



# APPLYING FOR AN ADVERTISED VACANCY AT THE PORT OF TOWNSVILLE GUIDELINES FOR APPLICANTS

Thank you for expressing interest in the advertised position at the Port of Townsville Limited. The Port of Townsville Limited (the Corporation) is an equal opportunity employer and as such, the following information is provided to ensure that all applicants clearly understand the requirements of the overall selection process.

## Purpose of the Position Description

The Position Description should be read carefully as it:-

- describes the requirements and duties of the position
- forms the criteria for selection of the most meritorious applicant for the position
- determines the criteria considered in appeals against selection decisions.

## Your Application

A separate application must be submitted for different positions advertised or re-advertised unless otherwise directed. Your application should include the following:

You are expected to provide the following items:

- an application cover sheet;
- a covering letter (this is not specifically asked for but is normally expected);
- your resume/curriculum vitae which provides your personal details, qualifications and work history;
- a statement addressing each of the selection criteria for the position (NOTE: consideration for interview is based solely upon your clear demonstration that you meet all the essential selection criteria for the position);
- The names and addresses of two referees; and
- If you are not an Australian or New Zealand citizen, evidence of your eligibility to work in Australia.

Optional items that you may also want to include are:

- written references
- work samples

Please do not include original documents with your application. Photocopies are sufficient at this stage. Should you be selected for an interview, you may be then requested to provide original documents at that time.

## Selection Criteria

Selection criteria describe the qualifications, knowledge, skills, abilities and experience a person requires in order to do a job effectively. They are divided into:

- essential criteria
- desirable criteria.

You must meet the **essential** criteria to be considered for a position because without having the relevant qualifications, knowledge, skills or experience you would not be able to do the job. If you do not meet the essential criteria, you will not be shortlisted for interview. It is not necessary for you to have the qualifications, knowledge, skills and experience described by the **desirable** criteria, but your chances of being shortlisted are better if you do. Where there are several applicants who meet the essential criteria, the selection panel will shortlist on the basis of the desirable criteria.

© Port of Townsville Limited A.C.N. 130 077 673	Document Type	Guide/Manual	Document No.	HR 144
Only electronic copy on server is controlled. To ensure paper copy is current, check revision number against entry in Qudos - Master Document List			Revision	5
			Date	9/11/2009
			Page	1 of 3

The onus is on you to summarise the relevant information about yourself and to present it in a form which is easily accessible to the panel. This will assist the panel to rate your application against the selection criteria and against other applicants, and to decide who to shortlist for interview. Many good applicants are overlooked because they don't clearly address the selection criteria and assume that the panel will be able to read between the lines in their résumé.

There are a number of things you can do to make your selection criteria statement effective and easy for the selection panel to read.

- Make it a separate attachment from your résumé and covering letter.
- Give the document a heading and include the following details:
  - title, e.g. 'Statement Addressing Selection Criteria'
  - name of the position
- Address each criterion separately:
  - give each a title, using exactly the same wording as appears on the selection criteria form
  - list each criterion in the same order as the selection criteria form
  - indicate whether the criterion is essential or desirable
  - under each heading write sufficient detail (about half a page) explaining how you meet that particular criterion.

## **Lodging Your Application**

Applications for this vacancy close at 5:00pm on the closing date for the vacancy. Applications may be made as follows:-

BY EMAIL

**hr@townsville-port.com.au**

BY MAIL

**Port of Townsville Limited  
Human Resources  
PO Box 1031  
TOWNSVILLE QLD 4810**

DELIVERED TO

**Reception - Administration Building  
Port of Townsville Limited  
Benwell Road  
SOUTH TOWNSVILLE QLD 4810**

**LATE APPLICATIONS** will be considered, within reason.

For information about the actual duties and nature of the position or progress of the selection process, enquires should be directed to the contact name and telephone number specified in the body of the advertisement.

© Port of Townsville Limited A.C.N. 130 077 673	Document Type	Guide/Manual	Document No.	HR 144
Only electronic copy on server is controlled. To ensure paper copy is current, check revision number against entry in Qudos - Master Document List			Revision	5
			Date	9/11/2009
			Page	2 of 3

## **The Interview**

Should you be successful in obtaining an interview, ensure that you plan and prepare adequately. You will be asked a number of questions to determine how well you meet the selection criteria for the position. Consequently, it is important that you be able to demonstrate your qualifications and skills. Bring any documents, examples etc. that you consider may assist in the process.

- The interview questions, based on the selection criteria, will enable you to provide examples of work situations where you applied the required knowledge, skills and abilities.
- Take time to answer each question and seek clarification if necessary.
- The members of the selection panel will take notes to assist in recalling your details when making its decision.
- Any reports or examples of your work which you consider relevant should be presented at the interview.

## **Special Requirements**

Prior to attending the interview, you are encouraged to notify the contacting officer of any special requirements you may need (for example: wheelchair access, TTY telephone, interpreter etc).

## **Reference Checks**

Reference checks may be conducted for any persons who are selected for interview and are used to supplement the final selection decision. This information will be obtained from either your current or most recent supervisor and these details should be included in your resume. If you have any objection to this action, your concerns should be raised with the Selection Committee so alternative arrangements can be made.

## **Pre-employment Medical Examination**

Following an interview, if you are the preferred applicant for the vacancy, you will be required to undergo a pre-employment medical examination. This involves a medical examination, conducted by a registered medical practitioner of the Corporation's choice. The purpose of the pre-employment medical examination is to verify that the preferred applicant is physically fit to perform the inherent duties of the position for which he/she has applied and to help safe-guard against role-related illness and injury occurring subsequent to the person's employment in the Corporation. You may not commence duty with the corporation until we have received advice from the G.P. which states if you are fit to perform the duties of that position.

## **Recommendation for appointment**

Once a recommendation for appointment has been authorised, the successful candidate will be contacted and advised that they are successful, and a letter of offer of the position will be produced. Post selection feedback will be provided to all applicants upon request.

## **Further Questions?**

If you have any further questions on the application or recruitment and selection process, please contact the HR Advisor on 07 47 811 516.

© Port of Townsville Limited A.C.N. 130 077 673	Document Type	Guide/Manual	Document No.	HR 144
Only electronic copy on server is controlled. To ensure paper copy is current, check revision number against entry in Qudos - Master Document List			Revision	5
			Date	9/11/2009
			Page	3 of 3