SERCUL
South East Regional Centre for Urban Landcare

1 Horley Road
Beckenham WA 6107
T (08) 9458 5664
www.sercul.org.au

Dear Applicant

RE: ADVERTISED VACANCY – Australian Association for Environmental Education WA (AAEEWA) Education 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 Amy Krupa
Chief Executive Officer
SERCUL
1 Horley Road
Beckenham WA 6107

Emailed applications are preferred and should be directed to**:** amykrupa@sercul.org.au. Please place 'AAEEWA Education 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 20th March 2023.** Applications received after the closing date will not be accepted.

SERCUL
South East Regional Centre for Urban Landcare

OFFICE USE ONLY	
Surname	
Interview Date	Time

Application for Job Vacancy

VACANCY:
AAEEWA Education 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: _____

SERCUL
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Position Description Statement

Title: AAEEWA Education Officer
Employer: South East Regional Centre for Urban Landcare (SERCUL)
Hours: 17.5 hours/week with the ability to work additional hours as needed.

The AAEEWA Education Officer will implement the WasteSorted Schools Program in the Southern Suburbs and will assist to implement the Little Green Steps WA (LGSWA) Program. They will work with the Convenor of the AAEEWA, CEO of SERCUL, LGSWA Program Manager, LGSWA Committee and report to AAEEWA meetings about the progress of the programs. This position is funded by the WA Chapter of the Australian Association for Environmental Education through partnerships with the WasteSorted Schools Program, Department of Water and Environmental Regulation (DWER) and the City of Cockburn for the LGSWA program. The SERCUL is the employer and provides human resource management for this position.

The Education Officer will work in the southern suburbs of Perth (WasteSorted) and within the City of Cockburn (LGSWA) and will also liaise with key environmental organisations, such as the Sustainable Schools Initiative, other NRM & education staff working with the SERCUL, and other Local Government staff as required when building relationships across Western Australia.

Requirements of the Position – WasteSorted Schools in the Southern Suburbs Program	
1	Implement the contract with the DWER for WasteSorted Schools (WSS) Program Support in the Southern Suburbs including: * provision of four hour waste audits in schools with students * provision of other waste incursions, as appropriate * provision of two hour support visits to school staff * delivery of three hour presentations to school staff
2	Attend WSS training sessions to obtain and maintain a thorough understanding of waste management systems, education and services to schools and of the WSS Program and resources available to schools.
3	Meet with DWER WSS staff on a quarterly basis to discuss key issues about the program.
4	Undertake an online stakeholder survey in collaboration with WSS staff to collect feedback on the implementation of WSS and the waste avoidance and recovery practices at schools.
5	Report to DWER WSS staff as follows: * Quarterly progress reports which describe the services provided to, and waste audits undertaken at, individual schools during each school term * Annual report which summarise WSS activities in the 12 month period and identifies trends, critical issues and how they were resolved and feedback.
Requirements of the Position – Little Green Steps WA Program	
1	Work with the Australian Association for Environmental Education WA Chapter Incorporated (AAEEWA) and the LGSWA Program Manager, to deliver the LGSWA program within the Perth Metropolitan Area in compliance with all relevant grant and sponsorship agreements. In particular the Education Officer will fulfil the grant and sponsorship agreement with the City of Cockburn.

2	Coordinate the development and delivery of professional learning activities and workshops that build the capacity of participating early years groups incorporating the following; a) identifying and creating links with existing community initiatives; b) developing hands-on activities and identifying and sourcing resources for early years as required; c) aligning identified sustainability targets with the ecological footprint and/or social handprint; d) making links to mandated policy requirements for early years services; e) networking and sharing with other early years services.
3	Work in partnership with the LGSWA Program Manager.
4	Have a 'C' class driver's licence and appropriate vehicle for travel in metro and regional areas.

Selection Criteria

Title: AAEEWA Education Officer

Employer: South East Regional Centre for Urban Landcare

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

Essential:

- Relevant tertiary qualifications in the area of education, environmental science, natural resource management with at least three years experience in these areas or with equivalent experience in Education for Sustainability.
- Excellent interpersonal skills and ability to communicate effectively at all levels, with a wide range of audiences from young children to senior management.
- Excellent written and oral communication skills, including presentation skills.
- Proven initiative in project management, team work, organisational skills and self-management.
- Knowledge of Western Australian environmental issues and environmental education programs.
- Knowledge of the Early Years Learning Framework, National Quality Standards and Australian Curriculum.
- Possession of current WA 'C' class driver's licence.
- Possession of current Working with Children Check (will be required on appointment).

Desirable:

- Experience working with community groups, schools and/or the public in a community education capacity.
- Ability to engage and work effectively with early years centre environments and education groups.

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.