



Thank you for your interest in the NSW 2006 **Census Field Officer** vacancies.

This information kit provides you with some general information about the Australian Bureau of Statistics (ABS), the NSW Census Management Unit (CMU) and the advertised position. Included also is information about the selection process.

Applying for vacancies

After reading the attached information, if you believe that you are suitable for this position, you should submit an application which includes **a written statement which addresses the Selection Criteria** , your **curriculum vitae** and **a completed Job Application Cover Sheet including the name and contact number of two referees** who can provide comments on your performance against the selection criteria. You may also include in your application any further relevant information you wish to bring to the attention of the selection panel.

Please note that we will not acknowledge the receipt of your application.

Positions are available in various regions across New South Wales. Please indicate on your application which Local Government Area you live in as this will determine the workload area you are responsible for. If you have local knowledge and/or would like to apply for an area other than where you live, please also indicate this on your application.

Please state on your application where you first saw the job opportunity.

Additional information about the positions can be obtained by contacting **Glenda Roberts** on **(02) 9268 4948**.

Applications will be accepted up until close of business **16 December 2005**. Interviews are expected to be conducted during the period 23 January - 3 February 2006.

Please quote job reference CFO and forward to:

**Australian Bureau of Statistics
Census Management Unit NSW
GPO Box 796
Sydney NSW 2001**

Assessing your application

The ABS uses a selection process which follows the merit principle outlined in the *Public Service Act 1999*. The most suitable person will be selected for the position on the basis of the relative capacity of the candidates to achieve outcomes related to the duties of the position.

Your written application will be used by the selection panel to determine a short list of suitable applicants for further assessment. Applicants shortlisted for interview will be notified by phone.

Referees will only be contacted if you are in strong contention for a vacancy.

Further information

More specific information may be obtained from the contact officer, **Glenda Roberts**, (02) 9268 4948. However, before making contact, please read the information in this kit carefully.

Eligibility Requirements

For this position, it is a genuine occupational requirement that it be filled by an Aboriginal or Torres Strait Islander person, as provided for by the Public Service Commissioners Directions 1999.

Security and character clearance

Police records, employment history and employment and community references will be checked prior to engagement.

OVERVIEW OF THE AUSTRALIAN BUREAU OF STATISTICS

The Australian Bureau of Statistics (ABS) is Australia's official statistical agency. The mission of the ABS is to assist and encourage informed decision-making, research and discussion within governments and the community by providing a high quality, objective and responsive national statistical service. The ABS provides statistics on a wide range of economic and social matters, covering government, business and the population in general. It also has an important coordination function with respect to the statistical activities of other official bodies.

The ABS consists of a Central Office in Canberra, and an Office in each Capital City. Currently, some 2,600 full-time staff are employed, about half of which are based in Canberra. The NSW Office is located centrally in Sydney at St. Andrew's House, Sydney Square (near Town Hall), and has about 250 Office staff and 180 Field staff.

More information about the ABS can be found on our homepage:
<http://www.abs.gov.au>

Census Management Unit

The Census of Population and Housing is the largest statistical collection undertaken by the ABS and one of the most important. The aims of the census are to accurately measure the number, and certain key characteristics of, people in Australia on Census night and the dwellings in which they live; and to provide timely, high quality and relevant data for small geographic areas and small population groups, to complement the rich but broad level data provided by ABS surveys.

Census data form the basis of many of the ABS' most widely used products and services. One is the official population estimates which are updated each quarter. Census data are also used in compiling the monthly employment and unemployment statistics and the national accounts. The Census counts of the number of people in each geographic area are also used in the framework for selecting the samples used in ABS household surveys. Further information about the Census can be found in the ABS publication *How Australia Takes a Census (cat. no. 2903.0)* which is available on the ABS website and in local libraries.

The role of the Census Management Unit (CMU) is to ensure the complete enumeration of all dwellings and persons in NSW for the 2006 Census, using established collection procedures, in a secure and cost effective manner. This includes implementing specific strategies to ensure special enumeration groups, such as Indigenous, ethnic and homeless people are provided with every opportunity to complete a Census form.

Census Field Officer's role

The success of the Census largely depends on the quality of work undertaken by Census field staff. The major employment categories of field staff are divided under mainstream Census operations and Indigenous Enumeration Strategy operations. The Census Field Officer will manage the Community Coordinator and Collector Interviewer in discrete Aboriginal and Torres Strait Island communities and work

closely with District Managers and other mainstream Census field staff in other areas where there are Aboriginal and Torres Strait Islander people (refer to organisation chart attached). Census Field Officers will also be responsible for conducting interviews with Indigenous Housing Organisations and community representatives for the Community Housing and Infrastructure Needs Survey (CHINS).

- 1 The Census Field Officer (CFO) positions are created within the Census Management Unit. The broad role of a Census Field Officer is to ensure the enumeration of all persons in allocated "nominated discrete communities" and to assist with the enumeration of Indigenous persons in "urban areas". In 2006 the Census Field Officers will also be undertaking the collection of data for the Community Housing and Infrastructure Needs Survey (CHINS) from Indigenous Housing Organisations and Indigenous Communities.

The roles and responsibilities of the Census Field Officer will include:

- a Responsibility for organising/coordinating the Indigenous enumeration for an area and taking responsibility for public awareness work in conjunction with the State Indigenous Manager (SIM) as specified in the Census Communications Strategy.
 - b Responsibility for undertaking CHINS (Community Housing Infrastructure Needs Survey) interviews with all the Indigenous Housing Organisations and Indigenous Communities within their workloads.
 - c Responsibility for recruiting and training Community Coordinators and Collector - Interviewers.
 - d Responsibility for assisting with locating and recruiting Special Collectors - Indigenous Assistants as required.
 - e Maintaining regular contact with the State Indigenous Manager, District Managers, and Area Supervisors in their areas to ensure a high quality count in their area.
- 2 In keeping with the nature of the duties, the Census Field Officer positions will be identified as requiring a person able to communicate with Indigenous people and sensitive to Indigenous culture.
 - 3 Throughout their region of operation, each Census Field Officer will be expected to:
 - a Organise and promote Census awareness activities.
 - b Identify and prepare lists of discrete Indigenous communities and associated outstations.
 - c Establish contact with community councils.
 - d Determine the best way to enumerate communities.
 - e In consultation with the communities and the District Manager, determine the best way to enumerate communities.

- f Recruit and train Community Coordinators and Collector - Interviewers for discrete communities.
 - g Assist as required with the recruiting and training of Special Collector - Indigenous Assistants for urban areas.
 - h Provide regular reports to the State Indigenous Manager and District Managers.
 - i In consultation with mainstream collection staff, solve any problems that may emerge during enumeration.
 - j Ensure timely return of Census forms and associated administrative records from discrete communities.
- 4 As well as being able to relate to Indigenous people, it is important that Census Field Officers have the necessary administrative skills to manage the statistical operations they are responsible for, including the provision of progress and summary reports.

The Census Field Officer will report to the State Indigenous Manager located in the Census Management Unit in Sydney and will be responsible for the professional and efficient project management of the Census operation in their allocated workload area. The role of the Census Field Officer is to ensure the full and accurate count of Aboriginal and Torres Strait Islander people in New South Wales.

Remuneration & Employment Conditions

- This is a Temporary (Long Term) vacancy from late February to October 2006.
- Salary will be at the APS Level 5 \$50,611 - \$55,672 per annum.
- These are full-time positions but the number of hours worked each week will vary with heavy workloads up to June 2006 and then again a peak around Census night on 8 August 2006. These positions are based from home but the duties will involve a significant amount of work in the field and after hours/weekend work.
- If CFOs are directed to use their private motor vehicle, an appropriate motor vehicle allowance will be paid. Authorised travel and incidental allowances will also be paid. The ABS will make an employer contribution to a superannuation fund on your behalf.
- A mobile phone will be provided.

Census Field Officer Duties:

Duties may include all of the following:

Attendance at a five day training course between 6-10 March 2006 and a two day training course (dates to be advised later) plus completion of a Home Study Exercise and any other additional exercises requested by the State Indigenous Manager

Receipt and storage of equipment and materials associated with the duties of a Census Field Officer

Recruitment, training and supervision of Community Coordinators

Assisting Community Coordinators with recruitment and training of Collector - Interviewers and Special Collectors

Liaise with senior mainstream field staff about special enumeration requirements

Identify and encourage Indigenous applicants for mainstream collection activity, such as Area Supervisors and Collectors

Coordination of the delivery of Census materials within the designated area and the secure safe return of materials after the Census

Ensure that Census forms are delivered to and collected from all households and people within the area within the timetable set

Answer queries and resolve problems in relation to issues, policies, and procedures, such as confidentiality, security, access and occupational health and safety

Undertake local public relations activities, as necessary

Application of ongoing quality assurance checks on field staff in the area

Monitoring Census collection operations to ensure enumeration is carried out in a satisfactory manner according to timetable and within budget

Ensuring the confidentiality of Census materials at all times

Determining and undertaking appropriate action on non-response and areas where Collectors are reporting high non contact rates

Providing regular progress reports to the State Indigenous Manager

After enumeration, preparation of a written report on the conduct of field activities and attendance at a debriefing session

Selection Criteria

- 1.** A demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people, communities and organisations. A demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures and contemporary issues.
- 2.** Good inter-personal skills and the ability to recruit, train and support staff working on the enumeration of Aboriginal and Torres Strait Islander people.
- 3.** Effective project management skills, including the ability to determine priorities, plan workloads, and report on progress to meet the required outcomes. An ability to work independently, sometimes in remote areas, for extended periods.
- 4.** Capacity to develop an understanding of the statistical objectives and processes required for effective enumeration of Aboriginal and Torres Strait Islander people, and the ability to undertake appropriate quality assurance. In addition, the ability to apply financial processes to ensure appropriate use of ABS resources.
- 5.** Computing skills, including a demonstrated ability with the internet and experience working with computers.
- 6.** Possession of a current Driver's Licence and availability to travel away from home for extended periods if required.

Other requirements of the position are:

- For this position, it is a genuine occupational requirement that it be filled by an Aboriginal or Torres Strait Islander person, as provided for by the Public Service Commissioners Directions 1999
- Demonstrated knowledge of local organisations and communities within area/s applying for
- The capacity to work from home or another suitable site provided by you
- Ability to provide secure storage to ensure the confidentiality of Census material at all times
- Access to a telephone
- Availability to travel extensively and conduct field work throughout a designated workload area

Successful applicants will be required to undergo a security clearance before appointment and will be legally bound to protect the privacy of information collected in the Census.

AUSTRALIAN BUREAU OF STATISTICS - NSW OFFICE

Job Application Cover Sheet

Position applied for:

Designation/Classification: **Census Field Officer**

Position Number: **CFO**

Section: **Census Management Unit**

Location: **NSW**

Personal Details:

Surname: _____

Given Names: _____

Address for correspondence: _____

Local Government Area : _____

Work Phone: _____ Home Phone: _____

Sex: M or F (please circle)

Are you an Aboriginal or Torres Strait Islander person: Y or N (please circle)

Do you have access to a telephone: Y or N (please circle)

Are you currently employed in the Australian Public Service: Y or N (please circle)

Where did you see this position advertised: _____

Please indicate any days/periods when you will be unavailable for interview between
23 January - 3 February 2006:

Employment Details:

Name of Employer: _____

Current Position: _____

Referees:

Referee 1 (Aboriginal or Torres Strait Islander Community person):

Name: _____ Organisation: _____

Contact Number: _____

Referee 2:

Name: _____ Organisation: _____

Contact Number: _____