



Australian Government

Migration Review Tribunal · Refugee Review Tribunal

INFORMATION FOR JOB APPLICANTS

About the Tribunals

The MRT and the RRT are established under *the Migration Act 1958* to review visa and visa-related decisions made within the Immigration and Citizenship portfolio. The Tribunals' objective is to provide reviews that are fair, just, economical, informal and quick. We aim to make the correct decision in the individual cases, and to influence decision-making through the quality and consistency of our decisions.

There are many opportunities for staff in the Tribunals from working in the Victorian and NSW Registries, assisting Members with cases, and in the Principal Registry on Policy, Country Advice, Caseload Strategy, Human Resources, IT and Finance and Business.

The Tribunals are comprised of Members, who are appointed by the Governor-General as statutory office holders under the Migration Act, and staff, who are appointed under the Migration Act and engaged under the *Public Service Act 1999*.

The work of the Tribunals is challenging and stimulating and the remuneration and conditions are competitive with other similar bodies. The MRT and the RRT operate together and all Members and staff are appointed to both Tribunals. All Members and staff are expected and encouraged to participate in development and training activities. The Tribunals are committed to a safe and participative working environment that values the contributions of Members and staff from different backgrounds, experiences and perspectives.

Staff are expected to uphold and abide by the Australian Public Service (APS) Values and Code of Conduct. Most staff are employed under the terms and conditions contained in the MRT-RRT Certified Agreement 2009-2011.

More information about the Tribunals including the most recent Annual Reports can be viewed on our websites at <http://www.mrt-rrt.gov.au>

Decisions relating to the engagement or promotion of employees are based on merit.

The engagement of successful applicants will be subject to the fulfilment of the following conditions:

- health and character checks
- satisfactory assessment of conduct and performance during a probation period
- Australian Citizenship – the Tribunal will not engage as an APS employee, a person who is not an Australian citizen unless the Agency Head considers it appropriate to do so.

GUIDELINES FOR PREPARING JOB APPLICATIONS

An evaluation of your written application is the first part of the selection process. The information contained in your application should include personal details, a current resume, a statement of claims addressing the selection criteria and referee contact details. The written application should convey relevant and accurate information about you and your suitability for the position.

RESUME

This should generally be no longer than 2 or 3 pages. It should include an outline of your previous work history and qualifications obtained. These should be set out in chronological order. Start with your most recent position together with a brief description of the duties associated with the positions you have held.

STATEMENT OF CLAIMS ADDRESSING THE SELECTION CRITERIA

This is your opportunity to demonstrate your suitability for the position. It should not be a re-statement of the selection criteria but should demonstrate how your experience, skills and personal qualities meet the requirements of the position.

You should draw on any relevant experience, skills and abilities you have acquired in your present and past positions or other activities. As a general guide, your statement against the selection criteria should be comprehensive and no longer than 400 words for each selection criterion.

YOUR APPLICATION SHOULD:

include a statement of claims against the selection criteria and a resume.

- **Be in a word, rtf or pdf format;**
- be concise, clear and relevant;
- be organised in an easy to follow format;
- provide specific examples against the selection criteria.

DO NOT:

- re-state the selection criteria rather than setting out what experience or skills you have that demonstrates that you meet the criteria:
- provide lengthy detail about duties performed many years ago and that are not relevant to the position you are applying for;

Any application that does not address the selection criteria is likely to not proceed to further consideration.

REFEREE REPORTS

Your application should include the name and telephone number of at least 2 persons who have agreed to act as referees for you. Preferably, one of these persons should be your current supervisor who should provide comment on your current performance. Written referee reports may be required if you are short-listed unless the selection committee has indicated otherwise. If you are selected for interview it is your responsibility to provide referee reports before, or at, the interview.

INTERVIEW

If you are selected for an interview you will be advised of the time and date of interview at least two days in advance. You will be advised in writing if you are not selected for an interview

GENERAL INFORMATION TO APPLICANTS

In most cases, your application, interview, supervisor's/referee's comments &/or report are taken into account to reach the final assessment. However, there may be occasions where an interview may not be necessary and assessment will be made on the basis of the application and referee reports only.

CLOSING DATES AND RECEIPT OF APPLICATIONS

Applications must be lodged online through the Tribunals e-recruitment system. It is your responsibility to ensure that your application is completed and submitted before the closing time as e-recruitment will automatically remove the vacancy from the website on the closing date and late applications therefore cannot be received.

The Tribunals welcome applications from Aboriginal and Torres Strait Islander people, those who come from a Non English speaking background and people with a disability.