



Derbarl Yerrigan Health Service Inc.

CHIEF EXECUTIVE OFFICER APPLICANT INFORMATION PACK

This Applicant Information Pack has been designed for those interested in applying for the Chief Executive Officer position with Derbarl Yerrigan Health Service Inc (DYHS).

Before submitting your application please read the information in this Applicant Information Pack and the information specific to the position (Advertisement and Job Description Form). This should assist you in deciding whether your experience, skills and abilities match the requirements of the advertised position and enable you to prepare an appropriate application.

In your Application

- Ensure that all relevant documents and information is attached
- Ensure the application is signed, dated and includes a contact telephone number
- Ensure your application is submitted by the due date

Application Contact Officer

All enquiries regarding this position and application process should be directed to Andrew Webster, Senior HR Advisor of Aboriginal Health Council of Western Australia on 08 9227 1631 or andrew.webster@ahcwa.org

Application Process

The suitability of applicants is assessed using a thorough and competitive selection process. The Aboriginal Health Council of Western Australia in partnership with the Derbarl Yerrigan Health Service Inc are committed to maintaining equality and fairness in the recruitment and selection process and recognises merit as the primary basis for selection. Merit is determined through an assessment of a person's abilities, qualifications, experience, standard of work performance and qualities relevant to the performance of the duties of the position.

Important features of the advert and Job Description Form include:

- The essential requirements of the job. You must demonstrate that you meet each of the essential requirements, or your application will not be accepted.
- Demonstrated evidence of your ability to meet the desirable qualities, abilities or experience in any or all of these areas will improve your application.
- The date by which you must submit the application. Late applications will generally not be considered unless you have previously contacted the AHCWA Human Resources team prior to the deadline indicating that you wish to apply and stating valid reason(s) why your application will be late.
- All enquiries regarding the job should be directed to Andrew Webster, Senior HR Advisor on 08 9227 1631 or application@ahcwa.org.au.

Applications close 12:00pm Sunday 12 February 2017 AWST

To enable the Selection Panel to give every consideration to your application you will need to attach details regarding the following areas:

Claim for the position/ addressing the selection criteria	<p>The position description lists certain essential criteria, which will be used to assess your application. It is essential that in your application you address each selection criterion outlining your relevant skills, capabilities, experience and qualifications and using relevant examples from your work or community roles to demonstrate your ability to meet each criterion.</p> <p>If any criterion is not addressed, or insufficiently addressed, your application may not receive further consideration.</p>
Additional Information	<p>Give details of any additional skills, qualifications, interests, activities, or any other matters, which may assist your claim for the position.</p> <p>You may include: Languages; short courses; social/ sporting interests; computer/ technical skills; union membership; driver's licence; professional registration; and community activities.</p>
Education	<p>Give details of any school, university or college qualifications and studies completed or being undertaken relevant to the position. Show the institution, years attended and the results.</p>
Referees	<p>Upon request provide the names, telephone numbers and email addresses of at least two most recent (no older than 5 years) referees who can comment on your previous employment. Referees will be asked to provide information on your past employment and work performance relevant to the selection criteria for this position.</p>
Current Resume	<p>Provide a current resume which includes your personal particulars, employment experience and relevant qualifications. You may include any temporary or part-time positions and experience gained in Australia or overseas. Information should include title of job, name of employer, dates, positions held, functions and responsibilities.</p>
Transfer / Promotions / Referrals / Recommendations	<p>Applicants will be selected for interview from the information contained within their application. If you wish to be considered equally please do not rely on referrals/ recommendations and ensure you submit a completed application.</p>
Cultural Awareness	<p>You should expect the selection panel to ask you questions regarding your experience working with Aboriginal and Torres Strait Islander people. Your awareness and appreciation of Aboriginal and Torres Strait Islander cultural customs is important.</p>

Recruitment and Selection Process:

Interviews and the selection process is conducted by a panel of at least three people. The panel usually includes a corporation director, an independent (a person not employed by the corporation) and another person/s who can contribute to the selection process.

The recruitment selection panel assesses your application against the essential and desirable criteria of the position. The most competitive applicants are called for an interview where the panel conducts a more detailed assessment.

If you are shortlisted for an interview, you will be asked questions related to the duties of the position and the advertised selection criteria. You may also be required to tell the panel more about the particular areas of your application.

You should be available for interview from the advertised closing date. Please note that if you are going to be unavailable anytime within one month following the closure of the application period please note this on your application and, if possible, provide alternative contact details.

The panel will rate the strengths and weaknesses of each application and a recommendation will be made, either to offer the position or take further action.

Please note that employment with Derbarl Yerrigan Health Service is subject to the following:

- The applicant possessing the unrestricted right to live and work in Australia
- The applicant providing proof of identity and other necessary documentation
- A satisfactory Criminal Record Check
- Confirmation that the prospective applicant is not disqualified from managing Aboriginal and Torres Strait Islander corporations in accordance with the Aboriginal (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act).

Feedback:

If you are shortlisted you will be offered the opportunity to receive feedback on your assessment.

You will be advised of the result of your application once the selection process is completed, usually within two weeks of interviews being conducted.