



Information for Applicants

Location

Future Fund Management Agency (the Agency) positions are located in Collins Street, Melbourne, Australia.

Eligibility

- **Citizenship.** Australian citizenship is a usual requirement of employment unless waived by the Agency. There are restrictions on the employment of people who have, within the previous 12 months, accepted a redundancy benefit from any Australian Public Service (APS) Agency or a non-APS Commonwealth employer.
- **Character clearance and Security Assessment.** Successful applicants will be required to undertake a personal character check (police check) and an appropriate Commonwealth security clearance to ensure that you are a fit and proper person for employment in the Australian Public Service.

Selection

- **Workplace Diversity.** We value diversity and aim to ensure that fair, equitable and non-discriminatory consideration will be given to all applicants.

The Future Fund Management Agency is an Equal Opportunity Employer

- **Selection is based on merit.** The recruitment process will assess the suitability of candidates, relative to other applicants, based on the requirements of the position and the Agency's Values.

The selection process may include the use of assessment tools such as software use, psychometric testing etc.

- **Successful applicants.** Applicants to employment opportunities should be aware that the successful applicants will be notified in the APS Employment Gazette <http://www.apsjob.gov.au/>.

Recruitment Privacy Statement

The Agency is committed to the responsible handling of personal information collected as part of the recruitment process.

Information collected about you will only be used in relation to recruitment and selection processes and will not be disclosed to a third party without your consent, except as provided in this statement or otherwise required by law.

As part of the recruitment process the Agency may utilise the services of a third party.

Unsuccessful applications will be retained for a minimum period of six months after the conclusion of the selection process. Personal information may also be retained after that time, for example, in the selection report created to support the recruitment process.

Applicants may be required to provide their written consent to enable the Agency or third parties appointed by the Agency to check records maintained by Police and the Department of Immigration and Citizenship (DIAC) as a part of the selection process.

If you wish to contact us about your personal or sensitive information you can contact the Human Resources Department on (03) 8656 6400 or recruitment@futurefund.gov.au.