

About the Job:

Field Officer - Earn \$21.61 per hour (inclusive of 25% loading)

Details: Casual non-ongoing positions

Thank you for your interest in employment opportunities with the Australian Bureau of Statistics (ABS). This applicant information kit provides general information about the role and responsibilities of a Field Officer in the 2016 Census of Population and Housing. It also provides an overview of the Census and describes the work environment, training and salary of a Field Officer.

From this selection process, Field Officer, Reserve Field Officer and Special Field Officer Positions will be filled.

Please note if you applied for an Area Supervisor position and indicated your interest in a Field Officer position you do not need to reapply.

Overview of the Australian Bureau of Statistics

The ABS conducts the Census of Population and Housing every five years under the authority of the *Census and Statistics Act 1905*. The next Census will be held on Tuesday 9th August 2016.

The Census aims to accurately measure the number of people and dwellings in Australia and their key characteristics on Census night. This information provides a reliable basis for estimating the population of each state, territory and local government area, primarily for electoral and planning purposes.

The 2016 Census will be Australia's first Census where more than two thirds of Australia's population (more than 15 million people) are expected to complete the Census online. New delivery and collection procedures will help to maximise online response.

In the lead up to 9th August 2016, households in many areas will receive a letter from the ABS, addressed 'To the Resident'. This letter will include a unique login code and instructions on how to complete the Census online. Residents unable to complete their form online will be able to request a paper form, which they can complete and mail back in a reply paid envelope.

In other areas of Australia, a more traditional delivery approach will be used. A large temporary workforce will deliver materials to each household, enabling residents to either complete their form online or mail back a paper form in the reply paid envelope provided.

With the introduction of technological innovations such as mobile applications to support real time data collection and online training, the ABS offers a modern and empowering employee experience for 2016 Census Field Staff.

About this vacancy

The Census is going digital with 65% of the Australian Population expected to complete the Census online in 2016. This move towards a predominantly digital approach is an exciting step forward in maximising the benefits of online response. This approach has meant a change to the Field Officer role in 2016. For

households that receive a letter, Field Officers will only be targeting those households that have not responded.

For Field Officers in areas where the traditional paper form approach will be used, their main responsibility is to attempt to make contact with households when dropping off the Census form and to encourage online participation. Field Officers will also make further visits to households that have not participated online or returned a paper form.

Tasks associated with these positions require extensive walking in various weather conditions, within reason, over several hours. You will work from home and in the field, using your own vehicle to move around their designated work area. Other duties include completing administrative tasks and maintaining regular contact with your supervisors.

Due to the nature of the work involved, Field Officers will need to have a computer, access to the internet and a mobile device like a smart phone or tablet.

Key responsibilities for this role include:

- Maintaining confidentiality.
- Maximising Census participation in the work area for which you are responsible.
- Making contact with households encouraging online Census response.
- Ensuring Census material and ABS issued devices are kept secure.
- Reporting non-compliance to your supervisor.
- Completing daily online administrative work, including submitting effort recording.
- Using online Census systems to check for alerts and updates, and undertake online training.
- Using an Android or Apple smart phone or tablet and the ABS' mobile application to record dwellings visited.
- Taking reasonable care for your own health and safety by following Work Health and Safety processes and procedures.

Physical requirements of the role include:

- Driving from home to the workload area and driving between selected households in the workload area.
- Driving during the day and at night and in varying types of weather conditions.
- Repeatedly getting in and out of a vehicle and walking from the car to selected households. This may involve negotiating steep, uneven and / or slippery terrain, several flights of stairs, and unexpected obstacles. This may have to be done while working at night and in poorly lit areas.
- Walking in various weather conditions over several hours.
- Carrying up to 7kgs of Census materials, and lifting this equipment into and out of the car repeatedly.
- Lifting cartons weighing up to 10kgs.
- Ability to sit and work at a desk for periods up to several hours in duration.
- Ability to use laptop, iPad and telephony based equipment.

Desired skills and experience for the role:

- High levels of motivation, a positive attitude and reliability.
- Well-developed communication and interpersonal skills.
- Reasonable level of fitness.
- Ability to work independently in the field.

All ABS employees must represent the ABS in a professional manner.

Safe work practices are a core responsibility of this role. Field Officers must comply with any ABS Work Health and Safety policies or procedures and take reasonable care to ensure the health and safety of themselves and others who may be affected by their conduct.

Hours and Availability

The total hours of work will generally vary from 60 hours up to 150 hours over the period of employment, dependant on the workload. The successful applicants must expect that some days and weeks will be busier than others, and as such the Field Officers pattern of work may be highly variable day-to-day and week-to-week, depending on what is happening within the Field Officers area of operation at the time. There is a certain amount of flexibility in the working hours, however you may be required to work a mix of week days and weekends up to 8.30 pm. The contract commencement date will depend on the area you are required to work in.

Depending on the nature of the workload (eg. whether it is an area where Census materials are physically delivered or whether Census materials are mailed out), Field Officers contracts will commence in either July or August. Contract dates for your area will be discussed at the interview stage.

Availability will be taken into consideration when filling these vacancies. Due to the nature of the work Field Officer Positions are generally not suited to those already working full-time and applicants will need to take this into consideration prior to applying.

Salaries and Conditions

The employment contract will specify the payment that Field Officers will receive over the employment period. The amount is based on the expected number of hours required to complete the work assigned, and will be paid in fortnightly instalments, based on the duties you would be expected to have completed in the fortnight.

Field Officers are casual employees and will receive a 25% loading on top of the base hourly rate. This loading is in lieu of all paid leave and public holidays.

Allowances include:

- An incidentals allowance to cover the cost of expenses such as postage, smart phone and home phone and data usage, paper for printing, photos for identification passes and other small incidentals
- A motor vehicle allowance for approved travel with a personal vehicle for Census work

Where an employee is required to work in excess of the hours that form the basis of the employment contract, or in exceptional circumstances where an employee incurs costs in excess of the allowances provided, they will be able to submit a claim for payment for the additional hours and/or costs at the ordinary rates.

Work Health and Safety

Field Officers must be aware and take care of their own health and safety. This is discussed at length during training sessions and includes:

- Checking in with their supervisor each time they go into the field, and again on safe arrival home

- Wearing comfortable walking shoes and comfortable clothes.
- When working at night, trying to park in a safe area.
- Taking care with physical hazards, such as steps, slippery paths, etc.
- Notifying your supervisor immediately if you fall ill or have an accident or incident.
- Dealing with uncooperative or aggressive householders.

Training

Training will be scheduled on set dates and all successful applicants must complete the mandatory training. The training will be delivered online and face-to-face. In addition to covering all aspects of the role, including how to access the Census online systems and how to install the mobile application on to your recent Android or Apple smart phone or table, and it will include Work, Health and Safety components to ensure the health and safety of workers and others is not put at risk from the work carried out in undertaking this role.

Further information on training will be provided at the interview stage.

Home Office Requirements

You will need to have a designated area in your home that is private and secure to set-up a workstation. You will also need somewhere to securely store equipment and other material required to perform the role. Regular contact needs to be maintained with your supervisor so you will be required to use your own telephone as a point of contact. You will also need access to the internet to record the hours you are working and perform online training. Applicants should have a recent Android or Apple smart phone or tablet, and be comfortable using one.

Field Officers must also undertake a home workstation self-assessment in accordance with basic ergonomic principles to minimise the risk of pain, discomfort and injury.

Selection

Field Officers are generally allocated work within a reasonable distance from their residential address. In metropolitan areas, workloads can be spread over a number of suburbs, whereas in rural areas the workloads are more widely dispersed. Proximity to a suitable work area will be considered when selecting applicants for any Field Staff vacancy.

Applicants are required to complete an application form, which includes questions about availability and eligibility.

Please Note: responses must be limited to 1000 characters per criteria and a resume cannot be attached.

Selection Process

Stage One – Application

The first stage of the assessment is based on the responses provided in the application form. These responses, along with the answers to the selection criteria, will be taken into consideration in the overall assessment of the application. In addition, weighting will be given to:

- Proximity to the work area
- Availability during the contract period
- Availability to attend scheduled training

- Particular skills required for targeted positions

Stage Two – Interview and Referee(s)

The second stage is based upon the following:

- Interview performance
- Referee feedback

Please Note: due to tight recruitment time-frames and the availability of suitable applicants with the required skills, telephone interviews may be conducted in some circumstances.

Stage Three – Pre-employment Checks

The third stage determines whether applicants have the ability to perform the inherent duties and requirements. The following pre-employment checks will be conducted:

- Police check
- Self-assessment pre-employment medical

Applicants, who undergo pre-employment checks but are not offered a position initially, may be offered a position at a later date without having to attend another interview.

Applicants selected for Reserve Field Officer Position will be required to attend training and will be paid. If a Field Officer position becomes available later they will fill this role.

Applications for Census vacancies are lodged through the Census Recruitment System. When submitting the application please be sure to respond to all the mandatory questions.

Before deciding to apply please read the checklist below. If you are able to answer 'yes' to all questions you are ready to apply.

Availability from July 2016 to 30 September 2016	Yes	<input type="checkbox"/>
Adequate level of fitness to perform duties	Yes	<input type="checkbox"/>
Adequate IT skills (basic computer skills and access to internet)	Yes	<input type="checkbox"/>
Prepared to use own home computer, phone, smart phone or tablet, internet connection and printer	Yes	<input type="checkbox"/>
Available to complete online training and attend face-to-face training when required between 14 July and 11 August 2016	Yes	<input type="checkbox"/>
Able to complete administrative and communication tasks as required (e.g. record keeping, maintaining regular contact with your supervisor)	Yes	<input type="checkbox"/>

Selection Process Summary

Stage	Description
Short-listing	Initial short-listing will involve assessment of your application.
Interview	If short-listed, you may be required to attend an interview (please note that in some cases due to time constraints interview may not

be held).

Referee

Providing Referee details is optional in your online application. Referees may be contacted at any stage of the recruitment process. If there are sensitivities around contacting referees, please note this in the application form.

Eligibility

Description

Citizenship

To be eligible for engagement, applicants must hold Australian Citizenship or have the legal right to work in Australia.

Health & Character Checks

If you are identified to progress in the selection process, you will be required to undergo a number of pre-employment checks, which will include a police-records check and health clearance.

Key indicative dates – (please note these dates are indicative and will be vary between areas)

Applications close	Applications close in most areas 29 May 2016, Please note: <ul style="list-style-type: none">• Some areas may remain open longer to ensure sufficient applications are received• Areas may also close but be re-opened if needed
Short-listing & interviews	Progressively, from 30 May 2016 Please note: <ul style="list-style-type: none">• Shortlisting and interviewing will be conducted during this period• The selection process will be ongoing as additional offers may be required
Applicant advised of outcome	Please note that applicants that progress in the selection process or who are successful will be notified progressively from 30 May until mid to late August 2016. Final outcome for unsuccessful notification won't be until after Census night 9 August 2016.

IMPORTANT: Applications for the majority of areas will close 29th May 2016. Applications received in areas that close after 29th May will only be considered in the event further applicants are required.

For further information about this opportunity, please contact Census HR, Recruitment on 1300 137 804.