

Dear Applicant

**RE: ADVERTISED VACANCY – Community Rivercare Officer**

Thank you for your interest in the position advertised by the South East Regional Centre for Urban Landcare Inc. It is important that you read the enclosed information to assist you in preparing your application.

The application package includes the following:

- *Application for Job Vacancy form;*
- *Position Description Statement;*
- *Selection Criteria; and*
- *Information for Applicants* (including the STAR method for addressing selection criteria).

**Your application**

Your ability to meet each of the selection criteria specified in the advertisement and the *Position Description Statement* (PDS) will be assessed using the information you provide in your application only. This is most important, as consideration for interviewing will be **based on whether the essential requirements of the position are addressed within your application**. Therefore, you must ensure you provide enough detail in your application and address each of the *Selection Criteria* in the PDS with relevant supporting examples from your past work experience.

**Lodging your application**

Your application should include the following:

- a completed *Application for Job Vacancy* form;
- a statement addressing the *Selection Criteria* and how you satisfy each requirement;
- a copy of your current resume;
- the names and contact details of two referees; and
- any additional information that is relevant to the position for which you are applying.

Your application should be marked **PERSONAL AND CONFIDENTIAL** and addressed to:

**Ms Cat Williams**  
**Community Landcare Manager**  
**SERCUL**  
**1 Horley Road**  
**Beckenham WA 6107**

Emailed applications are preferred and should be directed to: [catwilliams@sercul.org.au](mailto:catwilliams@sercul.org.au). Please place 'Community Rivercare Officer' in the subject heading. Confirmation of receipt of your application may be obtained by phoning (08) 9458 5664.

**Closing date**

You must ensure that your completed application is received by SERCUL by **5.00PM (WST) on Monday 29<sup>th</sup> July 2024**. Applications received after the closing date will not be accepted.

OFFICE USE ONLY	
Surname	
Interview Date	Time

## Application for Job Vacancy

**VACANCY:**

**Community Rivercare Officer – South East Regional Centre for Urban Landcare (SERCUL)**

**PERSONAL DETAILS**

Surname (block letters): \_\_\_\_\_ Other names: \_\_\_\_\_

Title:  Mr    Miss    Mrs    Ms    Dr      Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

**REFERENCES**

*Please provide names, email address and telephone numbers of two employment referees.*

**Reference 1**

Surname (block letters): \_\_\_\_\_ Other names: \_\_\_\_\_

Organisation: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone/mobile: \_\_\_\_\_

**Reference 2**

Surname (block letters): \_\_\_\_\_ Other names: \_\_\_\_\_

Organisation: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone/mobile: \_\_\_\_\_

## Position Description Statement

**Title:** Community Rivercare Officer

**Employer:** South East Regional Centre for Urban Landcare

**Number:** 0.8 FTE

It is expected that the SERCUL Community Rivercare Officer will lead the planning, development and implementation of a large-scale water quality improvement project. The project will be located in the South sub-region (south of the river in the Perth Metropolitan Area). The project has commenced with two more years to be completed and involves partnerships with community groups, local government and State government. The Community Rivercare Officer will also support community groups in the North (north of the river in the Perth Metropolitan Area) and South sub-regions to develop and deliver their open round Community Rivercare Program grants. The Community Rivercare Officer with support from the Department of Biodiversity, Conservation and Attractions will also be responsible for the administration of the grant rounds and iconic project.

The position requires well developed Natural Resource Management skills, a high level of stakeholder collaboration, an understanding of integrated catchment management and experience in working with community environment groups, volunteers and contractors. Outlined below are the key duties and roles of the Community Rivercare Officer.

Key Responsibility Areas	
1	Provide specialist advice and support to community groups, stakeholders and government agencies to enable development and implementation of local priorities.
2	Be responsible for the coordination of and participate in the development, implementation, monitoring and evaluation of an iconic Rivercare project as directed.
3	Be responsible for administration of the grant program.
4	Contribute to the achievement of the Sub-Region's priorities in a team environment.
5	Liaise with local governments, State government and industry and other external agencies to engage them in the implementation of natural resource management activities, in particular, Community Rivercare Projects.
6	Supervise small teams and ensure the safety of staff, volunteers and contractors under direct supervision.
7	Coordinate and facilitate community involvement in the implementation of natural resource management projects.
8	Undertake personal development activities to develop knowledge of natural resource management.
9	Utilises computer systems for communication, project development, analysis of data and report writing.

**Organisational Relationship:** Responsible to the SERCUL Community Landcare Manager. Works closely with other SERCUL Officers, community environment groups, Local Council Officers, State Government Officers, Funding Body Officers, contractors, local schools, landcare groups and

volunteers. The officer will be required to attend the Department of Biodiversity, Conservation and Attractions office one day a week as part of delivering the administrative duties for the program.

**Extent of Authority:** This position operates within the limits of the contracts related to NRM project agreements and the constituted requirements of the South East Regional Centre for Urban Landcare Inc. The position is required to supervise community volunteers, contractors and work experience students.

*This Position Description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that SERCUL may require the employee to carry out any duties, which are within the employee's skill and competence.*

## Selection Criteria

**Title:** Community Rivercare Officer

**Employer:** South East Regional Centre for Urban Landcare

It is expected that the successful applicant will be able to demonstrate the following:

### **ESSENTIAL:**

#### **Qualifications and/or experience**

1. Relevant tertiary qualifications in the area of environmental science, stormwater management, wetland and/or river restoration, natural resource management or equivalent experience.
2. Current 'C' Class driver's licence.
3. Minimum of three years' experience in a relevant field.

#### **Personal Characteristics**

4. An ability to develop practical solutions to problems.
5. Written communication skills including:
  - demonstrated skills in technical and other report writing
  - ability to write funding grant applications.
6. Well developed oral communication and interpersonal skills including ability to:
  - deliver public presentations;
  - facilitate community understanding of issues;
  - relate to community stakeholders and demonstrate empathy in terms of their issues/problems; and
  - liaise and negotiate with external stakeholders.
7. Demonstrated ability to work independently, organise and prioritise work, meet targets, supervise others and undertake project work.
8. Demonstrated ability to constructively work as a member of a team.

#### **Technical Competencies/Knowledge**

9. Experience in using computers to prepare reports and analyse natural resource management information.
10. The ability to manage project budgets.

## Information for Applicants

### a. Eligibility to apply

Only those applicants who meet all the **essential** *Selection Criteria* will be considered for the position. Please check the *Selection Criteria* described in the advertisement and specified on the *Position Description Statement (PDS)* to make sure you are eligible to apply.

### b. Preparing your application

Your application is the first step towards securing an interview. You are requested to use the format detailed below.

Your application should include the following:

- A completed *Application for Vacancy* form;
- A statement addressing the *Selection Criteria* and how you satisfy each requirement;
- A copy of your current resume;
- The names and contact details of two referees; and
- Any additional information that is relevant to the position for which you are applying.

You can submit your application via email or hard copy to the office. Please type applications on white paper and **staple together** in the top left hand corner. Do not put your application in binders or plastic sleeves.

### c. Completing the *Application for Job Vacancy* form

The completed *Application for Job Vacancy* form must be included in your package.

Your *Application for Job Vacancy* form should identify the requested number of referees who can provide information on your work performance. You should contact all referees as a courtesy and ask if they are willing to provide a referee report if the selection panel asks for it before nominating them on your application form.

### d. Statement addressing the *Selection Criteria*

**This document is the most important part of your application.** Your comments should relate your skills and experience to the *Selection Criteria*. The *Selection Criteria* are the skills, qualifications and experience that are considered necessary to successfully perform the duties of the advertised position.

It is strongly recommended that you use each of the *Selection Criteria* as a heading and outline your relevant skills and experience separately against each by providing relevant examples.

Unsubstantiated statements of self-assessment, eg “I have outstanding communication skills” or “I have been an outcomes-focused, high performing manager” will not be considered sufficient.

It is imperative that all information in this part of your application is clear, relevant and concisely presented in order that the selection panel may readily assess your claims. You should therefore aim to limit your responses to ½ page for each criterion.

Refer to the enclosed STAR handout for further information about responding to *Selection Criteria*.

On completion of your statement addressing the *Selection Criteria*, briefly summarise your claims (experience, skills, training, knowledge, etc.) and if you wish, provide the panel with your motivation for applying for the position.

#### e. Your resume

Your resume should include the following information:

- Your personal details, including your current contact telephone number;
- A summarised work history (starting with your most recent position), including dates and details of the tasks/responsibilities undertaken in each position and most importantly, your achievements in each of the positions you've held;
- Your formal education history and training achievements, including current undertakings, and membership of any professional bodies; and
- Any activities outside of work that you feel are relevant to the position.

Your resume should be presented in a clear, simple 12-point font, and should be **no longer than four pages**.

#### f. The interview

Interviews are generally held within two weeks of the closing date for applications. Should you have any queries regarding the progress of your application, please contact the person nominated in the advertisement. The decision to grant an interview will be based upon the written application demonstrating that the applicant meets at least the essential *Selection Criteria*, and that they are competitive with other applicants.

If you are successful in being shortlisted for interview, you will be notified either by telephone or in writing and an interview time agreed upon. If you are unsuccessful in being shortlisted for interview you will be notified in writing.

All interview questions will be directly related to the *Selection Criteria*.

#### g. Seeking feedback

When you have been advised of the result of the interview process, you are encouraged to seek feedback on your application from the nominated person from the selection panel. This feedback may be invaluable when next you are preparing an application or seeking an interview.

Feedback is provided verbally by a panel member. This will be based on the selection panel's review of your application and whether or not you met the criteria or were competitive compared to other candidates.

## Addressing Selection Criteria

### THE STAR METHOD

**Situation**  
**Task**  
**Action**  
**Result**

The STAR method is a useful way to assist you in addressing the selection criteria appropriately and may help you focus your achievements relevant to the selection criteria.

### **Situation**

Where and when did you carry out the task or solve the problem or handle the issue you are describing? This may include the workplace you were in, your role at the time, your reporting relationships and how recent the example is. This information can generally be described in 2-3 lines.

### **Task**

What was the specific task, problem or issue you were faced with? Who was involved? What was the nature and complexity of the task? What was the timeframe you were given? What were the consequences if the task or issue was not handled effectively? These are some of the points you would wish to consider when describing the task. This information can generally be described in 3-4 lines.

### **Action**

What action did you take? What options were available to you and how did you choose the action you took? Focus on or highlight your contribution if it was in a team situation. You may describe how you researched a topic and which stakeholders you liaised with. Discuss other factors that contributed to the achievement of a successful outcome.

Describing your actions generally takes a few paragraphs. This is the section in which you need to be particularly succinct, ensuring you describe all the actions you took that led to the success (or otherwise) of your task.

### **Result**

What was the result or achievement reached from the work described? Results are not necessarily measured in monetary terms, but could instead relate to the success of a campaign; the speed of implementation; a change in process or a new way of doing things; or something else that is equally important. The result can generally be described in 1-2 sentences. This information is particularly important, and is the one area many people overlook in their application.