

Candidate Application Guide



Safer Communities - Together

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Advertising

Victoria State Emergency Service (VICSES) advertises all vacancies through Careers Victoria (<http://careers.vic.gov.au/jobs/justice-and-regulation/victoria-state-emergency-service>).

Our advertisements outline employment type, location, hours and salary. A position description is included on every advertisement which outlines the purpose/objective of the role, the general duties that need to be performed and the qualifications, experience, knowledge and skills required to perform the role.

Roles are advertised for a minimum of ten calendar days, as specified in the [*Victoria State Emergency Service Collective Agreement \(2020\)*](#)

Closing date

Applications can be submitted until midnight on the closing date listed in the advertisement.

What happens after I have applied?

Once the advertising period has closed, all applications will be considered. A shortlist will be created following a merit-based screening process. Shortlisted applicants will then be contacted by the hiring manager. This will usually occur within two weeks of the closing date for applications. We aim to notify all candidates, successful and unsuccessful of the status of their application within four to six weeks from the closing date. All applicants that were interviewed will receive a phone call with feedback. We are committed to responding to all applicants within a reasonable timeframe.

If you are looking for an update regarding the status of your application, please contact the hiring manager. Their contact details will be on the advertisement.

Submitting an Application

All applications must be submitted via Careers Victoria. If you are unable to submit an electronic application or experiencing technical difficulties with the system, please contact the Hiring Manager, or People and Development at people@ses.vic.gov.au.

Cover Letter

Your cover letter should be addressed to the hiring manager, outline why you are interested in the role and the reasons why you would be suitable for the role. We suggest that you tailor your cover letter to show how your skills and experiences best fit the tasks and responsibilities, namely the key selection criteria, outlined in the position description. You should aim to have your cover letter no longer than one page in length.

Resume

Your resume should provide a summary of your skills and experiences throughout your career and should be tailored to the role that you are applying for. An ideal resume should be clear, concise and outline your key achievements and point of difference.

When summarising your previous roles, instead of providing a task list from the position description, focus on listing your key achievements and your involvement within the organisation. You should aim to have your resume two to three pages long.

Interview Panel

In the interest of eliminating bias and encouraging equal opportunity, all formal interviews @ VICSES should be conducted by a panel of three people, consisting of the Hiring Manager, an independent person with relevant skills, knowledge, and expertise to support the selection process, and a member of the People and Development team.

The interview panel will be made up of diverse individuals who understand the job requirements and have been trained in acknowledging any potential biases they may have.

The Interview

If you are selected for an interview, we will provide you with adequate notice and advise you if the interview will involve any other selection methods, such as a presentation.

Interview questions will be based on the key selection criteria from the position description and will be designed to draw out examples of your previous experience, skills and knowledge. In addition, it will enable you to demonstrate your personality and motivations.

Reference Checks

We are required to conduct reference checking and we see the value of this process. At a minimum, we will contact two referees provided by you. These will be asked for at the interview stage. At least one referee should be a current/recent work-related Supervisor/Manager.

Pre-employment Assessments

Some roles will require candidates to undergo pre-employment screening assessments where these are essential to satisfy the requirements of the role, such as a Criminal History Check, Working With Children Check, Physical and Functional Assessment, or Psychometric Assessment. The Hiring Manager will detail these requirements and you will be advised of how they will take place during the interview process. You will also be required to declare any potential/actual conflicts of interest prior to appointment.

Recruitment Outcome

Upon completion of the recruitment process, all applicants will receive written correspondence of the outcome of their application. All candidates that were interviewed will receive a phone call, at which point feedback can be provided if requested.

If you have been successful, we will make an offer of employment and on your verbal acceptance will send you a letter of appointment and an online employee kit containing all the information and forms required to get you started.

Equal Opportunity Employer

VICSES is an equal opportunity employer and values the contributions a diverse workforce can bring to the organisation. VICSES ensures that fair, equitable and non-discriminatory consideration is given to all applicants regardless of age, sex, disability, marital status, pregnancy, race/ethno-religious background, industrial activity, gender identity, sexual orientation, status as a parent or carer, or political activity.

Child Safety Commitment

Children have a fundamental right to be safe from any form of abuse or neglect. Protecting children involves legal as well as universal moral obligations.

Child protection is the responsibility of all VICSES members and external providers, particularly if the function of their job includes, or is likely to include, providing services directed towards children or the conduct of activities involving children.

VICSES committed to the provision of appropriate training and support to assist employees in providing and maintaining a safe environment for children.

Commitment to Diversity and Inclusion

At VICSES:

- We embrace diversity and provide encouragement and support to one another.
- We treat people as unique individuals and will respect their cultures, beliefs, opinions, knowledge and experience.
- We will not engage in behaviour or use inappropriate language that is intended to offend others.
- We understand that any form of discrimination or harassment, including sexual harassment, disability discrimination, racial or religious vilification of any form is unacceptable.
- We value difference and recognise and support the diversity of all VICSES members, the wider community and other organisations.

Acknowledgement of Traditional Owners



The Victoria State Emergency Service respectfully acknowledges the Traditional Owners of the land and waters throughout Victoria. We pay our respects to their Elders, past, present and emerging.