

Information for Applicants

The following information provides details about the Regional Disability Advocacy Service (RDAS) recruitment and selection process. It should be read in conjunction with the Position Description. The selection process will normally take between six and eight weeks after applications close.

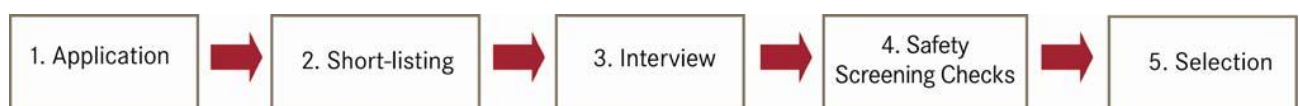
Regional Disability Advocacy Service (RDAS) believes that merit based recruitment is key to maintaining a sustainable and developing organisation, the most capable and motivated staff, and high quality services to clients. Merit based recruitment is free of discrimination, and provides opportunities for workforce diversity. Equal employer opportunity, and anti-discrimination practices are used in the selection process.

We value people with personal lived experience of disability, either themselves or as a carer/family member. We believe these people can provide significant knowledge that enhances the work of RDAS. Likewise, RDAS welcomes and encourages a workforce from other diverse backgrounds including Aboriginal and Torres Strait Islander, linguistic backgrounds and LGBTIQ.

RDAS acknowledge that people from diverse backgrounds are often disadvantaged in the recruitment process therefore people identifying as having a disability receive 2 extra points. People identified as belonging to another diverse background, will attract one extra point.

An important component of the recruitment process is safety screening, which is designed to ensure we select people who will uphold RDAS' values and provide a safe environment for our vulnerable clients.

The recruitment process is comprised of five stages:



Things to consider before applying:

Read the Job Description

Applicants should read the Position Description and consider whether they are able to meet the inherent requirements of the role and if they meet any required mandatory qualifications.

Eligibility to work in Australia

To gain employment with RDAS, applicants need to be either:

- An Australian citizen. A birth certificate, citizenship certificate or Australian passport is proof of eligibility;
- a permanent resident of Australia;
- A New Zealand citizen who has entered Australia on a valid passport. A valid New Zealand passport is proof of eligibility to stay and work in Australia without restriction; or
- A non-citizen with a valid visa, which provides the right to work in Australia. A current passport with the visa is proof of eligibility. As the visa has an expiry date, non-citizens can only apply for casual, temporary or fixed term roles that do not extend beyond the visa expiry date. Visitors on a Working Holiday visa are permitted to work in a temporary or casual role, but for no longer than six months with any one employer.

1. Application

The Position Description will state any mandatory or preferred qualifications and specialist expertise required, while the key selection criteria (KSC) outline the knowledge, skills and personal qualities needed to do the job.

Applicants should submit the following documents by the closing date:

1. a cover letter (maximum 2 pages) which outlines the applicant's suitability for the role
2. Statement addressing the key selection criteria.
3. a current resume (3-5 pages long) which should:
 - contain accurate, succinct and relevant information which supports the application
 - include the applicant's contact details, work experience and qualifications
 - Include contact details for two referees, including the current or most recent supervisor. Applicants should let their referees know that they may be contacted about the application.

Submit applications by email to jobs@rdas.org.au or post PO Box 982 Wodonga, 3689

If applicants apply via email and have provided email contact details, they will receive an automated acknowledgement. Alternatively, they will receive written acknowledgement if they send in a hard copy application.

2. Addressing Key Selection Criteria

Key selection criteria or KSC, is the first document the selection panel reads to assess your suitability for a job.

Applications that do not respond to the selection criteria **will not** be considered. You **will not** be interviewed — no matter how qualified or experienced you are. So be sure to respond with the correct information if the job posting asks you to.

Address each selection criteria with a short statement

Create a separate document listing all of the selection criteria (copy and pasted from the position description). Then write a short statement around 60 to 120 words for each.

Show clearly how your personal values, knowledge, skills and experience meet the selection criteria. Include examples from other jobs, experience gained outside or work, or from your formal studies. Be precise and make it relevant.

Try to tease out the keywords in the selection criteria, brainstorm your qualities and history, and then apply the Situation Action Outcome (SAO) approach. Here is how.

- Highlight key words in the key selection criteria and think about what the employer is looking for.
- List examples in dot points that show how you meet the selection criteria — describe relevant skills, experience, incidents, training, personal qualities and expertise.
- Review your list and structure your response using the SAO approach, shown below.

Now use the SAO approach to create concise answers of 60 to 120 words. Think about the:

- **Situation** — where and when you did something
- **Action** — what you did and how you did it
- **Outcome** — what was the result of your actions

Check that each statement is 60 to 120 words long. Be factual and positive, without exaggerating or even downplaying your capabilities and experience.

2. Short-listing

The selection panel will assess all the information that applicants provide to determine whether they will be short-listed for interview, initially focusing on knowledge and skills, specialist expertise and desirable/mandatory qualifications. Personal qualities will generally be assessed at interview and through reference checking for those candidates who progress to these stages.

If applicants are short-listed, they will be invited to attend a panel interview. Applicants who are not short-listed will be notified in writing.

3. Interview

A panel will generally be comprised of three people of mixed gender and the interview will normally take between 45 minutes and an hour.

At interview, the panel will ask questions related to the KSC detailed in the job description. They will use 'behavioural' style questioning where applicants will be asked to provide details of their direct experience against the KSC. Where further assessment is required, a second interview may also be undertaken.

In some instances work sampling using one or more tasks, which are representative of the capabilities, established for the role, (eg. a case study or in-tray exercise) is undertaken.

If selected as a preferred candidate, applicants need to provide:

- proof of identity (see below)
- proof of qualifications (original)
- If the applicant is a non-resident of Australia, they need to provide their working visa. The application will not proceed if a current working visa is not provided.
- Working With Children Check (WWCC) card or receipt of application for the WWCC (see below) if applicable to the role.

Applicants will also need to complete a consent form to obtain a national police history check and a form to authorise payment of employment screening costs (see below). If they are not identified as a competitive applicant, this information will not be used, the national police history check will not be submitted and all proof of identity documentation will be destroyed.

4. Safety screening checks

Competitive applicants need to undergo a series of safety screening checks before selection to any position with the organisation. Employment safety screening is integral to the organisation's recruitment and selection process. However, safety screening is not a means in itself of precluding people with an adverse history from employment with RDAS. The relevance of any history will be assessed strictly in relation to the work environment and the inherent requirements of the role.

No offer of employment will be made until all safety-screening requirements are met.

Working with children check (WWCC)

The WWCC is a mandatory screening process for all people in Victoria who work or volunteer directly with children. Applicants for child protection roles are required to apply and pay for an 'Employee' WWCC or produce a current 'Employee' WWCC card prior to receiving a job offer. A receipt of payment for application or an actual 'Employee' WWCC card is required as evidence. It is an offence under the *Working with Children Act 2005* for the organisation to employ a person in a role that requires working directly with children unless they have an 'Employee' WWCC card. It is also an offence to hold a 'Volunteer' WWCC card in paid child-related work.

The WWCC assesses an individual's criminal history, specifically focussing on offences that present a risk to children's safety. Applicants automatically pass the WWCC if they have no relevant criminal offences or professional disciplinary findings. The check is valid for five years and is monitored by the Department of Justice. Employee WWCC application forms are available from participating Australia Post outlets.

For more information on the WWCC please visit the following website:

<http://www.justice.vic.gov.au/workingwithchildren> or call the confidential information line on 1300 652 879.

Applicants, who already hold a WWCC card and have changed their contact details or commenced work at RDAS, must update their records via the following link:

<http://www.justice.vic.gov.au/wps/wcm/connect/Working+With+Children/Home/Maintaining+Your+Check/>

Reference checks

You will need to include at least two professional References. Where possible you will need to include your current or most recent supervisor. Checks will only be conducted on preferred applicants. The reference check will include questions relating to the applicant's skills and experience against the KSC, as well as previous conduct and behaviour in the workplace.

Proof of identity (PoI) check

As part of the national police history check applicants are required to provide original and current documents to establish their identity. The Police check establishes identity by verifying the following:

- the commencement of identity in the community
- the link between identity and the applicant as shown by photo and a signature
- evidence of identity operating in the community
- Evidence of identity's current residential address.

National police history check

National police history checks are conducted to establish if an individual has a criminal record and to assess the relevance of that record within the context of the RDAS work environment and the role being applied for.

The results of the national police history check will remain the property of RDAS and will be stored in line with the *Information Privacy Act 2000* and the *Fair Work Act 2009* (see privacy statement below). For information on what will be released in the check, please contact Victoria Police or the relevant police jurisdictions in which the offence may have occurred.

International police check

Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check. Applicants should contact the relevant overseas police force to obtain this and submit this as part of their application. Details of overseas police agencies are available on the Department of Immigration website www.immi.gov.au, and can be searched for under the phrase, 'penal clearance certificate.'

5. Selection

Successful applicants will be advised verbally, followed by a formal letter of offer. A signed copy of the letter must be returned as an indication of acceptance.

Other relevant information

Privacy statement and storage requirements

The organisation collects personal information for the purposes of processing and considering applications for employment. Information collected from applicants is used only for this purpose and personal information will not be disclosed unless authorised by the applicant or as permitted or required by law.

Information is treated as confidential and managed in accordance with the organisation's Privacy Policy and the *Fair Work Act 2009*, although the organisation may disclose personal information contained in the application to nominated referees in order to verify the applicant's statements. Sensitive and health information is only collected and disclosed with the applicant's consent or as permitted by law.

Failure to provide some or all of the information requested may result in the application not being progressed. Applicants are able to request access or correct the information held about them under the *Freedom of Information Act 1982*.

Reasonable Adjustment Policy

RDAS will provide reasonable adjustments for persons with disabilities who are employees

or applicants for employment. The Reasonable Adjustment Policy applies in three broad areas: recruitment and promotion; modification of work tasks; and modification of work area. Please see below for contact information if applicants need assistance.

Code of Conduct

All RDAS employees are required to comply with the Code of Conduct. Explanatory booklets are provided with any subsequent employment.

Health and Safety

RDAS has a number of policies, guidelines, procedures and risk assessment tools to minimise Work Health & Safety (WHS) risks in the workplace. Employees are required to be familiar with, adhere to and use or manage the relevant policies, guidelines, procedures and risk assessment tools.

While at work employees must take reasonable care of their own health and safety; take reasonable care for the health and safety of persons who may be affected by their actions and cooperate with RDAS on actions taken by the organisation to comply with the Occupational Health and Safety Act.

Contact information

If applicants need assistance or adjustments to fully participate in the application or interview process, they should contact the person listed in the job description.