

Application Information Pack

Information Management Coordinator - RSPCA Approved Farming Scheme

Full Time, 2-year contract

\$55,000 to \$65,000 a year

(Plus 10% superannuation)

Location: Deakin Office, Canberra

Ordinary hours worked between: 8:00am to 5:00pm
Monday to Friday.

Full time - 38 hours per week

Closing Date: 6th August

Contact Officer: Talulah Gaunt

Contact Officer details: 02 6282 8300 or recruitment@rspca.org.au

GUIDELINES FOR APPLICANTS

APPLYING FOR THE POSITION

Applications must include the following:

- A covering letter of application
- Telephone number(s) for contact purposes
- Resume including contact details of at least two referees. Referees can be from paid or work experience; the referee should be able to comment on your work-related attributes.
- Your claims against the Selection Criteria

Applications that do not address these requirements may not be considered for the position.

NOTE: You should be available for interview as soon as the vacancy closes. If you know that you will be unavailable, please note this on your application and if possible, provide alternate contact details.

ELIGIBILITY REQUIREMENTS

If you are not eligible to work in Australia at the time of applying for the advertised vacancy, it is in your interests to advise (in your application) whether you have applied for Australian Citizenship or working visa and the expected timeframe for recommendation.

THE ROLE OF THE SELECTION COMMITTEE

The selection process will be undertaken by a small panel, usually consisting of two or three members.

The Committee will be responsible for shortlisting, assessing the applicant which may include questions at interview, skill testing or scenario problem solving or a mixture and contacting referees.

The most suitable applicants (short listed from their written application) will be called for an interview. The purpose of the interview is to provide the applicant with the opportunity to expand on information presented in their application and to enable the panel to gather further data for the assessment process.

The body of the interview will be structured so that each interviewee is provided with the same assessment process and at the interview you will be given the opportunity to ask questions about the position. The assessment offer candidates the chance to demonstrate their understanding of the position and its duties.

If you are offered an interview and you have any special needs (for example, wheelchair access to the building, interpreter for hearing impaired persons) you should inform the person who contacts you

If you are selected for interview, but not successful in being appointed, you will be advised by email. Applicants not selected for interview will also be advised by email.

Please note that unsuccessful applications and recruitment documentation will be retained for 12 months and then destroyed. Recruitment documentation for the successful candidate will form part of the employee's personnel file.

REFEREE REPORTS

Comments will be sought from your nominated referees to determine your ability or potential to fulfil the selection criteria and the requirements of the job you have applied for. Referees will be required to confine their comments to their direct knowledge of you. It is therefore important that you nominate referees who are able to discuss your

suitability in relation to the selection criteria.

Consider providing your referees with a copy of the position description so that they are prepared to provide relevant information to the selection committee. Written referee reports are not required.

WORK HEALTH AND SAFETY (WHS)

RSPCA Australia is committed to safe work practices and a safe work environment. Each employee has a legislative requirement to ensure their work is carried out safely. RSPCA Australia is also committed to assisting with the prompt return to work of injured workers.

SENDING YOUR APPLICATION

All completed applications can be emailed to: recruitment@rspca.org.au