

# **GUIDE TO APPLYING FOR A POSITION AT THE GENDER CENTRE**

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Thank you for your interest in applying for a position with The Gender Centre. This guide has been established to assist you to prepare your application.

## **THE RECRUITMENT & SELECTION PROCESS:**

Involves The Gender Centre identifying a vacancy, advertising it, short listing applicants, calling suitable applicants for interview, checking referee reports, conducting criminal record checks and offering appointment to the preferred applicant(s).

## **APPLYING FOR THE POSITION:**

You are required to apply in writing for the position. Appointments to positions with The Gender Centre are made on the basis of merit. This means that the applicant considered to be the most capable of performing the duties of the position is selected. Choosing the best person for the position is part of The Gender Centre's Equal Employment Opportunity Policy.

Your application must contain:

- your completed Job Application Coversheet;
- your responses to the selection criteria (*see below*); and
- your resume, including referee contact details.

*(Please do not list partners and or family members as contact referees)*

## **WRITING YOUR APPLICATION:**

You need to write your responses to each of the essential and desirable selection criteria to show the selection committee that you have the right mix of skills, knowledge and experience to do the job. Our suggestion to applicants to ensure that the selection criteria are met adequately is to make a separate heading for each selection criterion. For each one, describe in no less than two paragraphs your skills, knowledge and experience and show how they could be used in the job. Emphasise your major achievements.

### **Key Words in Selection Criteria and their meaning:**

***Demonstrated knowledge:*** you need to give examples that prove you have this area of knowledge.

***Ability to:*** you do not need to have completed this kind of work before, but your skills, knowledge and experience must show that you are capable of doing the work. Describe things you have done which prove you could do this kind of work.

***Experience in:*** you have to show when and how you have done this work before. Give examples.

***Effective, Proven, Highly Developed, Superior:*** These ask you to show your level of achievement. Give as much detail as you can, using examples of your achievements to show your skills, knowledge and experience.

The Gender Centre requires all employees to have an awareness of the principles and practices related to Equal Employment Opportunity (EEO), Occupational Health and Safety (OH&S), Ethnic Affairs & Cultural Diversity and Appropriate Conduct (Ethical Practice) relevant to each job. You should ensure that you address these aspects as part of your response to the selection criteria.

## **APPLICATION & RESUME:**

You need to complete the Job Application coversheet. You also need to complete a resume which is clear, concise, up to date and includes: any qualifications, professional registration & affiliations, employment history and the name, address and contact numbers of two referees. Personal information such as marital status, number of dependants, etc are not relevant to the requirements of the position and need not be included in your resume. If you are intending to apply for more than one advertised position, please submit a separate application for each position.

## **THE ROLE OF THE SELECTION COMMITTEE:**

The selection process will be undertaken by a committee. Each selection committee is convened with care to ensure that it has the necessary expertise to make a decision in a fair and impartial way. Collectively, the committee will have an understanding of the vacancy and its role and will be responsible for the integrity of the final selection recommendation. The panel will usually consist of three members. If called to an interview, you are entitled to ask who is on the panel.

## **INTERVIEW / ASSESSMENT:**

Interviews and selection are conducted by a panel of at least three people. The panel usually includes the manager, an independent (a person not employed by The Gender Centre) and another person who can contribute to the selection process

If called for an interview, you will be asked questions related to the duties of the position and the advertised selection criteria. You may also be asked to tell the panel more about particular areas of your application. You will be able to ask questions about the position and provide the panel with more information to help your application.

Prior to the interview please read the job advertisement and/or position description again. The criteria for the position have been developed from the position description and the Panel will use the criteria to develop interview questions. You can also do the same. It will assist the Panel if you are able to link experiences and examples of previous work to the position description and selection criteria.

Other methods may be used to decide if you are suitable for the position. For example, the panel will call your referees or may wish to look at samples of your work.

The panel discusses which applicant best meets the selection criteria and writes a detailed report which rates the strengths and weaknesses of each applicant. A recommendation is made to either offer the position to the best applicant or take further action (for example, readvertise the position).

If you are offered an interview and you have any special needs (for example, wheelchair access or an interpreter) you should inform the person who contacted you.

## **REFEREE REPORTS:**

If you are considered to be one of the suitable applicants, comments will be sought from your nominated referees, as to your demonstrated ability or potential to fulfil the selection criteria. It is important that you nominate referees who are able to discuss your suitability in relation to the selection criteria and comment on your current work performance. You may like to provide them with a copy of the position description so that they are prepared to provide relevant information to the selection committee.

## **CHECKS:**

It is The Gender Centre's policy that a National Criminal Record Check is conducted for sexual offences, serious offences involving threat or injury to another person and serious offences which are directly relevant to the duties of the position for which they have applied.

A criminal record check, for applicants recommended for appointment, is only undertaken following interview and with the signed consent of the recommended appointee. Appointment to a position will be conditional upon a satisfactory criminal record check being returned.

It is also The Gender Centre's policy that all recommended applicants for appointment provide appropriate documentation to support their identity.

Working with Children Checks and Criminal Record Checks are conducted as required by law for positions that will have unsupervised access to young people and as required by the gender centre's funding body.

### **PROBATIONAL PERIOD**

It is the policy of The Gender Centre Inc that all new employees undertake a three month probation period.

### **PROOF OF IDENTITY:**

The Gender Centre requires all applicants to bring proof of identity to their interview. ***Proof of identity must include one of the following: Current drivers licence , Birth Certificate, Citizenship Certificate or Passport.*** Do not send originals with your application.

### **CULTURAL DIVERSITY, EEO, ETHICAL PRACTICE AND OH&S**

The Gender Centre is committed to the principles of cultural diversity, equal employment opportunity (EEO), ethical practice and occupational health & safety (OH&S).

In accepting a position with The Gender Centre the new employee will "agree to support the core values of The Gender centre which include cultural diversity, equity and ethical practice and a healthy, safe and fair workplace".

New employees will also receive appropriate mandatory training on the above principles and will receive regular refresher training particularly in those areas which relate closely to their responsibilities.

### **POST SELECTION FEEDBACK / NOTIFICATION:**

You will be advised of the result of your application after the selection process is completed, normally within one to two weeks of interviews being conducted. If your application is unsuccessful, you may wish to contact the convenor of the panel to discuss your performance in the interview. If your application is successful a representative of The Gender Centre will contact you and offer the position to you.

### **LATE APPLICATIONS:**

Late applications are not considered so please ensure your application reaches us by the closing date

*"Thank you for applying for this position and we wish you well for the future"*

*Equal Employment Opportunity and appointment on merit are The Gender Centre's Policy*