
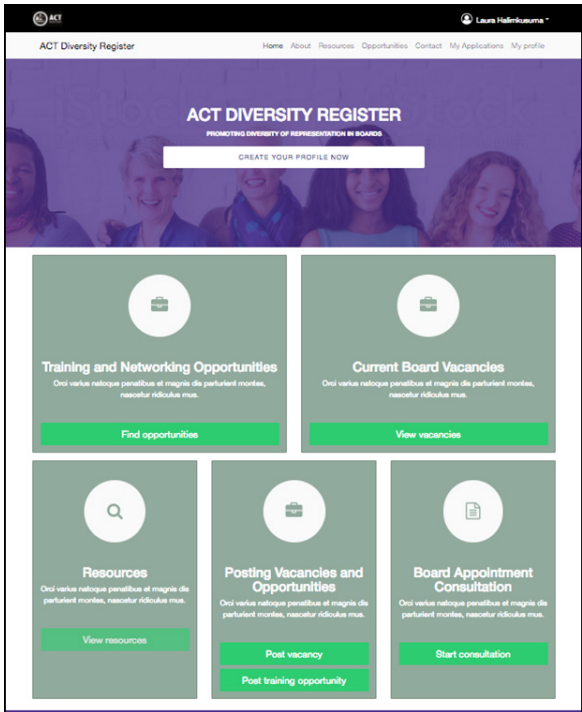



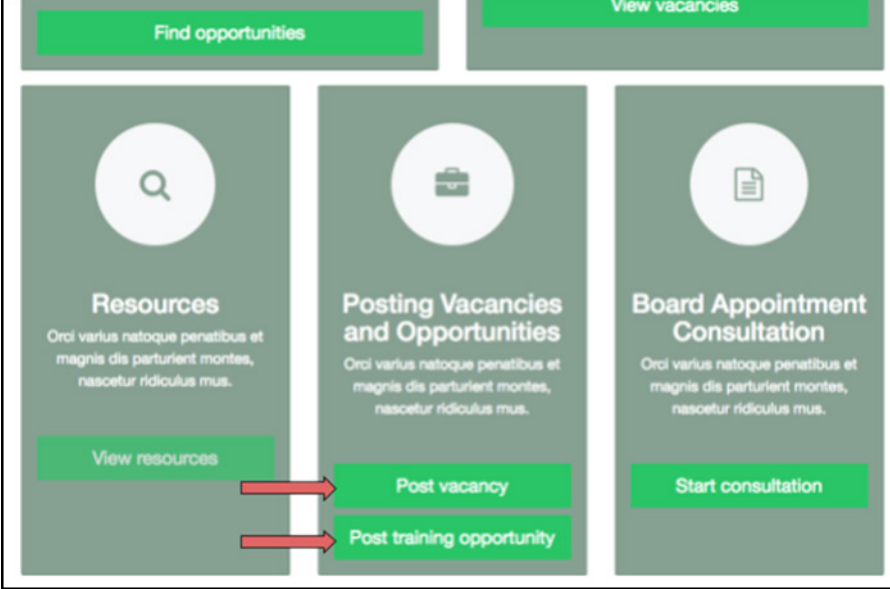



ACT Diversity Register - How to Post a Vacancy For Non-Government Secretariats

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 contact officer posting the vacancy, you will need access to the email address provided to verify a pin.</p> <p>The information provided 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



	<p>Job Posting</p> <p>Vacancy type ACT Government Board or Committee</p> <p>Government Board/Committee/Council Name Legal Aid Commission</p> <p>Description of Board/Committee/Council <small>(more accessible than regular representation)</small> 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.</p> <p>Position Title Office Manager - Clerk Grade 5/6 - Family Law Division</p> <p>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</p> <p>Date applications close 31-12-2017</p> <p>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:</p> <p>Contact name Laura</p> <p>Contact email laura.halimkusuma@systempartners.com</p> <p>Contact phone number 0432211123</p> <p>Attachment <input type="button" value="Choose Files"/> No file chosen</p> <p><input checked="" type="checkbox"/> Agree to terms and conditions</p> <p><input type="button" value="Submit"/></p>	<p>Please ensure that the following information is included in the advertisement:</p> <ul style="list-style-type: none"> • 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. <p>Please note that further information such as a position description or selection criteria can be attached.</p>
<p> User Task</p>	<p>Once ready to submit, user clicks the 'Submit' button.</p>	
<p> Service Task</p>	<p>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.</p>	

FACTSHEET



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 and cover 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 Remaining characters

Contact name is required

Contact email

Contact phone number

Attachment

No file chosen

Agree to terms and conditions

A one-time pin will be sent to the email address entered on the form.

Service Task

Please verify your email

✓ A PIN has recently been forwarded to your email address. This PIN will be active for 1 hour.

Please be aware that some e-mail providers forward unsolicited e-mails directly to the junk, spam or promotions folder.

Verification code

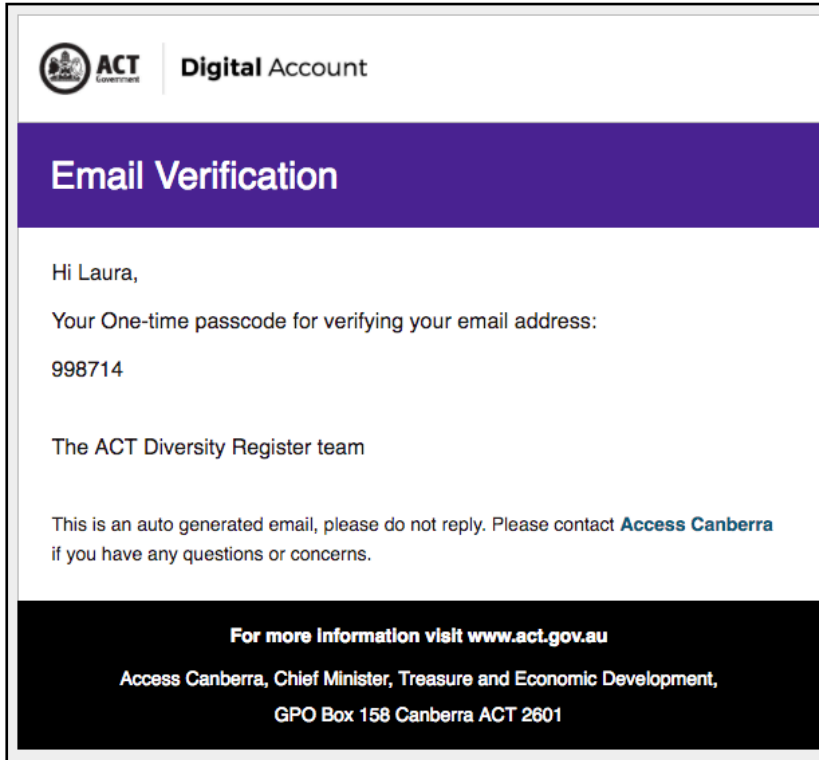
[Haven't received a pin? Resend pin](#)

FACTSHEET



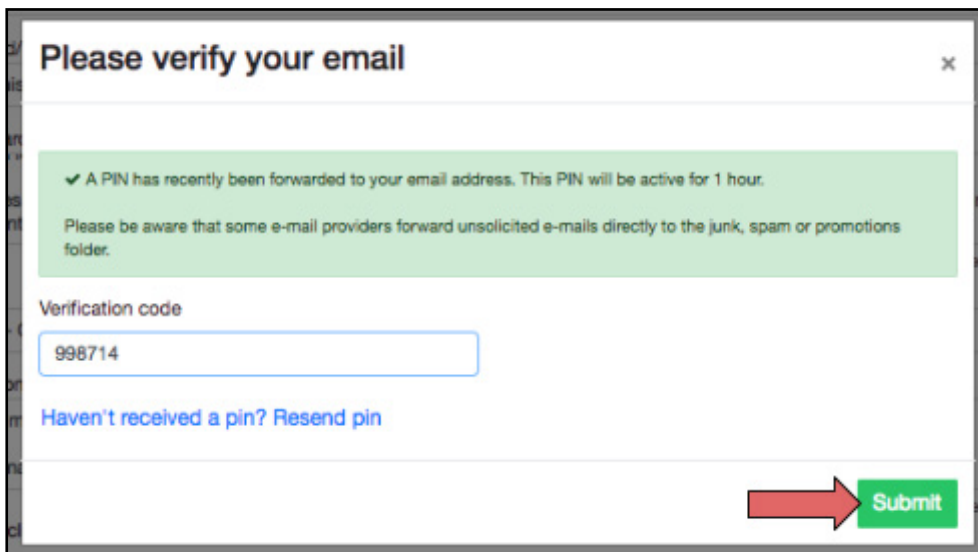
User navigates to their email inbox to find the email with the one-time pin.

User Task




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

User Task





	<p>If the user has not received the pin, they can click on the 'Haven't received a pin? 'Resend pin' link.</p> <p>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.</p>
 Service Task	<p>The advertisement is then reviewed by the Diversity Register Team and placed online as soon as possible.</p>

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**