



HIGH COURT OF AUSTRALIA

Job Information Pack

Casual/On-call Cleaner High Court Employee Level 1 \$26.33 per hour Canberra

Position Description

The High Court is seeking a casual cleaner able to work approximately 3 days per week and up to 5 days per week at short notice. Hours are 6:00am to 10:00am on Mon-Fri only. Hourly rate quoted above includes a casual loading and penalty payment.

Duties are to clean areas of the High Court building and precincts. A duty statement can be found on page 4 of this document.

HOW TO APPLY

For your application to be considered, it **must** include the following documents:

1. an application cover sheet (refer page 6)
2. a covering letter
3. your current resume

Preference is for electronic lodgement of applications by email to the HR Officer, Janine Ryan:

hr.officer@hcourt.gov.au

Applications may be lodged by post to:

HR Officer
High Court of Australia
PO Box 6309
KINGSTON ACT 2604

Closing date for applications is Friday 23 July 2010

About the High Court of Australia

The High Court of Australia is the highest court in the Australian judicial system. The High Court was established in 1901 by section 71 of the Australian Constitution and, to the extent that legislative provision was necessary, was given the power to administer its own affairs by the High Court of Australia Act 1979 which was proclaimed on 26 April 1980.

The constitution confers both an appellate and an original jurisdiction upon the High Court. Appeals from the Supreme Courts of the States and Territories, from the Federal Court of Australia and the Family Court of Australia are heard pursuant to the granting of special leave to appeal by the High Court. The High Court is also the final arbiter upon constitutional questions. These may come on appeal from a lower court or be initiated by an application to the High Court itself.

More information about the activities of the High Court is available at www.hcourt.gov.au.

Conditions of Engagement

Employees of the Court are employed under the *High Court of Australia Act 1979*, with the Determination under s26(4) of the *High Court of Australia Act 1979* Terms and Conditions of Employment of Employees and, where applicable, the High Court Administration Collective Agreement 2006-2009 governing terms and conditions of employment.

The following pre-employment checks will be conducted prior to the commencement of ongoing engagement:

- Australian citizenship evidenced by an Australian birth certificate or passport, or a certificate of Australian citizenship for applicants born overseas.
- A 100 point identity check. In the case of a name change, a marriage certificate, deed poll or other legal evidence must also be provided.
- A previous employment/reference check.
- A criminal history check.
- A pre-employment medical exam.

The Selection Process

The selection process ensures applicants with the appropriate mix of skills and knowledge for the effective and optimal operation of the Court are selected. The selection process also ensures accurate assessment of all applicants and objective decision-making.

A Selection Advisory Committee (SAC) will be convened to consider applications for the advertised vacancy.

On the basis of applications the SAC will short-list applicants for further assessment.

Interviews will be conducted. The selected applicants will be notified of the time and location of their interview. Interviews can consist of questions, practical assessments and presentations, and applicants will be notified when contacted if they need to prepare anything specific or bring anything with them to the interview.

Referee comments will be sought after the interview. Applicants should choose referees who can comment effectively and accurately on their current skills and abilities, experience and work performance that is relevant to the duties of the position.

At the completion of the selection process a report will be written for the Delegate's approval. This may include an Order of Merit of suitable applicants. Applicants will be notified of the outcome of their application in writing and will be given the opportunity for post-assessment feedback.



HIGH COURT OF AUSTRALIA

Cleaner

DUTY STATEMENT

<u>Date:</u>	July 2009
<u>Position No:</u>	256, 258, 260, 262, 264, 266, 268, 270, 272, 276, 278
<u>Classification:</u>	High Court Employee Level 1
<u>Local Designation:</u>	Cleaner
<u>Branch:</u>	Corporate Services
<u>Section:</u>	Operations
<u>Location:</u>	Canberra
<u>Immediate Supervisor:</u>	Senior Cleaner, Position No 279
<u>No of Subordinates:</u>	Nil.
<u>Highest Subordinate:</u>	N/A

Description:

In accordance with the High Court of Australia Work Level Standards, under close direction perform duties to assist in the delivery of cleaning services to the Court.

Duties:

1. Clean glass and brass.
2. Carry out maintenance of leather and timber finishes throughout the building.
3. Move/relocate furniture and fittings.
4. Report any faults/defects to the Senior Cleaner.



HIGH COURT OF AUSTRALIA

Cleaner

SELECTION CRITERIA

1. Demonstrates ability to undertake general cleaning duties, including vacuuming and mopping floors, dust and clean furniture, fittings and books, empty garbage bins, clean rest rooms, clean glass and brass, treat leather and timber with appropriate dressings and additives.
2. Demonstrates ability to move/relocate furniture and fittings.
3. Demonstrates basic communication skills, including ability to report any faults/defects to the Senior Cleaner.
4. Experience in cleaning general office spaces and in the use of common cleaning equipment.
5. Qualifications and experience:

Mandatory:

- Nil.

Desirable:

- Knowledge of cleaning industry standards and procedures in relation to public buildings is desirable.

Approved: _____
Andrew Phelan, CE&PR

Date: _____



HIGH COURT OF AUSTRALIA

APPLICATION COVER SHEET

Vacancy Details

Position Title:		Position Classification:	
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Personal Details

Title		Surname	
Given Names		Date of Birth <i>(optional)</i>	
Postal Address			
Contact Phone			
Mobile Phone			
<p><i>You must be an Australian citizen to be eligible for employment at the High Court of Australia.</i></p> <p>Are you an Australian citizen? <i>(Please circle or delete)</i> YES / NO</p>			

Commonwealth/APS/State Government Employment

The High Court of Australia is not an APS employer, however will recognise prior service with qualifying government employers.

Are you currently a Commonwealth, APS or State government employee? <i>(Please circle)</i>	YES / NO
AGS number	
Nominal Level	Actual Level
Ongoing Employee <input type="checkbox"/>	Non-ongoing employee <input type="checkbox"/>
Have you received a redundancy from a Commonwealth, APS or state government employer in the last 12 months? <i>(Please circle or delete)</i>	YES / NO

Referee 1 Details

Name:	
Title:	
Organisation:	
Phone No:	
Mobile No	

Referee 2 Details

Name:	
Title:	
Organisation:	
Phone No:	
Mobile No:	