are able to request a reasonable adjustment at any stage of the recruitment process by emailing the contact officer identified in the Job Information Pack.

5. UPON ENGAGEMENT *(post recruitment information for successful candidate/s)*

Like other Australian Government departments and agencies, our work is governed by the *Public Service Act 1999* and our conditions are reflected in our Certified Agreement. There are some eligibility and legal requirements that you should be aware of when applying for positions with us.

Probation

Probation means a period of time (in ACIAR it is six months) where your performance is assessed before your employment is confirmed. Your supervisor will formally assess you at three and six months to ensure that you meet our performance, conduct and attendance requirements.

Citizenship

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

As a general rule to be offered a position with ACIAR it is a requirement that you be an Australian Citizenship or a Permanent Resident that has applied for citizenship that will receive their Australian Citizenship certificate prior to commencement. In the event you have not received your Australian Citizenship, but were assessed as suitable at the end of the selection process, you may be placed in a merit pool and eligible to be offered a position for similar vacancies across the APS over the next 18 months from the date of advertising. However to be employed and engaged from the merit list you will need to have obtained Australian Citizenship.

In exceptional circumstances the CEO may waive the citizenship requirement where the market has been tested and no suitable candidate identified to fill an executive level position.

Redundancy Benefit

There may be restrictions on the employment of people who have accepted a redundancy benefit from an Australian Government employer within the previous 12 months.

Health Assessment

New employees may be required to undergo a health assessment to determine their fitness to carry out the duties of their position. We will arrange a medical appointment for you with Health Services Australia or the Travel Doctor in the event an offer of employment is made.

Pre-Employment Checks

We will conduct a number of pre-employment checks prior to your commencement. As part of the process, you will be required to supply 100 points proof of identity in the form of certified identity documents as per the below:

You must supply at least one **Primary Document**:

- Australian Passport
- Australian Citizenship Certificate
- **Full Birth Certificate** (not birth certificate extract)
 - If you were born in Australia on or after 20 August 1986, you can prove your citizenship by showing us:
 - an Australian citizenship certificate in your name, or
 - an Australian passport issued in your name on or after 1 January 2000 that was valid for at least two years, or
 - documents that prove you're a **citizen by birth**.
- Marriage Certificate (Australian Registry issue only)
- Change of Name Certificate (Australian Registry issue only)
- Current foreign passport
- Driver's license
- Current (Australian) Tertiary Student Identification Card
- Photo identification card issued for Australian regulatory purposes (e.g. Aviation/Maritime Security identification, security industry etc.)
- Medicare card
- educational qualification/s (*if a mandatory requirement of role i.e RPM*).

Some roles within ACIAR are required to hold a security clearance. This requirement will be outlined on the Job Information Pack. Failure by you to obtain and/or maintain the required security clearance; or adequately disclose information relevant to your ability and eligibility to obtain or maintain the required security clearances during the pre-employment screening process may result in denial or termination of your employment, and/or cancellation of any offer of contract.

Where you have not obtained your security clearance, or you are unable to produce evidence that you have submitted the necessary documentation to the Australian Government Vetting Agency (AGSVA) before the proposed commencement date, the delegate **may** decide to employ you subject to the following condition:

- you must produce evidence that you have submitted the necessary documentation to AGSVA within 14 calendar days of your commencement date.

6. APS CODE OF CONDUCT

1. An APS employee must behave honestly and with integrity in the course of APS employment.
2. An APS employee must act with care and diligence in the course of APS employment.
3. An APS employee, when acting in the course of APS employment, must treat everyone with respect and courtesy, and without harassment.
4. An APS employee, when acting in the course of APS employment, must comply with all applicable Australian laws. For this purpose, Australian law means:
 - (a) any Act (including this Act), or any instrument made under an Act; or
 - (b) any law of a State or Territory, including any instrument made under such a law.
5. An APS employee must comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction.
6. An APS employee must maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff.
7. An APS employee must:
 - a. take reasonable steps to avoid any conflict of interest (real or apparent) in connection with the employee's APS employment; and
 - b. disclose details of any material personal interest of the employee in connection with the employee's APS employment.
8. An APS employee must use Commonwealth resources in a proper manner and for a proper purpose.
9. An APS employee must not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment.
10. An APS employee must not improperly use inside information or the employee's duties, status, power or authority:
 - (a) to gain or seek to gain, a benefit or an advantage for the employee or any other persons; or
 - (b) to cause, or seek to cause, detriment to the employee's Agency, the Commonwealth or any other person.
 - (c) in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person.
11. An APS employee must at all times behave in a way that upholds the APS Values and the integrity and good reputation of the APS.
12. An APS employee on duty overseas must at all times behave in a way that upholds the good reputation of Australia.
13. An APS employee must comply with any other conduct requirement that is prescribed by the regulations.