

CAXTON LEGAL CENTRE INC

SELECTION PACKAGE FOR APPLICANTS

Thank you for your interest in an advertised position with Caxton Legal Centre Inc. The Centre is an equal opportunity employer. The information in this package is provided to ensure that all potential applicants have an equitable basis for preparing their application for selection.

Please ensure that you read the information in this package carefully before preparing your application.

THE POSITION DESCRIPTION

The position description includes the following information:

- the title of the position;
- the award classification and wage level of the position;
- the hours to be worked;
- the duration of the appointment;
- the accountability and reporting structure;
- the working relationships between the position and others;
- the general role of the position; and
- the specific duties to be undertaken by the position.

You should read the position description carefully before preparing your application.

THE SELECTION CRITERIA

The selection criteria will be used to determine the most meritorious applicants to be shortlisted for interview.

Selection criteria are divided in to two types:

- **Essential** criteria are those without which it would be impossible to perform the position. You must specifically address each individual selection criterion if it appears under this heading. The Centre reserves the right not to consider applicants who do not specifically address each individual essential selection criterion. The Centre reserves the right not to shortlist applicants who do not meet one or all of the essential selection criteria; and
- **Desirable** criteria are those which enable the position to operate more effectively. You do not have to address the desirable selection criteria although doing so may enhance the chances of your application if you are one of several applicants who meets all of the essential selection criteria.

Your responses to the selection criteria should be provided under separate headings which correspond with each selection criteria.

For each criterion you must provide specific details including examples which show that you have the required skills, knowledge or abilities. It is not sufficient to simply state that you meet the selection criteria. If you fail to demonstrate how you meet the selection criteria you will probably not be shortlisted for interview.

Usually each selection criterion requires an answer of between 2 and 3 paragraphs. This should be sufficient to outline your experience and allow you to give examples. One or two sentence answers are generally not sufficient to demonstrate your abilities, unless the criterion is very basic. For example, a criterion that asks whether you have a current drivers licence can be answered in a sentence or two indicating that you have a licence and a clean driving record. A criterion seeking information about your ability to work in a team environment would need to be much more detailed and provide examples of instances where you have worked in that sort of environment and the skills you have that would contribute to the team.

Careful attention should be paid to the wording of the selection criteria. To assist you in answering each of the criteria we provide the following information:

- Where a criteria calls for **demonstrated ability** or **demonstrated skills** it means that you need to be already proficient in the requirement described.

Example: “Demonstrated skills in wordprocessing” requires that you are competent to undertake word processing without any further training. Your answer should include examples of instances where you have undertaken wordprocessing and details as to your level of proficiency.

- Where a criteria calls for **demonstrated ability to become proficient** it means that you can give evidence of your potential skills by giving examples of your ability in related or similar activities.

Example: “Demonstrated ability to become proficient in using Word 6” could be satisfied by giving examples of how you have a general knowledge of wordprocessing programs and examples of how you were able to become proficient in using some other program/s.

- Where a criteria calls for **an ability to rapidly acquire skills/knowledge** it means that you may not have any prior skills or knowledge in the area but that you can give evidence of instances in which you were able to learn unrelated new skills quickly.

Example: “An ability to rapidly acquire skills/knowledge in Word 6” could be satisfied by providing examples of other instances in which you have quickly learned to use technologies. Your response should also include details of your willingness to take on formal training and whether this would be at your own time and expense.

- Where a criteria calls for an **“understanding of”** it means that you may not have any practical skills in the area but that you can understand the broad concepts that are applicable.

Example: “An understanding of the role of community based organisations” could be satisfied by a response which outlines the broad nature of community based organisations and how they differ from say, the private sector or government activities.

- Where a criteria calls for a **“commitment to”** it means that at a personal and/or work level you are committed to a particular viewpoint, process or belief

Example: A “commitment to working in the community sector” could be demonstrated by past examples of work or attempts to find work in the community sector (either paid or unpaid).

You should make certain that you address **all** of the requirements of each essential selection criterion. Some criteria may include two or three requirements as in “understanding of and commitment to”, others may require you to answer in the alternative as in “demonstrated knowledge or ability to rapidly acquire” .

YOUR APPLICATION

Your application should include:

- a letter of application;
- answers to selection criteria (this may be part of the letter or a separate document);
- a current resume and details of referees. Please do not send original certificates, awards, academic results. or letters of reference.

Please note the following:

- If is preferable that applicants submit their application in triplicate on A4 paper. While multiple copies are requested wherever possible, failure to do so will not adversely affect your application.
- Do not bind your application or send it in presentation folders. It is sufficient to staple all of your documents together with a covering letter.
- Applications will not be returned.

Shortlisting for interviews occurs on the basis of how well your application demonstrates that you meet each of the selection criteria. This is your opportunity to demonstrate your merit for the job.

You should note that if one of the essential selection criteria for the position is about your written communication skills, your application **will** itself be viewed as evidence of your ability to satisfy that requirement. Clarity of expression, succinctness and proper grammar may all be considered.

THE SHORTLISTING PROCESS

On receipt of all applications the Centre’s Director will check applications to ensure that they meet the necessary application requirements (ie., specific individual responses to all essential selection criteria, received by due date).

All applications that meet the necessary application requirements will then be considered for the purposes of short listing.

Shortlisting is a process of determining the most meritorious applicants based upon the written application for the purposes of interviewing.

Applications will be excluded in the following order:

- those who do not meet all the essential criteria; then
- those who do not meet any of the desirable criteria; and then
- those who do not meet all the desirable criteria.

At each of these stages, an applicant will be considered on its merits.

The final stage of the shortlisting process is to exclude applications that do not meet all the essential and desirable criteria as well as other applications do. At this stage the

— applicant is considered on “relative merit” (how the applicant compares with other applicants).

Short listed applicants will be notified by telephone and an interview arranged. The Centre endeavours to ensure that short listed applicants are advised of interview times at least three days in advance.

The Centre attempts to complete the shortlisting process within one week of the closing date for applications.

THE INTERVIEW

Most interviews are conducted during the late afternoon or evening to ensure that applicants do not have to take time off from existing work commitments.

If you have any special needs in relation to the interview, please let the Director of the Centre know prior to the interview.

The interview will be conducted by three or four members of a selection panel. The members usually consist of the Director and the President of the Centre, another staff member and/or Management Committee member.

What to expect

Questions asked during the interview are aimed at assessing your levels of knowledge, experience and skill. They are designed to enable you to further demonstrate how well you meet each of the selection criteria. Each applicant will be asked the same questions.

You might be asked to deal with scenarios or hypothetical situations about certain topics. Other questions might ask you to demonstrate in depth levels of knowledge about a particular topic.

Depending upon the nature of the position, you may be asked to arrive for your interview earlier than the schedule starting time. This might be to allow you time to consider a prepared hypothetical or to undertake a practical test (eg., typing).

It is important to answer each question fully. The selection panel will see it as your responsibility to give all supporting information to further your application, and won't see it as being “boastful”.

In preparing for the interview you should consider the selection criteria and consider what type of questions might be raised.

In preparing for the interview you should familiarise yourself with the activities of the Centre by reading the enclosed brochure. Regardless of the position you are applying for it is almost certain that, if you obtain an interview you will be asked questions about how the Centre might differ from the public sector or a private business and why you would choose to work in a community organisation. It is also certain that you will be asked about your understanding of the term “social justice”.

The Interview Process

All questions will reflect aspects of the selection criteria and the position duties. The panel will consider how well you answer the questions asked.

After all interviews are concluded the Selection Panel will consider the written applications and the interviews to determine the most meritorious application.

REFERENCE CHECKS

The role of a referee is to provide honest feedback about your knowledge, skills and abilities relevant to the selection criteria for the position.

At least one referee should include a recent supervisor.

If your referee provides information detrimental to your application, you will be made aware of this information and given the opportunity to respond.

Reference checks may be conducted by the Centre once applicants have been shortlisted (ie before interview). Reference checks will certainly be conducted after the interview as the information is used to supplement the final selection decision.

The final decision is made on the basis of information you provided in your application and at interview and the information provided by your referees.

The successful applicant will be notified by the Director as soon as a final decision is made.

AFTER THE SELECTION

Unsuccessful applicants who are interviewed will be telephoned as soon as a final selection is made and confirmed. **All** applicants will be notified in writing that a decision has been made.

You are able to contact the Director to obtain feedback on why you were not shortlisted or selected.

CLOSING DATE

Applications for this vacancy close at 5.00pm on the closing date for the position and should be marked "CONFIDENTIAL" and forwarded to or lodged with:

The Selection Panel
Caxton Legal Centre Inc
28 Heal Street
NEW FARM QLD 4005

A late application will be considered within reason and at the discretion of the Director provided that permission is sought before the closing date.