

# Careers at NDIA

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## APS4 Corporate Operations - Preview and Submit

Message

- Declarations saved successfully

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Your application is now complete.  
Click the **Submit Application Now** button to submit your application.

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Status: Complete

Step 1 - My Details [Edit](#)

Before proceeding with your application please take the time to view our welcome video and learn how we will support you through the Recruitment process.

[Welcome Video](#)

Question 1.2	Title *	Response Provided
	Mr	
Question 1.3	First Name *	Response Provided
	Jun	
Question 1.4	Middle Name(s):	No Response Provided (your response is optional)
Question 1.5	Last Name *	Response Provided
	ZHOU	
Question 1.6	Preferred Name *	Response Provided
	Jun	
Question 1.7	Postal Address: *	Response Provided
	8/24 Sapling St	

Question 1.8	Suburb/Town: *	Response Provided
	HARRISON	
Question 1.9	State *	Response Provided
	ACT	
Question 1.10	Postcode: *	Response Provided
	2914	
Question 1.11	Country: *	Response Provided
	Australia	
Question 1.12	Mobile: *	Response Provided
	+61476100764	
Question 1.13	Email address: *	Response Provided
	zhoujun418331@gmail.com	
Question 1.14	Preferred means of contact: *	Response Provided
	Email Preferred	
Question 1.15	How did you find out about this opportunity? *	Response Provided
	APSJobs	
Question 1.18	Do you have an open current worker's compensation claim(s) that requires 'modified' duties, hours or other work place changes ?	Response Provided
	No	
Question 1.20	Do you require any adjustments in order to participate equitably in the recruitment process? *	Response Provided
	No	

Status: Complete

Step 2 - Employment Details [Edit](#)

Question 2.1	Please select the category of your current employer from the drop down list: *	Response Provided
	Private Sector	
Question 2.3	Who is your current employer? *	Response Provided
	Goodstart Early Learning	
Question 2.4	What is your current job title? *	Response Provided
	centre cook	
Question 2.11	In the past five years have you been subject to a misconduct investigation by any employer or has your employment been terminated by an employer for any reason? *	Response Provided
	No	
Question 2.16	Please select the location in which you are interested in ( <b>noting:</b> any location selected that differs from where you currently reside, you will be responsible for any relocation expenses) *	Response Provided
	ACT - Canberra	

Status: Complete

Step 3 - Resume Upload [Edit](#)

Question 3.1	Upload your resume (5MB is the maximum file size limit) *	Response Provided
	<a href="#">Jun_ZHOU_213260_resume_1.docx</a>	

Status: Complete

Step 4 - Education Details [Edit](#)

Question 4.1	Please submit details of your highest qualification you have attained.	No Response Provided (your response is optional)
Question 4.2	Please select your highest level of education: *	Response Provided
	Bachelor degree	
Question 4.3	Title of Qualification (e.g Bachelor of Human Resources): *	Response Provided
	Bachelor of Company Management	
Question 4.4	Main field of study/ major: *	Response Provided
	Business	
Question 4.6	Name of Institution: *	Response Provided
	DongBei University of Finance and Economics (China)	
Question 4.7	Year Completed: (yyyy) *	Response Provided
	2014	

Status: Complete

Step 5 - Workplace Diversity [Edit](#)

Question 5.1	The NDIA is proud of being an inclusive, diverse and welcoming workplace that strives to be a reflection of the community we serve. We encourage our applicants to share diversity information for the use of reporting purposes only. The more we can understand your identity, the better the Agency is able to be as inclusive as possible. Any information shared as part of your application will not be used for any other purposes or be provided to anyone outside the recruitment process.	No Response Provided (your response is optional)
Question 5.2	Gender: *	Response Provided
	Male	
Question 5.3	Are you an Australian Aboriginal or Torres Strait Islander? *	Response Provided
	No	
Question 5.4	Are you from a non-English speaking background? *	Response Provided
	Yes	
Question 5.5	Do you have an illness, injury or disability that impacts your daily life? *	Response Provided
	No	

Question 5.8

Do you identify as a member of the Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Asexual + (LGBTIQA+) community? \*

No

Response Provided

Status: Complete

Step 6 - Application Responses [Edit](#)

Question 6.1

Please describe and give examples of how your skills and professional experience will allow you to contribute to the role. \*

1. Demonstrated Policy and Report Creation:

During my Information Technology Diploma at TAFE NSW, I actively engaged in creating policies and reports as part of various team projects. For instance, I led a team in developing a comprehensive policy for a school project, ensuring that it adhered to well-established principles and practices. This experience has equipped me with the ability to apply policies effectively, a crucial skill required for the APS4 Corporate Operations role at NDIA.

2. Research and Report Writing Skills:

In my recent internship at Ausmate Group, I collaborated with a diverse team to support company projects, including international trading data reports. My responsibilities involved conducting in-depth research and compiling detailed reports that provided valuable insights into company operations and collaborations. This experience aligns with the NDIA's requirement for undertaking research and analysis activities to inform operational and administrative support.

3. Active Participation in Team Meetings:

Throughout my internship, I actively participated in team meetings, implementing tasks assigned during discussions. Notably, I took charge of website content collection, contributing to the overall efficiency and success of the team's objectives. This highlights my ability to work within defined parameters and collaborate effectively in a team environment, an essential requirement for the NDIA role.

4. Client Development and Relationship Building:

A significant part of my internship involved developing new clients and nurturing relationships with them. I successfully built trust with clients by staying in regular contact, providing updates, and understanding their evolving needs. Building strong relationships with stakeholders is a key aspect of the NDIA role, and my experience in client development directly aligns with this requirement.

5. Efficient Time Management:

In a dynamic work environment during my internship, I demonstrated high efficiency in time management. Juggling multiple projects concurrently, including handling research for five projects and developing relationships with 11 new clients, showcased my ability to prioritize tasks effectively. This experience directly correlates with the NDIA's expectation for effective management of competing requests and demands, ensuring tasks are completed efficiently.

Conclusion:

My diverse experiences in policy creation, research, report writing, active team participation, client development, and efficient time management make me well-suited for the APS4 Corporate Operations role at NDIA. I am confident that my skills and professional background align seamlessly with the outlined responsibilities and capabilities, and I am eager to contribute to the NDIA's objective of building a world-leading National Disability Insurance Scheme.

Response Provided

Status: Complete

Step 7 - Declarations [Edit](#)

Question 7.1

If found suitable for this position and placed on a merit list, your details may be passed on to other Australian Public Service (APS) agencies for the purpose of filling a similar vacancy as outlined in the Australian Public Service Commissioner's Directions 2016.

Do you consent to having your information shared for the purpose of being considered for similar vacancies in the wider APS? \*

Yes

Response Provided

Question 7.2

I understand that DFP Recruitment is acting on behalf of of the National Disability Insurance Agency (NDIA); that is, any information collected is done so on behalf of NDIA. DFP Recruitment has my permission to contact any person or company named within this application for the purpose of assessing my application. \*

Yes

Response Provided

Question 7.3

I declare that the information I have provided in this form and the attached application is true and correct. I understand and agree that giving false or misleading information is an offence and may disqualify me from employment, or result in dismissal, if I am offered employment, or if I am employed by the National Disability Insurance Agency. \*

Response  
Provided

Yes

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Move to Submit

Cancel