



DEPARTMENT OF THE
HOUSE OF REPRESENTATIVES

Applicant Information Pack

About the Department

The House of Representatives is one of the two houses of the Australian Federal Parliament, the other being the Senate. It is sometimes called the 'people's house' or the 'house of government'.

The Department of the House of Representatives supports Members of the House of Representatives in carrying out their legislative and committee roles. We provide advice and services to enable the House of Representatives Chamber and Federation Chamber to meet and conduct business, to enable House and certain joint committees to conduct and report on inquiries, and to support the Parliament's national, international and regional relationships. We also provide services to increase public knowledge and awareness of and access to the work of the House of Representatives and the Parliament through media resources and promotion.

The department operates in a dynamic political and economic environment and is accountable to a wide range of stakeholders with an interest in its work. In working for the department, you will be involved in providing expert support, contributing to a shared responsibility for stewardship of the institution of parliament, and engaging in robust stakeholder engagement and collaboration.

Benefits of working at the Department

We provide a supportive and inclusive environment located in the unique Australian Parliament House with generous leave entitlements, flexible working options and competitive salaries. Joining the department can be rewarding, both professionally and personally. Benefits include:

- Competitive salary and superannuation
- Learning and development opportunities
- Onsite undercover parking facilities
- Onsite childcare centre
- Onsite gym and wellness centre
- Onsite staff cafeteria, coffee shops, bank, physiotherapist, and post office

Diversity and inclusion

The department is committed to building a safe and welcoming culture where people can bring their whole selves to work. We recognise the value of individual differences in our people, and leverage and nurture these unique characteristics and perspectives to foster an inclusive environment to achieve our best work in providing services to the Parliament.

The diversity of our staff is very important to us and we actively encourage applications from people with disabilities, LGBTQI+ people, women, and people with diverse linguistic and cultural backgrounds.

We recognise the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge First Nations employees bring to our workplace. We welcome and encourage applications from First Nations Australians for vacancies in the department.

How to apply

Your application will be submitted using our [online recruitment system](#). Applications should comprise a current CV and a statement of claims addressing the selection criteria in either Microsoft Word or PDF format.

Your current CV should, if possible, also include the details of two referees who can attest to your suitability to the role.

Applications must be submitted by the closing date. The department generally does not accept late applications, unless the contact officer has granted approval which is determined on the nature of the case.

It is important that you carefully review your application prior to submitting. Your application cannot be edited once submitted. Once you have submitted your application, you will receive an email acknowledging receipt.

If you have problems submitting your application or do not receive an acknowledgement of receipt, please contact our Recruitment Team by emailing recruitment.reps@aph.gov.au or calling 02 6277 4745 prior to the closing date.

Our merit based assessment will analyse how your work-related qualities (skills, capabilities, personal qualities, experience and qualifications) align with the Parliamentary Service Work Level Standards and key responsibilities for this role. You are expected to demonstrate your ability to undertake the role by providing examples of work undertaken against each of the selection criteria in your statement of claims. We recommend reviewing the [Cracking the code](#) guide for helpful tips in particular using the STAR (**S**ituation, **T**ask, **A**ction, **R**esult) model for structuring your responses to each of the selection criteria.

Reasonable adjustments

We will accommodate requests for reasonable adjustments for people with disability to assist in the application process and, if successful, the inherent requirements of the role.

Requests for reasonable adjustments can be made in your online application or by contacting our Recruitment Team by emailing Recruitment.Reps@aph.gov.au or calling 02 6277 4745.

Use of AI

If you choose to use AI tools and technologies to support your participation, you are expected to do so in a way that is transparent and responsible.

It is your responsibility to ensure that the details in your resume and written application are factually correct and a true representation of your experiences, qualifications and capabilities. Where you choose to utilise AI tools to support your CV and written

application, you should ensure that you have reviewed and personalised your application to reflect your genuine voice and capabilities.

We will ask if you have used AI tools to assist in applying for roles or preparing for recruitment activities. When asked, it is expected that you will provide truthful information about how you have used AI tools. You should be prepared to fully explain the AI tools you have used, at what stages they have been used and how the AI tools were used. This could include being required to demonstrate what your contribution to the final product was.

Examples of acceptable / unacceptable AI use

Application stage	
Acceptable AI use	Unacceptable AI use
<ul style="list-style-type: none"> • Refine and clarify ideas and thoughts • Research public information about the agency you are applying for • Check spelling, grammar and formatting of what you have written 	<ul style="list-style-type: none"> • Inflate, fabricate or otherwise misrepresent your skills and experience • Generate generic response and copy those into your application • Input sensitive or confidential information about your current or former workplaces into AI
Preparing for interview	
Acceptable AI use	Unacceptable AI use
<ul style="list-style-type: none"> • Prepare for interviews, including mock interviews • Research public information about the agency you are applying for 	<ul style="list-style-type: none"> • Generate answers to interview questions
Written assessment / Work sample task	
Acceptable AI use	Unacceptable AI use
<ul style="list-style-type: none"> • Check spelling, grammar and formatting of what you have written • Research publicly available information to include in your response 	<ul style="list-style-type: none"> • Generate your written assessment or work sample task

We may utilise AI to generate questions and/or record, transcribe and summarise interviews, but only with the agreement of candidates.

AI tools will not be used at any other stage of the recruitment process.

How do I find out more about the role?

The advertisement will provide a contact person, who you can contact to find out more about the role and ask any specific questions you may have.

[The Department of the House of Representatives website](#) provides a variety of information which you may find useful, such as:

- The values and working conditions
- The corporate plan
- Service Charter
- Annual Report
- Enterprise Agreement

Order of Merit

If you are found suitable for the role, but not offered the position, you may be placed on an order of merit which can be used to fill similar vacancies for up to 18 months from the date this vacancy was advertised in APS Jobs. Using and sharing merit lists is a common practice in the Parliamentary Departments and the Australian Public Service for similar vacancies. This means that unless you have opted out, you may be contacted about similar roles in the Department or at another agency.

For more information about Merit Lists please go to APSC's website -[Creating, using and sharing merit lists](#).