

Applicant Information Kit

Thank you for considering employment with Caritas Australia.

We are the Australian Catholic agency for International Aid and Development and we are committed to ending poverty, promoting justice and upholding dignity for those we serve and support.

In this Kit which has been developed to assist you when preparing your application you will find:

- Information on how to apply for an advertised role in Caritas Australia.
- Some tips on showcasing your capabilities and responding to Selection Criteria.

We recruit to vacant roles on the basis of merit and utilise Behavioural Interviews and Assessment Tasks to enhance the reliability of our recruitment decisions.

We are committed to ensuring that our recruitment processes are conducted in a fair, professional and non-discriminatory manner.

Should you require further information in relation to the role, you should contact the Hiring Manager whose name and phone number was listed in the advertisement for the role.

Caritas Australia is an agency of the Australian Catholic Bishops Conference. We are the official International Aid and Development agency of the Catholic Church in Australia and have delivered programs internationally for over 50 years.

If you are successful with your application you will join a dedicated team that is committed to making a real difference to the lives of those we support.

About Caritas Australia

In 1897, Lorenz Werthmann, a visionary Catholic Priest and Social Worker, founded the first Caritas in Germany. Caritas is a Latin word meaning love and compassion and Caritas has grown to become one of the largest aid and development agencies in the world.

Caritas Australia was established in 1964 as the Catholic Overseas Relief Committee. We operate under the auspices of the Australian Catholic Bishops Conference. In 2014, we celebrated 50 years of providing humanitarian service and programs to those most in need around the world.

Today, Caritas Australia conducts programs in 29 countries across Africa, Asia, the Pacific and with Australia's First Peoples.

Every year we respond to humanitarian emergencies around the world. Our national office is based in Sydney and we have offices in most capital cities across Australia and our staff work locally in a number of the countries where we conduct programs.

We are blessed to have a dedicated and professional workforce and a large number of volunteers who give so generously of their time in the true spirit of the Catholic Social Teachings and Gospels that guide and inspire us in everything that we do.

Catholic Social Teachings

Our work and the way we relate to colleagues and those we serve is shaped by the tradition of Catholic Social Teachings:

- ❖ Dignity of the human person
- ❖ The common good
- ❖ Subsidiarity and participation
- ❖ Solidarity
- ❖ Preferential option for the poor
- ❖ Economic justice
- ❖ Stewardship of creation
- ❖ Promotion of peace



Our website www.caritas.org.au provides information in relation to the essence of each of the above principles and applicants are encouraged to visit the website to learn more about how our work is inspired and guided by these important principles.

Applying for Jobs at Caritas Australia

Your Application

For your application to be considered, it must include:

1. A short Cover Letter
2. A Curriculum Vitae (CV)
3. Responses to each of the advertised Selection Criteria

Your Cover Letter should be a one page letter that contains details of the role that you are applying for together with a brief summary of your skills, qualifications and experience relevant to the role.

Your Curriculum Vitae (CV) is a document of two to five pages in length that summarises your skills and achievements relevant to the role that you are applying for and includes:

- Your contact details
- Your academic qualifications
- Details of the roles that you have held throughout your career
- Your Achievements
- Contact details for at least two Referees

Your responses to the Selection Criteria should showcase specific examples of things that you have done which demonstrate that you can successfully meet the criteria. See the PAR Method below.

Please email your 3 application documents to jobs@caritas.org.au by the date specified in the advertisement with a subject line which indicates the role title and platform you found the job on (e.g. Digital Communications Specialist via Ethicaljobs).

The PAR Method for responding to Selection Criteria

The **PAR (Problem:Action:Result) Method** is often used by job applicants when responding to Selection Criteria. This method involves structuring your response around a specific example of something you have done and the outcomes achieved through your efforts:

- Problem:** Briefly outline the context of the example and what your role involved.
- Action:** Describe the what, how and why of what you did in relation to the example that you showcase in your response remembering to highlight your skills, the challenges that you met and the techniques that you used in overcoming the challenges.
- Result:** Briefly outline the result of your involvement. This could be a tangible item such as a report or a measurable item such as a saving in cost or time. It is important to identify the positive outcomes of your efforts.

Behavioural Interviews

Our Interviews will generally run for between 30 and 60 minutes depending on the seniority of the role. Questions asked during the interview will be based on the advertised Selection Criteria.

Most of the questions you will be asked at the interview will be behavioural questions. Behavioural Questions generally begin with words such as:

- "Do you know how to...."
- "Can you give us an example of how you have....."
- "Please explain the techniques that you have found most useful to...."

For Example:

"Describe a project or initiative that was successfully implemented mainly because of your efforts. What was your role and what did you do to achieve successful outcomes?"

"Tell us about a time when you managed a team that did not get along. What techniques did you use to change the behaviour of team members? With the benefit of hindsight, would you have done anything differently and if so, tell us why?"

"Please describe a difficult workplace problem that you've solved. We are particularly interested in hearing about the challenges you faced and the techniques that you used to successfully overcome the challenges"

Assessment Tasks

Assessment tasks help validate views formed of candidates at the interview. Assessment tasks used by Caritas Australia can include:

- **Work samples** for example, the candidate could be asked to analyse a document and provide a written summary of key issues and recommendations for dealing with the issues
- **Presentations** which enable the Selection Panel to assess a candidates capacity to effectively plan and organise; to capture important information and messages; to present confidently; and to communicate and persuade in a positive manner

Reference Checks

Caritas requires applicants to provide the names and contact details of two Referees who you have worked with or who you have reported to in your current or previous roles.

Talent Pools

A Talent Pool is a list of applicants who have been assessed by the Selection Panel as being suitable for appointment to the role if the person recommended for appointment to the role declines the offer. A Talent Pool has a life of 12 months from the date on which it has been created.

Merit-Based Recruitment

To be eligible for employment with Caritas in Australia, an applicant must:

- ✓ Be an Australian citizen or have a current Visa that entitles you to work in Australia.
- ✓ Undergo a Criminal Record Check and provide confirmation of other relevant information such as a current Working With Children Authorisation number (if required in the Job Advertisement).
- ✓ Provide relevant Personal information including Photo ID (ie. Passport or Drivers Licence), and certified copies of qualifications

Specific provisions operate for employment in overseas locations. For roles of this kind, the Job Advertisement and Position Description will provide further information.

The standard Probation Period for new employees is three to six months.

Frequently Asked Questions

1. Who can I contact with questions about the role?

If you have questions, please contact the Hiring Manager mentioned in the advertisement.

2. When will I find out if I'm invited for interview?

Once you submit your application, we will send you an email of acknowledgement to say it's been received.

If you are successfully shortlisted, the Hiring Manager will be in contact within 1-2 weeks after the application closing date to arrange an interview.

Unsuccessful applicants will be notified on completion of the recruitment process.

3. What happens if, after the interview, I am the preferred candidate?

We will contact the preferred candidate to make an offer of employment.

4. How can I apply?

We look forward to receiving your application. Please email your 3 application documents to jobs@caritas.org.au by the date specified in the advertisement with a subject line which indicates the role title and platform you found the job on (e.g. Digital Communications Specialist via Ethicaljobs).

We wish you every success with your application.