



Australian Government

Office of the Australian Building and
Construction Commissioner

CANDIDATE INFORMATION KIT

**Office of the Australian Building and Construction
Commissioner**

**Inspector
Band 2.1 (APS Level 4)
NSW**

Reference Number: JM0274

Applications Close: COB Thursday 23 February 2012



Our Organisation

The Office of the Australian Building and Construction Commissioner (ABCC) was established on 1 October 2005 and operates as a full service regulator in the building and construction industry.

The role of the ABCC is to monitor and promote appropriate standards of conduct throughout the building and construction industry.

In achieving this, the ABCC ensures that “building work is carried out fairly, efficiently and productively for the benefit of all building industry participants and for the benefit of the Australian economy as a whole”. (Building and Construction Industry Improvement Act s.3(1))

The ABCC employs teams of Investigators, Code Compliance Investigators and Lawyers with varied backgrounds from law enforcement to workplace relations specialists. The agency also employs analysts and support staff, including specialists in Communications, Human Resources, Business Services, Accounting and Information Technology.

ABCC staff are employed under the provisions of the [Public Service Act 1999](#), which means that it is part of the Australian Public Service (APS). As an APS employee, staff are employed by the ABCC, on behalf of the Australian Government. All APS employees must uphold the [APS Values](#) and abide by the [APS Code of Conduct](#).

The ABCC provides a national service, with offices in Melbourne, Sydney, Canberra, Brisbane, Perth, Adelaide and Hobart.

For more information about the ABCC’s role, how we go about our business and our key priorities please refer to the [ABCC Business Plan](#) or the [About Us](#) page of our website.



About the Position

Vacancy Type: Ongoing

Location: Sydney

Reports to: Team Leader – Field Operations

Group: Field Operations

Contact Officer: Gerard Hogan, Team Leader – Field Operations
Ph: 02 8255 6008

Overview:

The ABCC is a full service regulator responsible for the regulation of workplace laws that operate in the building and construction industry. It is also responsible for taking action to ensure compliance with the *National Code of Practice for the Construction Industry* ('National Code').

Members of the Field Operations Group will be required to undertake assessments, audits and investigations into breaches of the *Building and Construction Industry Improvement Act 2005* (BCII Act), National Code, the *Fair Work Act 2009* and other laws in the building and construction industry.

The successful applicants will be appointed as ABC Inspectors under the BCII Act. The successful applicants will:

- be capable of undertaking investigations of breaches of workplace laws and to determine if wages and entitlements have been correctly paid,
- be able to interpret codes of practice and legislation,
- have good interpersonal skills,
- have the capacity to work individually and as a member of the team and to deal with conflict in a professional manner.

Applicants must have a current drivers licence and be willing to travel.

It is highly desirable that applicants can demonstrate experience in a workplace relations environment.

The successful applicant must satisfy a Police Records Check prior to commencing with the ABCC. A security clearance may also be required in the course of your employment.



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Duties

- Assist and participate in compliance activities and the investigation of breaches of the *BCII Act*, National Code, and the *Fair Work Act 2009* and other relevant laws, codes and guidelines.
- Assist and participate in the investigation of breaches of awards and agreements.
- Assist in conducting site visits, undertaking on site audits and inspections, the collection of records and interviewing parties.
- Participate in education sessions that the ABCC provides to industry participants. Undertaken liaison with other government agencies.
- Assist in the preparation of audit and inspection reports, correspondence on results of compliance, assessment reports and briefs for the conduct of legal proceedings, on complaints and breaches of the *BCII Act* and the *Fair Work Act 2009*, National Code and Guidelines and other relevant laws and provisions.
- Collate statistics and data relating to the building and construction industry.
- Update the ABCC's case management system and use Information Technology generally to enhance investigation work.

Selection Criteria

When considering applications, selection advisory panels will seek evidence of performance against each of the criteria.

Selection panels may use a range of methods to identify work outcomes, capabilities and behaviours that demonstrate performance. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria. (Please note this section of the application should not exceed four pages.)

1. An ability and interest to learn investigative and analytical skills.
2. An ability to conduct investigations or acquire the skills to plan and conduct investigations.
3. Good written and oral communication, liaison and representational skills.
4. Good conflict resolution and interpersonal skills.
5. Ability to work independently and as a member of a team.
6. Good computer skills and experience with case management systems.
7. Commitment to, and demonstrated ability to apply, the principles of diversity, participative work practices, learning and development and Occupational Health and Safety.
8. Current drivers licence.



Employment Conditions and Eligibility

Employment Conditions

Your conditions of employment will be those contained in the Office of the Australian Building and Construction Commissioner Employee [Enterprise Agreement](#) 2011-2014.

The Office of the Australian Building and Construction Commissioner offers an attractive remuneration package. It comprises base salary and superannuation at 15.4%. Base salary for this position is \$62,958. The successful applicant will generally commence at this base salary.

Actual remuneration will be dependent on the skills, knowledge and experience of the successful applicant.

The ABCC offers a productive and supportive workforce that is rewarding, enjoyable and safe for all staff. The ABCC's commitment to creating a positive workplace culture is demonstrated by its policies regarding flexible working arrangements, diversity in the workplace, paid paternity and maternity leave, learning and development opportunities and competitive salary packages. More information can be found on the [Employee Benefits](#) page on our website.

As an Equal Opportunity Employer, the Office of the Australian Building and Construction Commissioner is committed to fair, equitable and non-discriminatory consideration for all applicants.

Eligibility

Employment with the ABCC is subject to conditions prescribed within the *Public Service Act 1999*.

Citizenship – To be eligible for employment with ABCC, applicants must be an Australian citizen.

Health Assessment – The successful applicant will be required to undergo a medical examination conducted by the ABCC's preferred medical provider.

Security Clearance – The successful applicant must hold or obtain and maintain a security clearance to the level of 'Protected' and applicants must satisfy the ABCC security clearance prior to commencing with the ABCC. This process requires applicants to provide detailed personal information.



How to Apply

It is preferred that job applications are sent electronically to recruitment@abcc.gov.au. **When submitting applications electronically you must put the position reference number in the subject field.**

Your application must arrive by the advertised closing date as the delegate is not obliged to accept late applications. If required applications may also be posted to:

Confidential Job Application
Office of the Australian Building and Construction Commissioner
GPO Box 9927
Melbourne VIC 3001

Initial Preparation

Before you consider applying for the position and commence writing your application please ensure you carefully read the job description/selection documentation. You may also wish to research additional sources of information by visiting our internet site www.abcc.gov.au. You should also talk to the nominated contact person, who will be able to provide more detail about the vacancy.

The Application

Your application should be typed and should include a brief summary of claims against each selection criterion. The details of at least two referees who are able to provide comments on your work performance and an assessment in terms of the selection criteria should be provided. The ABCC prefers that one referee is your current supervisor. However, your referees will not be contacted unless you are in contention for the advertised vacancy, and you will be advised prior to any reference checks being conducted.

Summary of Claims Against Each Selection Criteria

Please ensure your claims against each selection criteria are succinct and focussed as they will be used as a basis for short-listing applicants. This section of your application should not exceed four pages. For assistance in addressing selection criteria, please refer to “*Cracking the Code: How to apply for jobs in the Australian Public Service.*” www.apsc.gov.au/publications07/crackingthecode.htm

Application Cover Sheet/ Curriculum Vitae

It is essential that you complete the application coversheet that is provided separately. It is also recommended you include a short curriculum vitae (resume) of personal details, qualifications and employment history.

Further Assessment/Interview

Where interviews are held short-listed applicants will be given a minimum of two working day's notice of interview details. All applicants will be advised in writing of the outcome of the selection exercise.