

LWB Information Package



Position Title: Project Officer

Business Unit: Operations

Location: Balcatta

Manager:

Thank you for your interest in applying for a position with Life Without Barriers. Our information package regarding the position of Project Officer contains the following:

- A position description
- Details regarding our selection process and key policy areas
- An application form
- The Life Without Barriers Way

Additional information about our organisation, including services and objectives can be found on our website www.lwb.org.au

Please do not hesitate to contact us should you have any further queries in relation to your application.

Karen Dorling
State Human Resource Manager
08 9208 3400
karen.dorling@lwb.org.au

SELECTION ON MERIT

All appointments to Life Without Barriers are based on merit. This means that each applicant is assessed on merit against the knowledge, skills, abilities, experience, qualifications and standard of work performance identified in the job advertisement and position description.

The applicant who demonstrates the most merit against these criteria in their application and at interview, is recommended for the position. New employees will have a probation period of 3 months from date of commencement, unless explicitly informed otherwise. By the end of the probationary period, the manager will confirm whether your employment is to continue.

THE APPLICATION

Your application must address the essential and desirable criteria indicated in the position description to be considered for an interview. If you do not meet all of the essential requirements specified in the position description, or cannot clearly demonstrate that you meet the essential requirements, it is unlikely that you will be considered for the position.

It is your responsibility to convince the selection committee that you are the best candidate for the position. As the selection of candidates for interview is based solely on the information provided in the application, you must ensure that the information you provide is sufficient for the selection committee to assess the strength of your application.

The enquiries contact named in the job advertisement can provide further information about the position and assist in your decision whether to apply. **Applications close Friday 27 January 2012**

THE SELECTION PANEL

The selection panel is responsible for selecting the best suited candidate for the position. The selection is based on merit and the selected candidate will best satisfy the selection criteria. The selection committee must base its decision on material presented by the applicants in writing, at interview, and from referees.

LIFE WITHOUT BARRIERS CLIENT PROTECTION POLICY

Life Without Barriers is committed to the safety and protection of clients in our care. As part of our policy regarding this, prospective applicants will need to grant permission for the organisation to conduct a Criminal History Check and if appropriate a Working With Children Check. Applicants are also asked to agree to provide information about any outstanding charges and, in the event of employment, agree to advise of any charges referred throughout the period of employment.

PROFESSIONAL AND ETHICAL CONDUCT

Life Without Barriers has a responsibility to its stakeholders to ensure the professional and ethical conduct of its employees. As such it is important that prospective applicants understand the core values of our Code of Conduct policy as the standard of conduct required. These core values are:

- Treat all the people that we come in contact with respectfully and with dignity
- Uphold the law, respect community standards, and act accordingly
- Use Life Without Barriers property responsibly and in the best interest of Life Without Barriers and its reputation, and
- Accept that we are responsible for our actions and accountable for all of the consequences.

EQUAL EMPLOYMENT OPPORTUNITY

Life Without Barriers is committed to Equal Employment Opportunity (EEO) and providing a working environment free from discrimination, intimidation, victimisation and harassment (direct or indirect). Life Without Barriers applies EEO principles to all recruitment and selection activities.

Life Without Barriers via its EEO and Anti-Discrimination Policy aims to create an environment where all workers are valued and respected, and have opportunities to develop their full potential and pursue a career path of their choice.

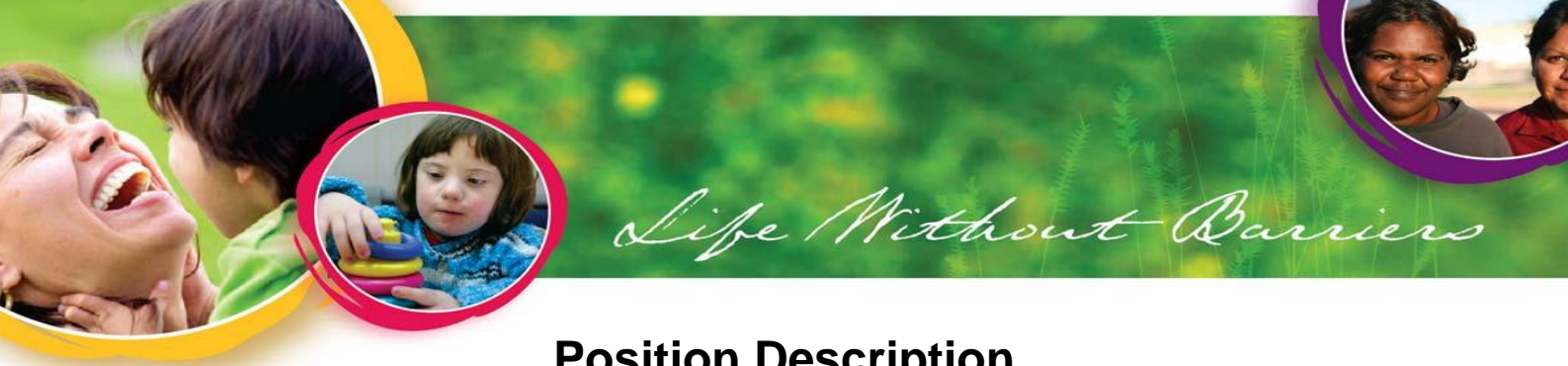
OCCUPATIONAL HEALTH and SAFETY

Life Without Barriers is committed to providing a safe and healthy working environment. The organisation believes that all illnesses and injuries can be prevented and supports early intervention in the rehabilitation process. The organisation will adhere to all relevant laws and regulations regarding safety and implement a comprehensive Occupational Health & Safety Program focused upon consultation and continuous improvement.

To apply, please email your application, addressing the selection criteria in the attached Position Description to:

Life Without Barriers
Attention: Karen Dorling
PO Box 880
BALCATTWA WA 6914

Or eMail karen.dorling@lwb.org.au



Life Without Barriers

Position Description

Position Title: Project Officer
Business Unit: Operations - Area
Manager: Area Operations Manager
Purpose of role: Provide a range of project support to implement project management plans within LWB. This will include coordination, administration and reporting.

1. Reporting Structure:

- 1.1 Position title of direct manager: Area Operations Manager
- 1.2 Position titles which also report to same manager: Operations Managers, Practice and Programs Specialist, Area Clinical Services Managers, Manager Specialised Programs.
- 1.3 Position titles that report to this position: Nil

2. Key Responsibilities

- 2.1 Coordinate and support the Project Manager to deliver project milestones.
- 2.2 Provide administrative support to the Project team, in particular the Project Manager.
- 2.3 Production of reports as required
- 2.4 Other tasks that may be required at the direction of the Project Manager, Senior Management Team and Planning.
- 2.5 Support and promote the work of Life Without Barriers, maintaining a positive image of the organisation in accordance with level of position.
- 2.6 Comply with all Life Without Barriers policy, code of conduct, procedures and practices, external funding body requirements and legislation.
- 2.7 Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Health, Safety and Environment requirements.

3. Selection Criteria

- 3.1 Essential
 - 3.1.1 Experience in providing project support and assistance.
 - 3.1.2 A sound understanding of Out-of-Home Care, in particular residential care and the NSW Children's Guardian Out-of-Home Care Standards.
 - 3.1.3 Strong written and oral communication, interpersonal and customer service skills.
 - 3.1.4 Ability to manage sensitive information and maintain a high degree of confidentiality.
 - 3.1.5 Well developed ability to use initiative, think laterally and strategically.
 - 3.1.6 Effective time management and organisational skills.

- 3.1.7 Demonstrated ability to use the Microsoft Office suite of programs.
- 3.1.8 Well developed problem solving skills.
- 3.1.9 Demonstrated ability to work independently and as a part of a team.
- 3.1.10 High level professional skills and ability to model appropriate organisational behaviours.

All positions within Life Without Barriers will be required to undergo probity checks, including criminal record checks and working with children check (where relevant to the position).

4. Performance Measures

- 4.1 Key Performance Indicators
- 4.2 Compliance with Position Description
- 4.3 Demonstration of the *Life Without Barriers Way*
- 4.4 Compliance with Life Without Barriers policies, procedures and practices
- 4.5 Feedback from relevant stakeholders

5. Attachments

- 5.1 The *Life Without Barriers Way*
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APPLICATION FOR EMPLOYMENT

Full Name		
Address		
Contact Number		
Email Address		
Date of Birth <i>(optional)</i>		
Position Applied For		
Location		
Employment Type	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual	
Where did you see the advertisement?		
References	<u>Referee 1</u>	<u>Referee 2</u>
	Name	
	Organisation	
	Capacity Known	
Phone Number		
I understand that Life Without Barriers may wish to contact my referees and I authorise them to do so	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I am willing to attend a medical review if and when required by Life Without Barriers	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I am willing to undergo a Working With Children Check (if applicable to the position) and a National Criminal Record Check and provide 100 points of identification	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a criminal offence? If YES, please provide the details:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any convictions for offences involving minors	<input type="checkbox"/> Yes <input type="checkbox"/> No	

and/or any sex offences? If YES, please provide the details:	
Do you identify as being of:	
Aboriginal background/descent	<input type="checkbox"/>
Torres Strait Islander background/descent	<input type="checkbox"/>
Both <input type="checkbox"/>	Do not wish to disclose <input type="checkbox"/>
	Neither <input type="checkbox"/>

Are you an Australian permanent resident or citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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You must attach proof of citizenship, permanent residency or entitlement to work in Australia (please see Attachment 1 for acceptable documents).

As an EEO employer, we are committed to employing people from a range of backgrounds, including those with a disability. The following question relates to our commitment as an Equal Employment Opportunity Employer.

Please provide details of any adjustments you believe you require during the recruitment process or if you are successful in the position.

Yes No

If YES, please give full details:

NB: Life Without Barriers has a Duty of Care responsibility to Service Users, Staff and Volunteers. The following question relates to this Duty of Care responsibility.

Do you have, or have you had, any medical, including physical condition, injury or psychiatric condition which may affect your capacity to carry out the inherent requirements of the position being applied for, or if by carrying out the duties of the position your medical condition or health could be adversely affected? *(You have a duty of disclosure to answer this question correctly, and failure to do so could negate any application you make for workers compensation, and/or, could result in your termination for non-disclosure.)*

Yes No

If YES, please give full details:

This certifies that to the best of my knowledge, that the information given in this application form is correct. I understand that providing false or misleading information on this form could negate any application made for workers compensation and/or could lead to termination.

I have read and understood the information in Attachment 1 of this document,

and I certify that I have the right to work in Australia.			
I understand that any appointment would include a probationary period and my employment could be terminated during the probationary period without notice.			
Signature	*	Date	

**Attachment 1
Right to Work in Australia**

Life Without Barriers requires proof of either Australian citizenship, residency or your legal entitlement to work in Australia. Below are relevant documents that are acceptable proof of legal entitlement to work in Australia.

STATUS	DOCUMENTATION
Australian Citizen	Australian Birth Certificate (if born prior to 20/08/1986)* Australian Birth Card Australian Citizenship Certificate Certificate of evidence of Australian citizenship Current Australian Passport Expired Australian Passport (which was current in the preceding two years and has not been cancelled) Job Network Job Seeker ID Number <i>* if you were born after 20 August 1986 your birth certificate must show that at least one parent was born in Australian.</i>
Proof of Permanent Residency (Foreign Nationals)	Foreign Passport with valid visa or labels indicating permanent residency Certificate of Evidence of Resident Status issued by the Department of Immigration and Citizenship (DIAC)
Proof of Temporary Residency (Foreign Nationals)	Foreign Passport with valid visa or labels indicating permission to work in Australia
New Zealanders (New Zealanders have unrestricted right to stay and work in Australia)	New Zealand Birth Certificate New Zealand Citizenship Certificate Current New Zealand Passport Expired New Zealand Passport (which was current within the preceding two years and has not been cancelled)

Life Without Barriers will check visa validity with the Department of Immigration and Citizenship.



The Life Without Barriers Way

Our organisation...

- is a charitable organisation providing innovative, community-based support services to people with disabilities, people with mental illness and children, young people and families in crisis, including those from Indigenous and all other cultural backgrounds.
- has a model of care respected for its flexibility, quality and evidence-based practices. It is based on realistic, factual, deliverable promises.
- is a brave and caring organisation.

Our approach ...

- values meaningful, healthy relationships, and it is the difference and the foundation of everything we practice. It results in the empowerment of our clients.
- has made us an influential organisation, which is growing because we respond to the needs of the community.

Our values...

Relationships first

•
**Quality delivery
uncompromised**

•
Honesty

•
Everyone is valuable

Our universal behaviours...

- Present professionally in every interaction
- Treat everyone with dignity and respect
- Respect each person's contribution
- Communicate openly
- Provide realistic expectations of deliverables
- Follow through on our promises
- Take responsibility for our actions
- And we never give up

**Breaking down the barriers to life's opportunities
through responsible innovation in community services.**

There's a community for everyone

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