

Dear Applicant

RE: ADVERTISED VACANCY – Casual Landcare Field Technician

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.

Emailed applications should be directed to: mattgrimby@sercul.org.au. Please place 'Landcare Field Technician Application' in the subject heading. Confirmation of receipt of your application may be obtained by phoning (08) 9458 5664 during business hours.

Closing date

You must ensure that your completed application is received by SERCUL by **Monday 23rd May 2022**.

OFFICE USE ONLY	
Surname	
Interview Date	Time

Application for Job Vacancy

VACANCY:

Casual Landcare Field Technician – South East Regional Centre for Urban Landcare (SERCUL)

PERSONAL DETAILS

Surname (block letters): _____ Other names: _____

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: _____

Email Address: _____

Organisation: _____

Telephone/mobile: _____

Position Description Statement

Title: Casual Landcare Field Technician

Employer: South East Regional Centre for Urban Landcare

Remuneration: Based on Levels in the Gardening and Landscaping Award depending on skills and experience. We pay 25% to 40% above the Award for Casual staff depending on the Level.

The main activities of this role will include chemical and manual weed control, revegetation planting and erosion control within the Perth metropolitan area. Typical work hours are 6.30am to 2.30pm, Monday to Friday.

Requirements of the Position	
1	Herbicide weed control in environmentally sensitive areas using spray rigs mounted on 4wd vehicles and knapsack spray units
2	Manual weed control using brushcutters, chainsaws and handweeding tools
3	Ability to identify a wide range of native and exotic plants found on the Swan Coastal Plain
4	Implementation of erosion control projects including the installation of jute matting, coir logs and brushwalling
5	Revegetation planting using a range of equipment including hand operated petrol augers
6	Weed mapping
7	Liaison with a range of clients and the general public

Selection Criteria

Title: Casual Landcare Field Technician

Employer: South East Regional Centre for Urban Landcare

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

Essential:

1. Demonstrated weed control experience using both herbicide and manual methods of control.
2. Strong plant identification skills including differentiating between native and weed species in bushland.
3. Good level of physical fitness due to the physically demanding nature of the work.
4. Current manual (C Class) driver's licence.

Desirable:

1. Pest Management Technician licence (or the completion of the relevant units of competency to obtain licence)
2. Qualifications in or currently studying Conservation and Land Management (min Cert III), Conservation Biology, Environmental Science, Horticulture or related fields at TAFE or university and/or equivalent on ground employment experience.
3. Experience in using machinery including 4wd vehicles, spray rigs, chainsaws and brushcutters.

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.

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. The form should be completed neatly in your own handwriting.

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 four 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. If you were interviewed, you may request a copy of the report relating to you.

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.