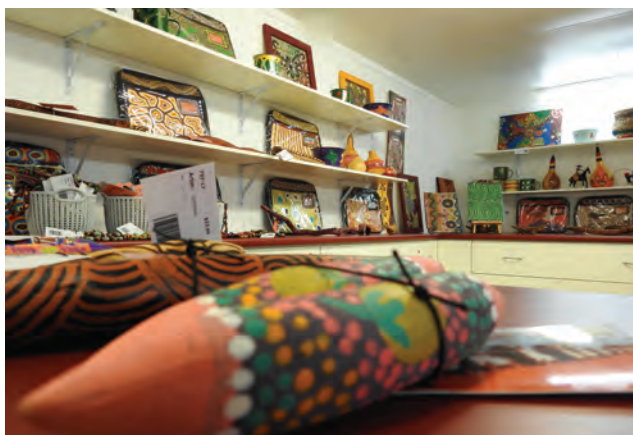




Waltja Tjutanku Palyapayi  
“Doing Good Work With Families”



## Information Pack for Job Applicants

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Thank you for your interest in a career with Waltja Tjutanku Palyapayi. Please read the following information carefully, before completing and sending in your application.

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## About Us

Waltja is an Aboriginal controlled, community-based organisation, founded in 1997. We work in remote Central Australian Aboriginal communities, across nine languages and more than one quarter of the Northern Territory. Waltja's foundation is the leadership of strong Aboriginal women, our focus on Aboriginal families, our distinct set of operating principles (The Waltja Way) and our support for community self-management and self-determination. In 2014 Waltja won the national Indigenous Governance Award. See <http://www.reconciliation.org.au/iga/past-finalists/657> for more information

We work to effect positive changes for communities, developing the capacities of Aboriginal people to improve their own lives. We do this through our training and employment practices – employing local people and growing our own workforce, investing in career development through work experience, traineeships, accredited training and mentoring for staff and professional development for Directors, and supporting young people on communities to engage with training and employment pathways; and through designing and delivering programs in remote communities to help strengthen families, help people in need, and promote/maintain culture. Programs include: Language and Culture, Children and Families, Family Mental Health, Youth at Risk, Aged and Disability, Emergency Relief and Financial Literacy.

Waltja's Social Enterprise, Tjutangku Tjukurrpa, supports Aboriginal women who can generate immediate income through creation of art products which are sold on-line, from our shop-front and corporate events. Profits go to Waltja's family support programs. During 2014-2018, over 500 Aboriginal women were involved in Tjutangku Tjukurrpa. See <https://www.waltja.org.au/artstore/more-about-our-products/> for more information.

Waltja Tjutangku Palyapayi is Luritja and roughly translates to "doing good work with families" and the name encapsulates the Waltja story.

## Our logo

The three circles represent communities, Waltja Tjutangku Palyapayi and service providers respectively. The dots in between depict Waltja workers travelling between communities and service providers, sharing information and addressing gaps in service delivery through referral, training and advocacy.

## Working With Us

Waltja understands that it is important to embrace the diversity and address the needs of a modern workforce. Our organisation provides for a flexible work environment and supports a life/work balance. It outlines a number of strategies which provide our employees with a range of options to enhance the experience of a career with Waltja. Some of these strategies are:

**Flexible working hours** – balance your work and family life with flexible working hours and patterns and access to part-time work arrangements.

**Family friendly leave arrangements** – our employees are entitled to a range of leave options to deal with the day-to-day events that come with being part of a family. These

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include annual leave with paid leave loading of 17.5%, personal leave, maternity leave, adoption leave, compassionate leave and ceremonial leave.

**Above-award wages** - Waltja wage rates are set at 5.2% above the rate set by the national Social, Community, Home Care and Disability Services (SCHADS) Industry Award.

**Studies assistance** – eligible employees are supported to further develop their knowledge and skills.

**Generous superannuation** – we will contribute up to 10% for smokers and 11.75% for non-smokers of your superannuation salary to your choice of complying fund.

**Access to annual leave** – as well as the standard five weeks annual leave (pro-rata for part-time workers), you can have annual leave and leave loading of 17.5% paid out as requested.

**Health and wellbeing** – we have a range of healthy lifestyle initiatives available.

**Salary packaging** - After completion of your three (3) month probationary period workers will be eligible for salary packaging as per relevant ATO legislation.

## Who Can Work For Us?

To work at Waltja you must:

- Be an Australian citizen, or in the process of becoming one
- Understand that a security or character clearance may be conducted (if notified as being required. An example is the current Working with Children (NT Ochre Card)
- Complete a satisfactory health check related to the Superannuation requirements.
- Complete a set probationary period

## About Our Selection Process

Waltja fills all vacancies under the merit principle as defined under the Social, Community, Home Care & Disability Services Industry Award 2010. This means that our selections are based on the merit of applicants, their work-related qualities such as experience, qualifications, skills and abilities and the standard of capability required for each role. We do not discriminate on the basis of age, gender, religion, race or sexual preference.

### Key steps in our recruitment process

#### Step 1: Selection panel assessment

Management assesses all applications against the selection criteria and/or specific requirements outlined in the Duty Statement to determine a shortlist of applicants who have demonstrated their suitability for interview.

#### Step 2: If you make the shortlist

If you are successful you can normally expect that we will phone you for an interview within two weeks of the application closing date. If you are not successful, we will advise you by email or mail and will also provide with contact details if you wish to seek feedback.

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### Step 3: The interview

A selection panel conducts the interviews. The selection panel will consist of the panel convener, one other person who knows the role and may or may not also have a Waltja Director or third independent person.

The interview is an opportunity for us to find out more about you, and for you to find out more about Waltja and the role. You will be asked questions that are related to the selection criteria and key responsibilities outlined in the Duty Statement. The interview questions focus on your personal attributes, on your previous life or work experiences and on your ability to fit in with Waltja values and mission statement.

### Step 4: Referee checks

You must provide details of at least one current or most recent supervisor or line manager and the current contact details for two other referees. If you are not able to provide details for the current or most recent supervisor or line manager you will need to explain why in your covering letter. Waltja reserves the right to contact previous employers for a referee check or to investigate your employment history using social media.

### Step 5: Panel decision

All the evidence collected by the panel is gathered and considered to determine which candidates meet the required capabilities to perform the role. Where there is more than one suitable applicant, they will be assessed against the work-related requirements as well as the operational needs of the organisation.

### Step 6: The result

If successful for the role, you will receive a phone call from the panel convener to congratulate you and discuss when you can join us. If you are not successful this time around, we will advise you by phone, mail or email and provide you with contact details should you wish to seek feedback.

## What to include in your application

Your application **must** include:

**An up-to-date resume or curriculum vitae** outlining your work experience, including the name of the organisation, duties performed and dates of employment; as well as any training you have undertaken and any special accomplishments/awards/projects.

**A cover letter** including all of your contact details so that we can easily get in touch with you and accommodate any special needs you may have during the selection process.

**Current referee details** of three recent referees. We normally only speak to referees after the interview (if you are a strong contender) or where the panel is having difficulty in shortlisting for interview.

**Your statement of claims** addressing all of the selection criteria and specific requirements asked for in the Duty Statement. Please answer the questions to the best of your ability and draw on relevant skills and experience to construct your answer.

### Tips on addressing selection criteria

#### What are selection criteria?

Selection criteria describe the personal qualities, skills, abilities, knowledge and qualifications a person needs to perform the role effectively. These are used to identify the right person for the role.

Your response to the selection criteria provides Management with information to make a judgment on short listing applicants for further consideration. It is therefore important that you put your best claims forward and only include information that is relevant to the position.

#### How do applicants address the selection criteria?

To address the selection criteria you need to provide evidence to show that you meet the criteria and can do the job. The most important aspect of addressing selection criteria is to provide evidence through relevant examples. Support your claims with actual, specific examples of what you have done and how well you did it.

Most often you will be asked to address the selection criteria individually, but there are occasions where you are asked to provide a summarised statement of claims against all selection criteria.

#### Addressing selection criteria individually

This is the traditional method of addressing selection criteria where you respond to each criterion on a different page.

In this method you have more room to provide in depth information and to expand your examples or provide a number of examples. When addressing selection criteria individually you should address all aspects of the criterion.

Remember:

- Address each part of the selection criteria
- Provide clear and specific concrete examples, and
- Use the criteria as headings at the top of each section.

#### Summarised statement of claims

This method of addressing selection criteria emphasises the need to highlight your skills and achievements by using specific examples in a succinct length and manner.

It is unlikely that you will be able to address each individual part of every criterion. It is also not necessary to include your responses under a different heading for each criterion, as this may take up valuable space.

A summarised statement of claims can take two formats.

These are:

- responses organised into paragraphs addressing each selection criteria, or
- responses organised into specific examples that demonstrate several or all of the selection criteria.

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Remember:

- Be selective with the examples that you use as evidence; it is not the number of examples that you include, but their quality and relevance that is important
- Ensure you link your examples to the selection criteria, and
- Ensure that the summary builds on the information in your resume; use both to convey your suitability. In either scenario, provide examples where you have demonstrated the skills, knowledge and experience outlined in the selection criteria. You may wish to draw on relevant examples of things you have done at work, privately or in the course of your studies.

The '**STAR**' principle is a useful tool to address the selection criteria as it provides a format for describing an example, your experiences and achievements.

STAR is:

<b>Situation:</b>	provide a brief outline of the situation or setting
<b>Task:</b>	outline what you did
<b>Action:</b>	outline how you did it, and
<b>Result:</b>	describe the outcomes.

Below is an example putting the **STAR** principle in practice.

A poor statement example:

'I am an excellent leader and build effective teams'.

An improved statement is:

'When I worked with the xxxx youth program in Alice Springs I was team leader for the alcohol and other drugs project. I supported team members to plan and run activities and to create resources about Alcohol and Other Drugs. I managed conflict and ensured that staff followed rules and gained skills.'

By reviewing this statement you can clearly see how the **STAR** principle has been applied:

**Situation:** Worked with the xxxx youth program in Alice Springs, role and responsibility – team leader, alcohol and other drugs project.

**Task:** Supported team members to plan and run activities

**Action:** Managed conflict and ensured that staff followed rules and gained skills

**Result:** Activities and to create resources about Alcohol and Other Drugs, staff understood the rules, and developed their skills

Remember: Use the **STAR** principle and focus on results/outcomes

- Ensure that you clearly understand what is meant by each selection criterion before putting pen to paper

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- Provide clear, relevant and specific examples
- Avoid unsupported claims about your capabilities
- Use strong action (doing) words and avoid using passive language
- Avoid using ambiguous or unclear expressions (for example, 'involved in', 'assisted')
- Avoid using words and phrases that could reduce credibility (for example, some, a little, limited, somewhat, etc.)
- Use dot points where appropriate
- Check for errors and spelling
- Ensure that sentences are grammatically correct and concise, and
- Stick to any length requirements (for example, maximum number of pages).

## Lodging Your Application

Please see details below for submitting your application. If you are unable to access the internet you may send your application, either via:

### Post:

Confidential Job Application  
Waltja Tjutangku Palyapayi  
PO Box 8274  
Alice Springs NT 0871

**Email:** [manager@waltja.org.au](mailto:manager@waltja.org.au)

### Or in person:

Confidential Job Application  
Waltja Tjutangku Palyapayi  
3 Ghan Road  
Alice Springs NT 0870

Late applications will not be accepted.

We will also endeavour to let you know as soon as possible after the closing date for applications whether you have been successful in being short-listed for interview.