

Zig Zag Young Women's Resource Centre Inc

Guidelines for Applications for the Intake Support Worker, Sexual Assault Program

Applications due 9.00am Monday 23rd January 2023

Zig Zag are currently seeking applications from women with the appropriate qualifications, skills, and experience for a part-time, fixed term contract position of Administration Worker within our Centre Support Team.

To be considered for the position your application must:–

- Respond to the 'Essential Requirements' and each 'Selection Criteria' as listed in the Position Description (maximum 3 pages).
- Include a copy of your resume.
- Provide the name and contact details of referees, a minimum of two, one being from your most recent employer (if possible). Please ensure that your referees are available to be contacted by Zig Zag *prior* to submitting your application.
- Provide confirmation of COVID19 vaccination (minimum 2 doses) unless a genuine exemption applies.
- Email your application to manager@zigzag.org.au and label "Confidential". Applications must be submitted before 9am on Monday 30 January 2023. Late applications will not be accepted.

Shortlisting Process:

A Selection Panel will review all applications and will select applicants for interview based upon an assessment of each applicant's written application. Applicants who are successful in securing an interview will be contacted by telephone. Information will be given about the interview date, time, venue and panel members. Applicants unsuccessful in securing an interview will be notified by email / mail.

Interview Process:

Interviews are scheduled to be held soon after the shortlisting process has been completed, date to be confirmed. Interview questions will be based on the position description and will be supplied to applicants 15 minutes prior to their interview. During this time the applicant can read over the questions and make notes if they wish. The length of interview will be approximately one hour.

The Interview Panel will be made up of the Manager and may include members of the Management Committee, Senior Staff or relevant staff. The Interview Panel will assess each applicant on their responses to the questions asked and may need to take notes during the interview. Towards the end of the interview there will be an opportunity to ask any general questions about Zig Zag and the panel will inform you of the employment conditions.

Once all interviews are conducted, the panel will make a decision based on the assessment made of each applicant. Referees may be contacted before a final decision is made. A member of the selection panel will notify the successful applicant by telephone. The successful applicant will be required to provide a copy of their current "Working with Children Blue Card", or undergo the check. A letter of appointment will be provided and will be subject to relevant security checks being completed and cleared.

Unsuccessful interviewed applicants will be notified by telephone within two weeks of the interview taking place, and if requested can be provided with post-selection feedback in regards to their individual performance. Applicants with a grievance in regard to non-compliance with relevant legislation during the selection process (e.g. Equal Employment Opportunity Legislation) should notify the Management Committee in writing within five working days after the interview takes place.