



**Aboriginal  
Health Council**  
of Western Australia

# Candidate **Information Pack**



The Aboriginal Health Council of Western Australia acknowledges the traditional custodians of this land, the Whadjuk people of the Noongar nation, and their continuing connection to the land, waters and community.

We pay our respects to all Aboriginal and Torres Strait Islander communities and their cultures; and to Elders past, present and emerging.

*The AHCWA graphic is representative of the regions where the AHCWA Member Services are located. The main colour used is blue which represents a calming and peaceful colour and has a strong association to water.*

*The circles with the connecting lines represent water sources that include waterholes, pools, and rivers (both man-made and natural). Water is sacred and a necessary resource to survive, due to an often arid and harsh environment. The cultural relevance of water on a map is important as it indicates where water sources are located along one's journey, this was necessary to know because the traditional vessels used to carry water would only last from one water source to the next.*

*The dots emphasize the journey between the water sources and the connection that AHCWA creates.*

*Artist: Tyrown Waigana, 2021.*

#### Disclaimers

- A. The term 'Member Services' is inclusive of all Aboriginal Community Controlled Health Services (ACCHS) in WA.
- B. The word 'Aboriginal' has been used throughout this document. When referring to 'Aboriginal' we are referring to all Aboriginal and Torres Strait Islander peoples.

# About the **Aboriginal Health Council of Western Australia**

**The Aboriginal Health Council of Western Australia (AHCWA) is the peak body for Aboriginal Community Controlled Health Services (ACCHS) in Western Australia. We exist to support and act on behalf of our 24 Member Services across the state, actively responding to their individual and collective needs.**

Governed by an Aboriginal Board of Directors representing seven regions in Western Australia, AHCWA aims to promote and strengthen the ACCHS' Model of Care, a model that is built around the delivery of comprehensive, holistic, and culturally secure primary health care services.

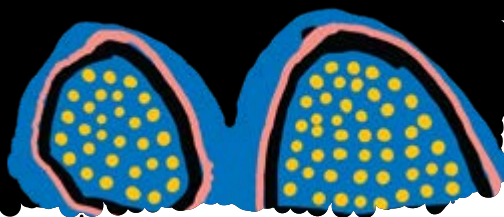
We come together as one to: respect, welcome and understand social and cultural needs; network and provide mutual support; advocate and influence policy; monitor the performance of the ACCHS sector; build the capacity of the Aboriginal health workforce; and, improve and strengthen the social and emotional wellbeing of Aboriginal people and their communities.

Representing the interests and needs of our Member Services, we lead and influence the development of Aboriginal health policies at a national and state level. We advocate for the rights and entitlements of all Aboriginal people and their communities to achieve optimal health and wellbeing.

Incorporated under the *Corporations Act 2001* (Cth) in May 2005, AHCWA continues to evolve and build capacity as the leading authority for comprehensive Aboriginal primary health care in Western Australia.

## Vision Statement

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.



## Mission Statement

As the leading authority for Aboriginal Health in Western Australia, we strive to strengthen and promote the ACCHS Model of Care, empowering Aboriginal people to achieve health equality in their communities.

AHCWA is underpinned by a commitment to Aboriginal leadership, self-determination and cultural diversity, pillars which shape the way the organisation conducts its business.



# AHCWA's Values

AHCWA's values are designed to guide and promote a strong and high-performing organisational culture that is responsive to the state-wide needs of our Member Services.

**Culture** – Acknowledging and understanding the importance and diversity of Aboriginal culture in all that we do.

**Integrity** – Working with personal and collective integrity whilst striving to achieve service excellence for our Members and community.

**Passion** – Exhibiting passion, positivity and commitment in all that we do to inspire and empower all people, Member Services and communities to reach their potential.

**Collaboration** – Fostering and contributing to shared objectives through inclusiveness and engagement with our Member Services.

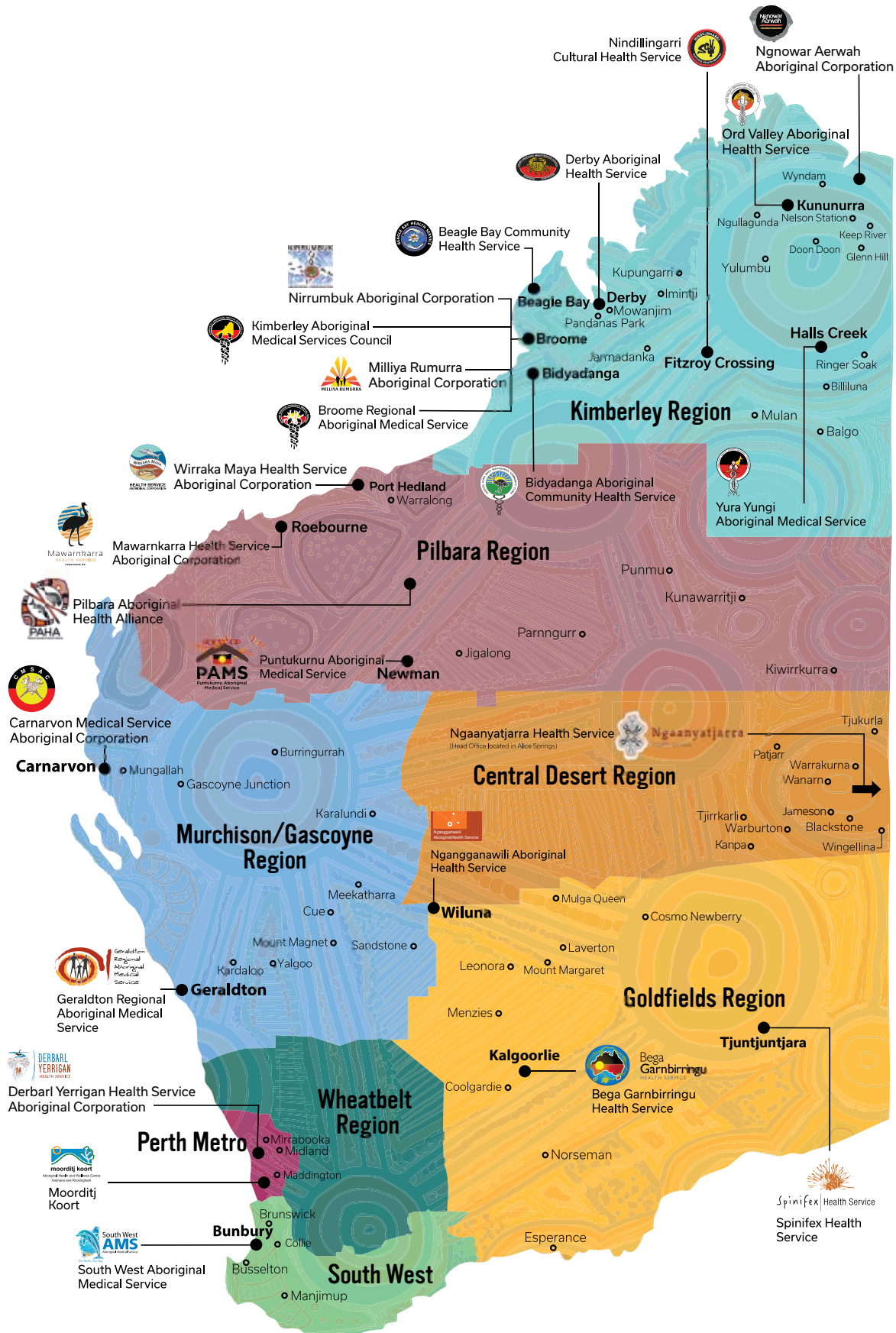
**Accountability** – Being accountable to all our Members, stakeholders and the community.

**Resilience** – Embracing challenges and harnessing opportunities to empower our communities for self-determination.



# AHCWA's Member Services

AHCWA represents 24 Member ACCHS located across 7 regions in Western Australia.



# What makes AHCWA an **employer of choice**?

**AHCWA offers an exciting opportunity for people passionate about making a difference to the health and wellbeing of Aboriginal people in Western Australia.**

Some of the benefits AHCWA offers to its employees include:

- A flexible, family friendly work environment
- Attractive remuneration packages including salary sacrifice benefits
- An Employee Assistance Program
- Great team oriented environment
- Excellent training and development opportunities
- Health and wellbeing initiatives
- Excellent leave entitlements including, Cultural/ Ceremonial Leave, Volunteer Leave and Study Leave
- Social club
- Inner city location on the bustling Beaufort Street cafe strip with easy accessibility
- Flexible work arrangements
- Bring your dog to work Fridays.

## **Equal Opportunity Employer**

**AHCWA is an equal opportunity employer that seeks to increase the diversity of our workforce to better meet the different needs of our clients and stakeholders and to improve equal opportunity outcomes for our employees.**

Being an Equal Opportunity Employer means that we provide the same opportunities to everyone without discriminating due to protected characteristics, such as: age, disability, gender reassignment, marriage and civil partnership, pregnancy, race, religion or belief, sex, and sexual orientation.

## **Affirmative action**

AHCWA is committed to four key priority areas to building a sustainable, skilled and knowledgeable workforce in its commitment to increase and retain its Aboriginal workforce, these include:

- Identifying and promoting Aboriginal workforce and employment opportunities;
- Participating in local community engagement and opportunities;
- Committing to building and sustaining a culturally safe workplace; and
- The creation of professional development, education and career pathways.

The organisation is committed to creating a diverse range of employment opportunities for Aboriginal and Torres Strait Islander peoples. This includes actively promoting recruitment of Aboriginal and Torres Strait Islander peoples for employment at all levels of the organisation, consistent with Section 51 of the Equal Opportunity Act 1984 (WA) and the organisation's Aboriginal Workforce Engagement and Development Strategy.

Notwithstanding the above, there are some positions that AHCWA considers being Aboriginal is a genuine occupational requirement, and identifies under Section 50D of the *Equal Opportunity Act 1984* (WA).

**Aboriginal and Torres Strait Islander people are strongly encouraged to apply for any position at AHCWA.**



# How do I apply for a position at AHCWA?

In order to apply for a position at AHCWA, you are encouraged to provide the following key documents:

## 1. Cover Letter

**The purpose of the cover letter is to introduce yourself, demonstrate your interest in the organisation and the advertised position, draw attention to your resume and motivate the selection panel to interview you.**

Often this letter is the first contact you have with a potential employer. Whilst not essential a neat, concise, well-written letter can entice the recruiter to read your resume with greater interest and will improve your chances of getting an interview.

### Cover Letter Tips:

- Address the person you are submitting your application to
- Keep it simple and precise
- Use key words from your resume and selection criteria in your cover letter
- Get someone to proof read your cover letter.



## 2. Selection Criteria (where applicable)

**Every job description form (JDF) lists the essential and desirable (if applicable) criteria, which is used to identify the right person for the position. The selection criteria detail the skills, experience and qualifications that are required to perform in the advertised position.**

Essential criteria are those qualities that you must possess, whereas desirable criteria are those qualities that would assist you to perform in the position.

Some advertisements explicitly require you to address each selection criteria outlining your personal qualities, skills, abilities, knowledge and qualifications (if any) and experience to each criteria listed in the advertisement.

The most important aspect in addressing the selection criteria is to provide evidence through relevant examples. Support your claims with actual, specific examples of what you have done and how well you did it.

**One way to do this is to use the STAR model:**

**Situation** - Outline a specific circumstance where you developed the particular experience or used the required skills or abilities. Set the context of the situation.

**Task** - What was your role? What did you have to do?

**Actions** - What did you perform and how did you do it?

**Results** - What did you achieve? What were the results?

It is *recommended* that you address each criteria separately, clearly indicating the criteria you are addressing. Your response to the selection criteria should be clear and concise, providing a 1–2 paragraph response to each selection criteria.

However, unless the job advertisement explicitly states the requirement to address the selection criteria, you are not required to address each criteria.

## 3. Resume

**A resume should provide a summary of your personal particulars, employment experience and relevant qualifications. Your resume should include your current and previous positions, including permanent, fixed term or temporary positions, and any experience gained in Australia or overseas. Your employment experience should detail the position title, name of employer, dates employed in the position, key responsibilities and tasks.**

It is important to include any school, university or TAFE qualifications completed or currently being undertaken relevant to the position. Identify the institution and years attended. You should also provide details of any additional skills, qualifications, interests, activities, or any other matters, which may assist your application. These may include languages; short courses; computer/technical skills; professional memberships etc.

### Resume Tips:

- Clearly outline your qualifications and skills
- Provide details of your previous employment experience
- Put your employment and education in date order (most recent going back)
- Provide details of your personal particulars including contact details
- Keep the layout simple
- Personalise your resume
- Summarise your career aspirations
- Get someone to proof read your resume.



## Will I receive confirmation of my application?

All completed applications received on or before the closing date and time are confirmed with an automated acknowledgment email.

# What Happens Next?

## Shortlisting

**The suitability of applicants is assessed using a thorough and competitive selection process.**

AHCWA is committed to maintaining equity and fairness in the recruitment and selection processes and recognises merit as the primary basis for selection.

Merit is determined through an assessment of a person's abilities, qualifications, experience, standard of work performance, and qualities relevant to the performance of the duties of the advertised position.

All decisions are made in accordance with legislative requirements, including but not limited to Equal Employment Opportunity and within the parameters of AHCWA's Recruitment, Selection and Appointment of Employees Policy and Procedure.

## Interview

**If you are shortlisted for an interview, you will be asked questions related to the duties of the position and the selection criteria. You may also be asked to tell the panel more about particular areas of your experience.**

You will be able to ask questions about the position or the organisation and provide the panel with more information to support your application.

In assessing the most suitable applicants, the selection panel will use a variety of assessment tools which may include but are not limited to the following:

- Assessment based on an individual's resume
- Assessment based on your responses to the selection criteria (where applicable)
- Formal interviews either face to face or via telephone/video
- Practical activities
- Probity checks, including but not limited to reference checks, police clearances, drug and alcohol tests and psychometric testing

### Interview Tips:

- Review and analyse your application. Review the advert and job description
- Do your research about the role and organisation
- Write down some questions to ask the selection panel (about the organisation or the position)
- If you have a career portfolio, bring it along and refer to it where possible
- Prepare, prepare, prepare!



## Cultural Awareness

You should expect the selection panel to ask you questions about your experience working with, and engaging with Aboriginal people. Your awareness and appreciation of Aboriginal cultural customs is an integral component of AHCWA's commitment to improving the quality of service delivered by health care providers to Aboriginal people.

## Accessibility

**If you are invited to attend an interview and you have a disability that requires additional support (for example, wheelchair access to the building) you should tell the person who contacts you. Interviews may be conducted by telephone and/or video conference if you are unable to attend a face-to-face interview.**

At the conclusion of the interview, the panel assesses and scores all applicants using a Recruitment Assessment Tool. The Panel will score each applicant against the selection criteria and write a report which identifies the suitability of each applicant.

A recommendation is made to either offer the position to the best applicant or take further action (for example, re-advertise the position).

# What Happens Next?

## Referees

Your application should include the names, business e-mail (if applicable) and telephone numbers (during business hours) of at least two referees who have managed or supervised you in your current or previous role, that can comment on your employment. Referees will be asked to provide information on your past employment and work performance relevant to this position.

## Criminal Record Screening and Working with Children Check

AHCWA has a duty of care not to place employees, students, stakeholder members, visitors, communities and resources at risk. Therefore, all employees are required to undergo a pre-employment National Police Clearance and Working with Children Check (if applicable).

Any notifications of offences will be subject to review by the Chief Executive Officer and will be used as part of the recruitment process. It should be noted that only offences relevant to the applicant's ability to carry out the duties of the role, and/or serious offences will preclude a person from employment with AHCWA.

## Is feedback provided?

All applicants will be advised regarding the success of their application at the completion of the recruitment process.

If your application is successful, a representative from the selection panel will contact you and offer the position to you.

A representative from the selection panel is also able to provide feedback to unsuccessful applicants on their performance during the selection process.

If you wish to receive this feedback, please contact a representative from the People and Culture Team.

## Questions during the recruitment process?

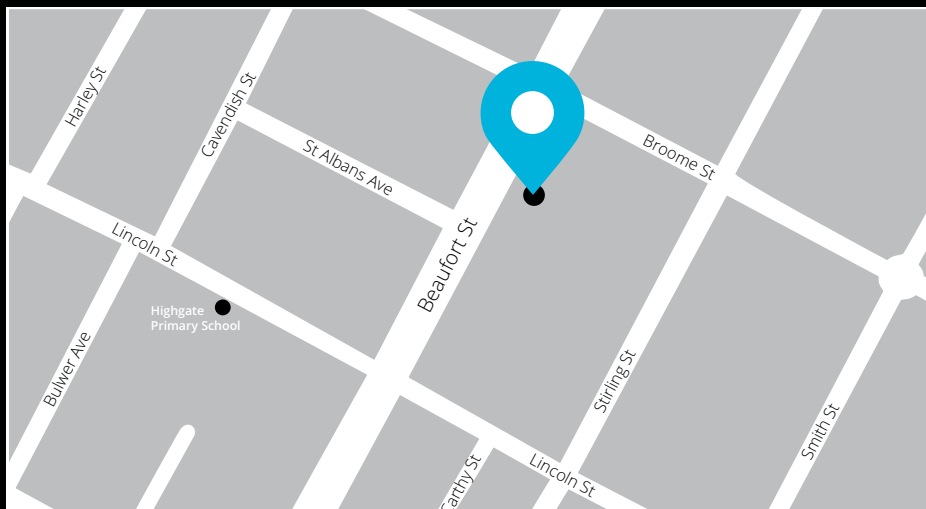
If you have any questions about the status of your application or the recruitment process, please feel free to contact a representative from the People and Culture Team on (08) 9227 1631 or via email at [hr@ahcwa.org](mailto:hr@ahcwa.org).



## Where are we located?

AHCWA is located at: 450 Beaufort Street, Highgate Western Australia 6003.



The office is easily accessible on public transport routes, via local cycle paths and limited street parking is available.



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