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 – Environmental Monitoring 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 prior to the closing date will be accepted and should be directed to**:** amykrupa@sercul.org.au. Please place 'Environmental Monitoring 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 13th July 2020.** Applications received after the closing date will not be accepted.

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OFFICE USE ONLY	
Surname	
Interview Date	Time

Application for Job Vacancy

VACANCY:
Environmental Monitoring 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: _____

South East Regional Centre for Urban Landcare

Position Description Statement

Title: Environmental Monitoring Officer
Employer: South East Regional Centre for Urban Landcare
Number: 1.0 FTE

It is expected that the SERCUL Environmental Monitoring Officer will facilitate the implementation of water quality monitoring partnerships and other environmental monitoring projects as part of the SERCUL Monitoring and Research Program area. The operational area is within the Perth Metropolitan Area. The position requires well developed environmental monitoring and research skills, a high level of stakeholder collaboration, experience managing staff and experience with writing scientific reports. Outlined below are the key duties and roles of the Environmental Monitoring Officer.

Key Responsibility Areas	
1	The officer will undertake the preparation of water quality Sampling Analysis Plans and budgets in liaison with the SERCUL CEO; the Department of Biodiversity, Conservation and Attractions and/or the relevant Local Governments/stakeholders.
2	Undertake the implementation of Sampling Analysis Plans, including sampling preparation and sample collection.
3	Undertake the water quality data management process required for storage, analysis and reporting.
4	Undertake the preparation of water quality reports in liaison with the CEO.
5	Support planning and development with Local Governments and stakeholders to implement best catchment management practices pertaining to water quality and management.
6	Assist to facilitate and implement other environmental monitoring and research projects, where appropriate.
7	Apply for funding and tender for work in association with other SERCUL staff, that SERCUL has the capacity to deliver.
8	Manage staff that work in the Monitoring and Research Program area.
9	Communicate with team members and supervisors to effectively implement the work required.
10	Comply with Occupational Health and Safety legislation and promote safe work practices and carry out duties in accordance with Equal Opportunity legislation, SERCUL's Policy & Procedures and the SERCUL Code of Conduct.

Organisational Relationship: Responsible to the SERCUL Chief Executive Officer and works closely with the other SERCUL Officers; Department of Biodiversity, Conservation and Attractions Officers and Local Government Officers.

Extent of Authority: This position operates within the limits of the contracts related to the water quality partnership agreements and the constituted requirements of the South East Regional Centre for Urban Landcare Inc.

The position manages staff in the SERCUL Monitoring and Research Program area and at times is required to supervise work experience students and SERCUL Landcare personnel.

This Position Description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that SERCUL may require the employee to carry out any duties, which are within the employee's skill and competence.

Selection Criteria

Title: Environmental Monitoring 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 areas of environmental monitoring and technology, environmental science, storm water management, natural resource management or equivalent experience in areas relating to water management.
- Experience in water quality monitoring processes and other environmental monitoring and research areas.
- Ability to prepare, analyse and communicate information and concepts including the ability to develop practical and innovative solutions to problems.
- High level written communication skills including demonstrated skills in technical and other report writing.
- Well-developed interpersonal and oral communication skills, including the ability to facilitate meetings and workshops and liaise with stakeholders/clients.
- Experience in managing staff.
- Knowledge and experience in writing environmental funding grant applications/tenders.
- Knowledge of budgeting and costing procedures.
- Highly developed time management and organisational skills.
- Sound computer skills, including proficiency with Microsoft Excel
- Possession of current C class manual driver's license.

Desirable:

- Ability to use GIS software and datasets for natural resource management.

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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.

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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.