
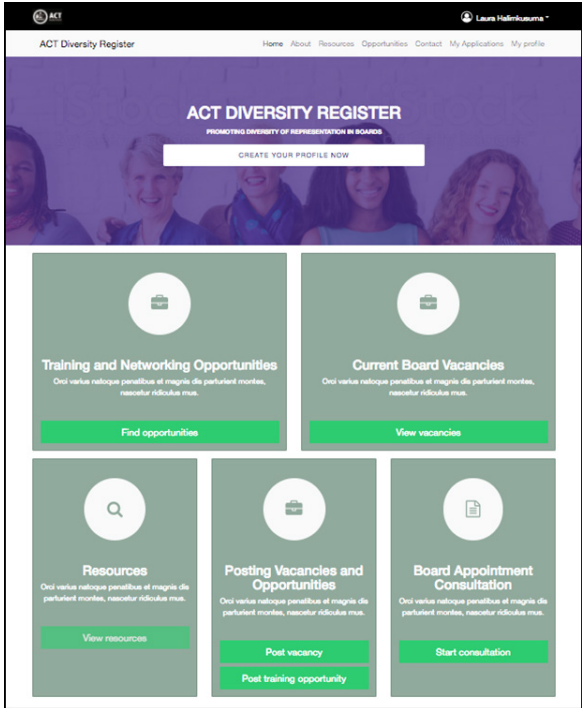



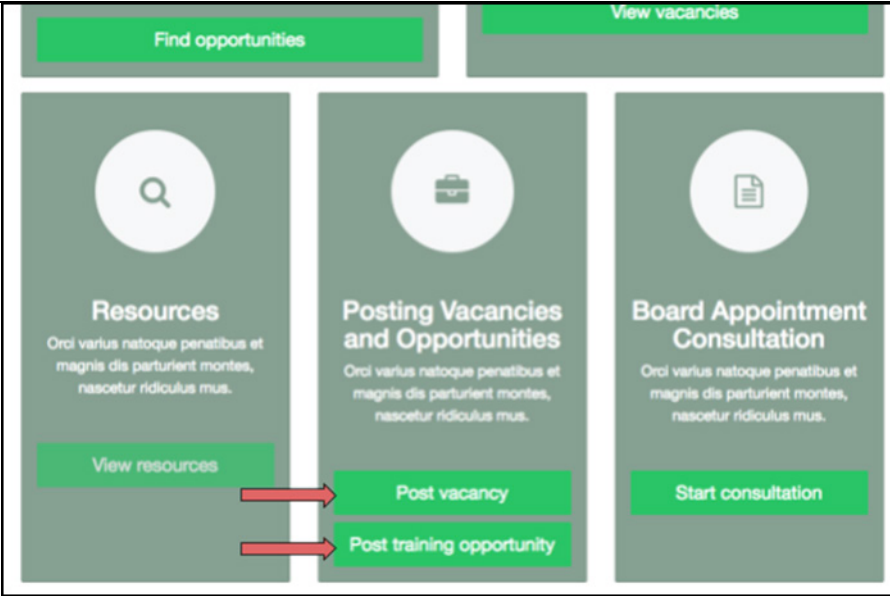



ACT Diversity Register - How to Post a Vacancy For ACT Government Secretariats

Task	Step Activities
<p> User Task</p>	<p>User navigates to the Diversity Register website at www.diversityregister.act.gov.au</p> 
<p> User Task</p>	<p>From the home page, the user can choose to create a job post or a training post. To advertise a vacancy click on ‘Post vacancy’.</p>

FACTSHEET



		
<p> User Task</p>	<p>Please note the contact information provided should be that of the ACT Government employee posting the vacancy, you will need access to the email address provided to verify a pin.</p> <p>This information will also be posted on the Diversity Register as the contact for the vacancy.</p> <p>The User will then be required to fill in the form with the relevant details, and agree to the terms and conditions.</p>	

FACTSHEET



Job Posting

Vacancy type
ACT Government Board or Committee

Government Board/Committee/Council Name
Legal Aid Commission

Description of Board/Committee/Council
(more information register representation)
Legal aid services are free of charge, except for grants of financial assistance and FDR conferences, which are means-tested and may require payment of a contribution.

Position Title
Office Manager - Clerk Grade 5/6 - Family Law Division

Position Description
• Manage the administrative team in a head office branch or a regional office;
• Establish and manage office administrative systems and procedures to ensure quality support is available; and

Date applications close
31-12-2017

How to apply
Applications MUST be submitted online through www.iworkfor.nsw.gov.au to be considered. No late applications will be accepted.
Applicants should read the Role Description and consider the Focus Capabilities and Key Accountabilities when preparing their resume letter.
Applicants are requested to attach:
• current resume / curriculum vitae (CV) (maximum 5 pages)
• cover letter (maximum 2 pages) responding to the following two questions:

Contact name
Laura

Contact email
laura.halimkusuma@systempartners.com

Contact phone number
0432211123

Attachment
 No file chosen

Agree to terms and conditions

Please ensure that the following information is included in the advertisement:

- Details of remuneration
- Details of any required qualifications and/or experience
- Details of any legislation that relates to the appointment
- Details of all information required from the applicant, including addressing selection criteria/providing a CV etc.

Please note that further information such as a position description or selection criteria can be attached.

Submit

If the user is not able to find the name of their government board in the list of Government Board/Committee/Council Name, they will need to submit a request to the Diversity Register Team at diversityregister@act.gov.au

User Task

Once ready to submit, user clicks the 'Submit' button.


Service Task

If there are any mandatory fields that have not been filled, an error is displayed next to each mandatory field that was not filled.

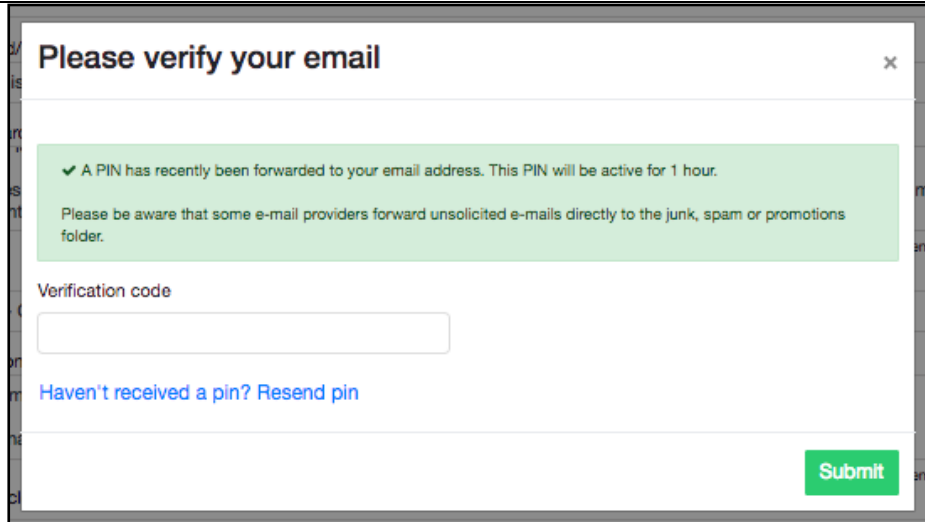
The user will need to complete these fields and click 'Submit' again.

FACTSHEET



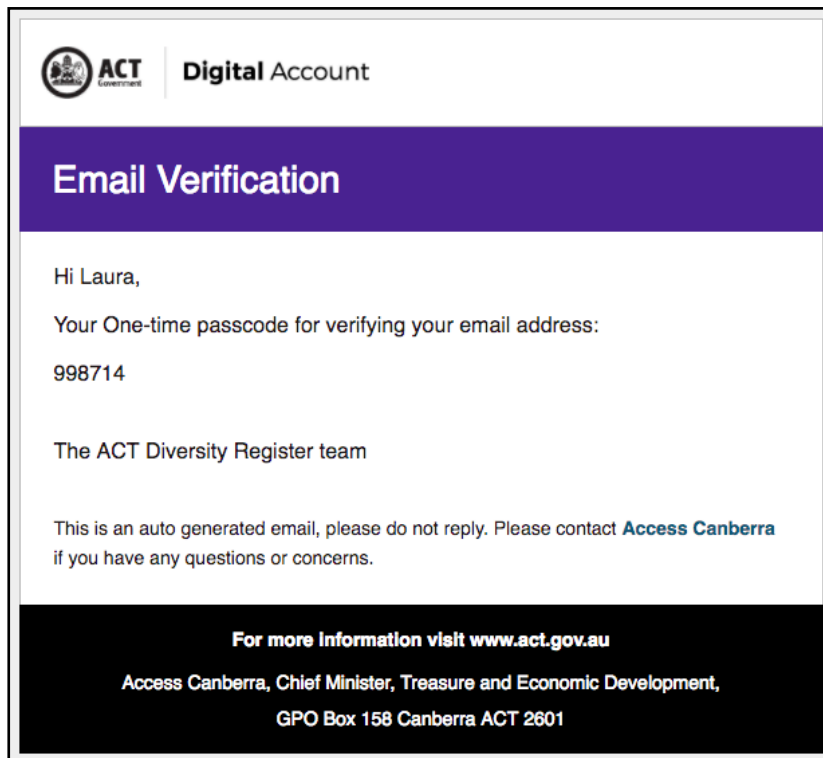
	<p>How to apply</p> <p>Applications MUST be submitted online through www.iworkfor.nsw.gov.au to be considered. No late applications will be accepted.</p> <p>Applicants should read the Role Description and consider the Focus Capabilities and Key Accountabilities when preparing their resume and cover letter.</p> <p>Applicants are requested to attach:</p> <ul style="list-style-type: none">• current resume / curriculum vitae (CV) (maximum 5 pages)• cover letter (maximum 2 pages) responding to the following two questions: <p>Contact name Remaining characters</p> <p><input type="text"/></p> <p><small>Contact name is required</small></p> <p>Contact email</p> <p><input type="text" value="laura.halimkusuma@systempartners.com"/></p> <p>Contact phone number</p> <p><input type="text" value="0432211123"/></p> <p>Attachment</p> <p><input type="button" value="Choose Files"/> No file chosen</p> <p><input checked="" type="checkbox"/> Agree to terms and conditions</p>
 Service Task	A one-time pin will be sent to the email address entered on the form.

FACTSHEET



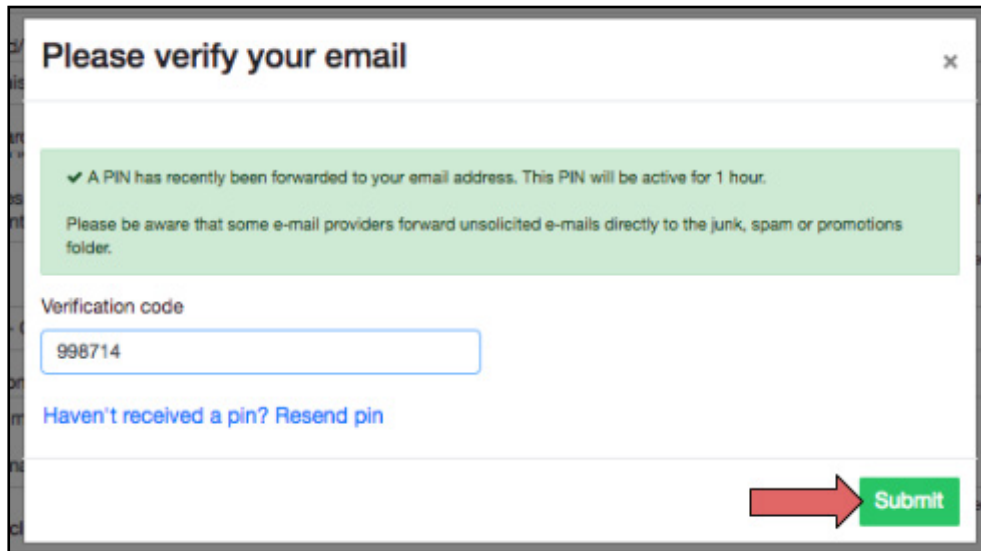
User navigates to their email inbox to find the email with the one-time pin.

 User Task



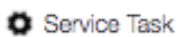
 User Task

User navigates back to the form, enters the one-time pin, and clicks the 'Submit' button.



If the user has not received the pin, they can click on the 'Haven't received a pin? Resend pin' link.

If the pin is correct, the post is submitted for review and a success message is displayed. A confirmation email is also sent to the email address entered on the form.



The advertisement is then reviewed by the Diversity Register Team and placed online as soon as possible.

Further Information or Support

Contact the Diversity Register Team on diversityregister@act.gov.au or call 02 6205 0515

Accessibility

The ACT Government is committed to making its information, services, events and venues, accessible to as many people as possible.

If you have difficulty reading a standard printed document and would like to receive this publication in an **alternative format** – such as large print or audio – please telephone **(02) 6205 0282**.

If English is not your first language and you require the **translating and interpreting services** – please telephone **131 450**.

If you are deaf or hearing impaired and require the **National Relay Service**, phone **133 677** then ask for **133 427**