

BIZLINK

ADVICE FOR APPLICANTS

Thank you for your interest in this position. Please ensure you read the job description and the selection criteria.

APPLICATIONS

Your application should include:

- A statement addressing each of the selection criteria, including demonstrated skills and examples of work performance. Please be concise and factual, no more than **4 pages**, no smaller than **12-point font** and stapled
- Resume or Curriculum Vitae, which provides your personal details, qualifications and work history
- The names and contact details of two referees – recent employers preferred

INTERVIEW SELECTION

Applications will only be considered for an interview if the selection criteria have been appropriately addressed.

An interview will only be offered if you are able to clearly demonstrate that you meet all the essential selection criteria for the position.

INTERVIEWS

Interview questions are based on the selection criteria. You will be required to provide examples of work situations where you applied the required knowledge, skills and abilities. A selection panel will take notes to assist in recalling your details when making its decision.

OTHER INFORMATION

A National Police Clearance certificate and a Working with Children Check will be required if you are the successful applicant. BIZLINK's Policy on Police Checks for Employees and Volunteers is available on request.

LODGING YOUR APPLICATION

Post	Email	Hand-deliver
The Managing Director BIZLINK PO Box 284 Joondalup WA 6919	bizlink@bizlink.asn.au Put position applied for in subject box e.g. Job Application Support Coordinator	BIZLINK 9/87 McLarty Avenue Joondalup WA 6027

All applications are to be addressed to the Managing Director and must reach BIZLINK by no later than 5.00 p.m. on the closing date. Late applications will not be accepted.

ENQUIRIES

For information about the actual duties and the nature of the position, or progress of the selection process, please telephone 9300 2144 or email bizlink@bizlink.asn.au queries will be directed to the relevant line manager.

BIZLINK APPLICATION FOR EMPLOYMENT

Name:			
Position Applied For:			
Employment Basis:	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Permanent <input type="checkbox"/> Casual <input type="checkbox"/>

PERSONAL DETAILS			
Address:			
Home Phone:		Mobile:	
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Date of Birth (optional):			

DRIVER'S LICENCE	
Do you have a current driver's licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any driving convictions (not infringements)? If yes, please provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you provide your own vehicle if required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

OTHER	
Are you an Australian Citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of any offence, in any court? If yes, please provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you agree to a National Police Clearance and Working with Children Check? Please note these are essential to employment at BIZLINK	Yes <input type="checkbox"/> No <input type="checkbox"/>
To the best of your knowledge are you of sound health? If no, please provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you take any medication that may affect your ability to do the job? If yes, please provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>
A disability or injury is not a barrier to employment. However, to assist you in your placement please indicate: Do you have a disability or injury that is likely to affect your work performance? If yes, please provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>

REFERENCES		
Contact Name	Employer	Contact #

DECLARATION			
I declare the above statements to be true in all respects. I acknowledge that any information which is found to be false or misleading may lead to dismissal.			
Signature:		Date:	

BIZLINK SALARY PACKAGE INFORMATION

WAGE

Employees of BIZLINK are employed under a Common Law Contract, competitive wages are offered with reference to industry benchmarks.

PROBATION

A three month probation period is utilised to ascertain the skills and ability to perform the requirements of the position. Dismissal of the employee during this period is exempt from the termination of employment provisions.

SALARY RANGE

Please refer to advertised vacancy.

SALARY SACRIFICE

Upon receipt of a Salary Sacrifice Payroll Deduction Authority signed by the employee, BIZLINK may deduct an amount from the employee's gross salary, to be applied as directed by the employee in accordance with the Salary Sacrifice Payroll Deduction Authority, provided that the benefit does not exceed the grossed up value of \$30,000 per annum.

The employee's entitlement to salary sacrifice is as per the Contract of Employment.

INCREMENTAL PROGRESSION

At the conclusion of each 12 month period following the anniversary of employment, you may be eligible for incremental progression if on assessment, it is determined that:

- You have given satisfactory performance over the preceding 12 months; and
- You have acquired and are required by the employer to utilise new and/or enhanced skills.

MOTOR VEHICLE

A motor vehicle may be available for use by the employee, strictly in accordance with, and subject to adherence to, the terms and conditions of BIZLINK's Policy on Motor Vehicle Use. A copy of the policy is available on request. A Motor Vehicle Employee Contribution of \$85.00 pre tax per fortnight is payable for private use.

MOBILE PHONE

A mobile phone may be available for use by the employee, strictly in accordance with, and subject to adherence to, the terms and conditions of BIZLINK's Policy on Provision and Use of Information Technology. A copy of the policy is available on request.

MOBILE BROADBAND

Mobile broadband may be available for use by the employee, strictly in accordance with, and subject to adherence to, the terms and conditions of BIZLINK's Policy on Provision and Use of Information Technology. A copy of the policy is available on request.

COMPUTER

A computer may be available for use by the employee, strictly in accordance with, and subject to adherence to, the terms and conditions of BIZLINK's Policy on Provision and Use of Information Technology. A copy of the policy is available on request.

BIZLINK CHARTER AND VALUES

CHARTER

Quality employment for people with disability

VALUES

People with disability:

Have a right to work in open employment regardless of the extent or severity of their disability

Must play a central role in planning their own careers, in conjunction with their families and significant others

Have a right to receive individualised support to become competent and valued employees

Have a right to a fair day's pay as have employers a right to a fair day's work

Need only the desire to work, support from significant others, realistic career choice and access to training and support to succeed in open employment

Have a right to privacy, confidentiality and respect in all their dealings with the agency

**BIZLINK
SELECTION CRITERIA
JOB SEARCH COORDINATOR**

ESSENTIAL

- A strong commitment to BIZLINK's values
- Ability to work autonomously and as part of a team
- Excellent written and verbal communication and interpersonal skills
- Effective problem solving and organisation skills
- Ability to work flexible hours
- Current driver's licence
- Demonstrated ability to meet organisational goals and individual targets
- Ability to promote job seekers with a disability to prospective employers

DESIRABLE

- Experience working with people with disability
- Experience in training
- Relevant training and qualifications
- Knowledge of contemporary services for people with disabilities
- Experience in locating suitable jobs for people with disabilities in open employment

G:\QA\Employee\Selection Criterias\Selection Criteria Job Search Coordinator-R4.doc

BIZLINK

JOB DESCRIPTION

Position:	Job Search Coordinator
Line Manager:	Operations Manager
Key Responsibility:	Locating and securing quality employment for job seekers. Promoting and marketing BIZLINK and our job seekers. Developing and maintaining employer networks.

1. JOB SEARCH

- 1.1 Collaborates with the Operations Manager regarding planning and priority of activities to ensure alignment with Job Search Team targets and BIZLINK's strategic objectives.
- 1.2 Establishes a positive working relationship with job seekers and their support network as appropriate, ensuring suitable levels of contact are maintained.
- 1.3 Ascertains job seekers skills, abilities, interests, barriers and aspirations and implements strategies and interventions to build work-capacity and job readiness. Maintaining Employment Assistance Plans which reflect these activities and that are current and relevant to individual needs.
- 1.4 Assists job seekers to link in with or maintain existing programs and community supports as appropriate and works collaboratively with such supports as appropriate e.g. schools, mental health, training organisations, community groups.
- 1.5 Locates and secures quality employment for job seekers as per targets set by the Operations Manager and selects suitable job seekers for vacancies.
- 1.6 Assists job seekers to: prepare and update resumes; complete job applications; prepare for and undertake interviews; apply for and undertake vocational development activities.
- 1.7 Assists with the promotion of individual job seekers to employers and utilises: Traineeships or Apprenticeships; job creation and/or modified job descriptions; incentives and other initiatives (e.g. SWS, Wage Subsidy, DAAWS) where appropriate to meet the individual needs of job seekers and the requirements of employers.
- 1.8 Provides feedback to the Operations Manager and Job Search Team on the status of job seekers and other activities.
- 1.9 Liaises with the Support Manager regarding priority, logistics and organisation for all job start and vocational related activities.

BIZLINK

JOB DESCRIPTION

2. MARKETING

- 2.1 Assists in the development of promotional material and participates in publicity and networking activities.
- 2.2 Develops and maintains relevant business networks and maintains appropriate contact with potential and existing employers.
- 2.3 Assists with the maintenance of referral networks and maintains appropriate contact with potential and existing referral sources.

3. GENERAL

- 3.1 Performs all duties in a manner commensurate with BIZLINK's values and the Disability Services Standards; represents BIZLINK and people with disability in a positive and professional manner.
- 3.2 Undertakes all activities as detailed in the Policies and Quality Procedures Manual, including: maintenance of records that evidence activities; any reporting requirements; updating data bases.
- 3.3 Builds a positive team spirit, works collaboratively across departments and balances the needs of the team with individual responsibilities.
- 3.4 Attends Staff and Job Search Team meetings and other meetings or functions as required.
- 3.5 Participates in research, staff training and consultancies as required.
- 3.6 Takes appropriate action following any reported complaint or direction from management.
- 3.7 Performs any other job related duties as directed by management.

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Signed – Job Search Coordinator

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Date

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Authorised – Managing Director

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Date