



**HIGH COURT OF AUSTRALIA
Canberra**

Casual Cleaners

HIGH COURT EMPLOYEE LEVEL 1

\$42,408 - \$46,434 plus 20% casual loading

Job information pack

About the Job

Details: Casual Cleaner
 High Court Employee Level 1
 \$42,408 - \$46,434 plus a 20% casual loading
 Several positions

Position Description

The High Court of Australia is the highest court in the Australian judicial system. Established by the Constitution; the Court hears and determines constitutional disputes, as well as appeals from federal, state and territory courts in all areas of law.

The High Court is seeking Cleaners for our Canberra building. These are casual positions from 6am to 10am Monday to Friday. Suitable applicants should have current experience in office cleaning, such as vacuuming and mopping floors, dust and clean furniture, fittings and books, empty garbage bins, clean rest rooms and clean glass and brass, treat leather and timber with appropriate dressings and additives.

Preferably the applicant will have: cleaning experience; clear written and verbal skills; a First Aid certificate; and current knowledge of Work Health & Safety.

All equipment and protective clothing is provided.

Applications for the position close at **5pm on Monday 24 June 2013 with interviews held the week commencing 1 July 2013**. For further information please contact Mike Kinniburgh telephone 6270 6850.

Applicants must be Australian citizens and employment is subject to satisfactory completion of medical and police records checks. Appointment of High Court staff is made under the *High Court of Australia Act 1979*, and; employment provisions and conditions are similar to those of the Australian Public Service.



HIGH COURT OF AUSTRALIA

Cleaner

DUTY STATEMENT

<u>Date:</u>	June 2013
<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. General cleaning
2. Clean glass and brass.
3. Carry out maintenance of leather and timber finishes throughout the building.
4. Move/relocate furniture and fittings.
5. Report any faults/defects to the Senior Cleaner.



HIGH COURT OF AUSTRALIA

Cleaner Selection criteria

1. 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. Ability to move/relocate furniture and fittings in accordance with Health and Safety requirements.
3. 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 as well as a working knowledge of Work health and Safety.



Court Room 1

HOW TO APPLY

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

1. an application cover sheet (refer page 8)
2. a covering letter
3. your current resume
4. a statement addressing each of the selection criteria (refer page 7).

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

hr.officer@hcourt.gov.au

Applications may be lodged by post, marked "In Confidence" to:

HR Team

High Court of Australia

PO Box 6309

KINGSTON ACT 2604

Closing date for applications is COB Monday, 24 June 2013

Applicants are advised that late or incomplete applications may not be accepted.



Front doors of Court room 1

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.

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

- 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

All employees are subject to a 6 month probationary period, unless their contracted term of employment is 6 months or less.

Working at the High Court

The High Court building is located in Parkes ACT in the Parliamentary Triangle, on the shores of Lake Burley Griffin. It is flanked by the National Gallery of Australia and the National Portrait Gallery. Questacon (Australia's National Science and Technology Centre), Old Parliament House and the National Library of Australia are a short distance away.

Structurally, the 40-metre tall building is essentially one of concrete and glass comprising a number of major functional elements, namely a large public hall, three courtrooms, an administrative wing, and Justices' chambers.

Opened in 1980, the High Court building is one of Australia's National Buildings, and was heritage listed in 2007. In 2009 there were over 130,000 visitors to the building.

The Court has some 100 staff members, most of which are located in Canberra. Staff are engaged under the *High Court of Australia Act 1979*, and the terms and conditions of employment are similar to those of the Australian Public Service.

Staff work in the environs of one of Australia's most beautiful and iconic buildings, and additionally enjoy secure undercover parking.

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 written applications the SAC will short-list applicants for further assessment. Written applications should provide examples of how you meet each of the selection criteria.

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

APPLICATION COVER SHEET

Vacancy Details

Position Title:	Casual Cleaner	Position Classification:	HCE Level 1
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Personal Details

Title		Surname	
Given Names		Date of Birth <i>(optional)</i>	
Postal Address			
Contact Phone No <i>(business hours)</i>			
Mobile Phone No			
<p><i>You must be an Australian citizen to be eligible for employment at the High Court of Australia.</i></p> <p>Do you have any restrictions that may prevent your employment with the High Court? Yes/no if yes please advise</p> <p>Are you an Australian citizen? <i>(Please circle or delete)</i> YES / NO</p> <p>Do you require assistance in attending an interview? Yes/No if yes please advise your requirements</p>			

Are you currently a Commonwealth, APS or State government employee? <i>(Please circle)</i> Department name:	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:	

Referee 2 Details

Name:	
Title:	
Organisation:	
Phone No:	