

Advice to Applicants

Appointment to positions at Shelter Tas is based on merit and equal employment opportunity principles. That is, employment of staff is based on the person's skills, qualifications and their potential for future development. Appointment decisions cannot be influenced by matters that improperly discriminate against age, gender, disability, ethnicity, sexual preference, religious or political persuasion. Decisions will be based on the applicant's capacity to fulfil the inherent requirements of the position.

The following information is provided to assist you in preparing your application and to guide you through our selection process.

Preparing your application

The first step in the selection process is to prepare and submit a written application, including cover letter, résumé and statement addressing the selection criteria. ***Applicants who do not provide sufficient information in relation to all selection criteria will not be considered further.***

Please note that:

- We are unable to return your application to you, so keep a copy of your application for your reference.
- We prefer that your application is sent by email to training@sheltertass.org.au. If necessary, you may send it to us by mail or deliver it to the Shelter Tas office.

Assessment of applications by the Selection Panel

After the closing date the Selection Panel will shortlist applicants for interview. The Selection Panel must be satisfied that the interviewees meet all selection criteria. Depending on the number of applications, not all candidates who meet the essential criteria will be shortlisted. Applicants who appear to meet the criteria at the highest level will be selected for interview.

Attending the interview

If you are shortlisted for an interview you will be advised by telephone.

The interview provides an opportunity for the Selection Panel to obtain further information from you in relation to your application. The interview will be structured using a standard line of questioning for all applicants, but supplementary questions may be asked of each applicant to obtain additional information in relation to the selection criteria.

Following the interview process, the Selection Panel will rank the applicants in relation to the selection criteria. The Selection Panel will then obtain referee reports prior to making an offer of appointment to the preferred candidate for the position.

The following documents are required as part of your written application:

1. Cover letter

Include a cover letter with your written application. Use the cover letter to introduce yourself and to highlight the reasons you are seeking the position at Shelter Tas.

2. Current résumé

A résumé is a history of your employment and work experience and should cover:

- Your employment history in chronological order, starting with your current employment
- Details of the positions you have held including dates of employment, capacity in which you were employed, where you were employed, and a brief outline of the main duties, responsibilities and major achievements
- Your educational qualifications and professional affiliations
- Name, position and contact details for two referees.

3. Claims against the selection criteria

Address each of the essential and desirable selection criteria individually, and use a heading for each one. Aim to show the Selection Panel that you have the relevant knowledge, skills, qualifications and experience to meet the specified criteria. In addressing the selection criteria, please provide information and examples which are *directly related* to each selection criterion. It is not sufficient simply to claim that you meet the criteria. Aim to address each criterion in approximately half a page or at most one page.

Referee checks

The purpose of referee checks is to obtain, in confidence, factual information about your past work history, as well as opinions regarding the quality of your work and suitability for the position.

Referees must include at least one contact from your most recent employment, usually supervisors or managers (referees from voluntary or unpaid work may be used also). A referee must be able to comment on your work experience and skills specifically relating to the selection criteria.

Pre-Employment Health Report

We are committed to continually improving the management and standards of work health and safety and we strive to minimise the risk of injury in our workplace. If you are the preferred applicant you will be required to complete a Pre-Employment Health Report, where you will be asked to provide relevant information as to your capacity to undertake the duties of the position, taking into consideration the risk factors identified in Part A of the form.

Where there are concerns as to the capacity to fulfil the inherent requirements of the position, you may be assessed by a medical practitioner. We will make every effort to make reasonable accommodations where issues have been identified. You will only be denied employment where the medical practitioner determines that you are unable to fulfil the inherent requirements of the position.

Job offer

A written offer of employment will then be provided to the successful candidate.

Please note that successful applicants will be required to complete a Confidentiality Agreement and undergo a National Police Check.

Notification to unsuccessful candidates

Once the successful candidate has accepted the position, unsuccessful applicants will be notified via email.

Further Information

If you have any queries in relation to the position, please do not hesitate to contact Trish Donnelly, Shelter Tas Admin and Project Coordinator, at (03) 6224 5488, or email her at training@shelertas.org.au.

To find out more about Shelter Tas and what we do, go to www.shelertas.org.au.

Senior Policy Officer - Advocacy and Policy Lead

Timeline

- The Senior Policy Officer vacancy will be advertised on Saturday 17th February 2024 in *The Mercury*, and will be posted on seek.com.au and ethicaljobs.com.au
- Applications close at 9:00am, Tuesday 5th March 2024
- Interviews will be held within three weeks of the application closing date, at the Shelter Tas office in Hobart:

Suite 33, Level 3
110-114 Collins Street
(Trafalgar Centre)
Hobart TAS 7000

Lodge your Application

By email – training@shelertas.org.au

By post – GPO Box 848
Hobart TAS 7001

In person – Suite 33, Level 3
110-114 Collins Street
(Trafalgar Centre)
Hobart TAS 7000