

Position Application Information

This document should be read alongside the Position Description.

If you have any questions about this position, please contact Jain Moralee on work@twenty10.org.au.

Application

When applying for a position, you must:

1. Write about your experience and skills for each essential and desirable selection criteria. This can be a brief paragraph or two with headings for each criterion.
2. Provide the names of two referees and their contact details (phone numbers & email).
3. Provide a copy of your Curriculum Vitae (no longer than 2 pages preferred)

Applications should be emailed to work@twenty10.org.au and received by the date and time stated.

Selection Process

Selection Panel

A selection panel, generally comprising of a Governance Board member, a representative of staff and a community partner, will be established to shortlist applicants. The panel will write the interview questions, interview applicants, contact referees and make the final decision.

Where any member of the selection panel knows an applicant, that member must disclose the nature of the relationship. If the relationship between the parties is judged by the Co-Executive Directors to be a conflict of interest, and may influence the selection panel member's ability to provide a fair and non-biased opinion, the Co-Executive Directors will replace the selection panel member.

Short listing

All applications will be treated as confidential and only members of the Selection Panel will view and discuss applications. In the short listing process, the selection panel will:

- Exclude those who do not adequately meet all the essential criteria

- Exclude those who do not adequately meet any of the desirable criteria, if there are a high number of applicants who adequately meet all the essential and most of the desirable criteria

The selection panel has the discretion to interview applicants who may not have clearly addressed all the essential criteria, but have demonstrated potential to fulfill the criteria. This will give the selection panel the opportunity to more fully examine the applicants' credentials.

The selection panel will re-advertise the position if there are no applicants who fulfill at least the essential qualifications stipulated in the advertisement.

Interview Process

Interview questions will be made available to interviewees ten minutes prior to the commencement of their respective interview. The interview questions will be standard for all people being interviewed for this position, and will be based on the selection criteria and the job description. The panel reserves the right to ask follow-up questions to these pre-determined questions, in order to more clearly ascertain whether the applicant meets the criteria.

Decision Making

A member from the interview panel will contact the referees of the preferred applicant. Details of the preferred applicant will be forwarded for a *Working with Children Check* to be conducted in accordance with the *Child Protection (Prohibited Employment) Act*. A member from the selection panel will contact the successful applicant. Once the position has been accepted, a member from the selection panel will advise and provide feedback to unsuccessful applicants.

Equal Opportunity Employment

Twenty10 incorporating GLCS NSW abides by Equal Employment Opportunity principles. Each applicant will be treated fairly and in a non-biased way. Twenty10 is committed to providing opportunities for all applicants regardless of race, age, religion, national origin, disability, marital status, familial status, veteran status, or sex, sexuality and/or gender orientation. By encouraging and sustaining a diverse workplace, we can create a more welcoming and responsive environment to better meet the needs of our clients and workers. We strongly encourage Aboriginal and

Torres Strait Islander people, people of culturally and linguistically diverse backgrounds as well as people who identify as LGBTIQ+ or similar.