

Job Application Pack

Central Highlands Water ... *a great place to work!*

*Integrity
Teamwork
Leadership
Care*

Applying for a job at Central Highlands Water



CENTRAL
HIGHLANDS
WATER

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1. Why work for Central Highlands Water?

Central Highlands Water (CHW) employs approximately 200 people throughout the region and offers excellent working conditions and a range of benefits to help balance the demands of work and personal life.

Our people are the essence of CHW. Our business would not be possible without the unique abilities, experience, commitment and collaboration of our people.

For more information on why CHW is *a great place to work*, visit www.chw.net.au/about-us/careers/why-work-with-us/

2. Where to find our vacancies

We advertise available positions on the CHW website: www.chw.net.au/about-us/careers/current-vacancies

Positions may also be advertised on the job website SEEK; the Water Careers website and the local paper, the Ballarat Courier.

Our advertisements outline the more significant details about the position including work type (permanent, part-time, fixed term etc), location of the role and salary range. It also gives details of where you can obtain a copy of the position description, and the closing date for applications. It will also provide details of who to contact if you would like further information that you can't find in the Position Description.

It is important that you read all information in the advertisement as it will also include application requirements specific to the vacancy.

3. Position Descriptions

The Position Description (PD) describes all of the details about the role, particularly the key responsibilities of the job and the attributes (knowledge, skills and experience) that potential applicants are expected to be able to demonstrate.

All positions have a Position Description and it is important that prior to deciding whether or not to apply, you download and read the details to: a) decide if you like the look of the job and the work; and b) gauge whether or not you meet the position requirements.

Position Descriptions for vacant positions are found on the CHW website: www.chw.net.au/about-us/careers/current-vacancies

4. Your application

Recruitment at CHW is merit-based. This means, that the best person for the job is appointed, and all decisions are fair and non-discriminatory.

To this end, we require applicants to submit all of the following documents in their application. This allows us to form a clear picture of each person's knowledge, skills and experience.

1. Cover Letter
2. Current Resume
3. Statement Addressing the Key Selection Criteria

4.1 Cover letter

Your cover letter should be no longer than one (1) page in length, and provide a brief snapshot of what you have to offer. Tell us why you are interested in the position and the reasons we should hire you.

4.2 Current resume

Your resume provides a summary of your employment history (starting with the most recent, and working backwards), any formal qualifications you have, or are working towards, and your knowledge and abilities. Include any major achievements or valuable learnings you had in previous roles, particularly where they relate to the job you are applying for, or where the learning is transferable.

If you can, tailor your resume to the position you are applying for, by emphasising the skills, knowledge and experience that directly relates to the role.

If you need help in preparing your resume, there are some really great websites that have free templates you can use. Just Google *Resume*.

4.3 Statement addressing the Key Selection Criteria

You must include a separate document, where you address each of the Key Selection Criteria (KSC) as they are listed in the Position Description.

The KSC are the critical elements of the role, and only candidates who demonstrate that they meet all of the KSC will progress to interview.

We recommend you start each KSC on a separate page. Type the KSC at the top of the page, then write 2-3 paragraphs, telling us how your qualifications, knowledge/skill and experience would allow you to meet the expectations of the criterion. Use examples, if that is helpful.

4.4 The closing date

Applications are to be submitted to applications@chw.net.au by the stated time on the advertised closing date.

We will not be able to accept your application if you do not submit it in time. It is recommended that you send through your application well before the closing date and time.

5. Next steps

5.1 Confirmation of receipt of application

You will receive confirmation via email, that your application has been received. Depending on when you submit your application, this may take 2-3 days to arrive.

5.2 Shortlisting applications

Applications are considered and assessed against the Key Selection Criteria. Only those applications that meet the KSC will be considered for interview. On occasions, where the calibre of candidates is high (ie. where there are lots of candidates that meet the KSC), applications will be 'ranked' according to how well the KSC are demonstrated.

4-6 candidates will be selected on this basis, to proceed to interview.

5.3 Interviews

Shortlisted candidates will be interviewed by a selection panel, usually comprising the Manager of the department where the position sits; a representative from People and Culture; and another person who has a good understanding of the needs of the job.

5.4 Next steps after interview

Candidates who are invited to progress to the next stage of the recruitment process may be asked to participate in some further 'checks' which may, depending on the position they are being considered for, include:

- National Police Record Check
- Working with Children Check
- Psychometric Testing
- Pre-Employment Medical Examination to ensure there is a capacity to undertake the inherent requirements of the job (generally only where there is a physical aspect to the position)
- Referee Checks
- Other

If requested to participate in one of these checks and you refuse, CHW will be unable to progress any further with your application.

Following receipt of the results of the check (if relevant), CHW will determine whether to proceed with your application, or not. If not, you will be advised.

The selection process can be time-consuming, and may take up to four (4) to six (6) weeks to complete from the closing date. Unsuccessful applicants will be notified of the outcome by email. If any applicant would like feedback on their application and/or interview, they are encouraged to contact the People and Culture representative and ask. Every effort will be made to give feedback where requested.

6. Need some help?

Should you need some help with your application, or require support or advice in relation to the recruitment process, please contact CHW on **1800 061 514** during normal business hours, and ask to speak with People and Culture.