



# APPLYING FOR JOBS AT OXFAM AUSTRALIA AND OXFAM TRADING

## WHAT YOU NEED TO KNOW BEFORE COMPLETING YOUR ONLINE APPLICATION

Thank you for taking the time to read this important document. All the information provided covers jobs advertised for both Oxfam Australia and Oxfam Trading and these will be referred to collectively as Oxfam. Where there is a difference for either organisation it will be noted.

### VISAS

Oxfam is committed to employing local employees in the countries that it operates to promote employment and development opportunities. Oxfam Australia will therefore ensure the recruitment of international applicants is only undertaken in exceptional circumstances and does not replace the skills readily available in the local labour market.

In exceptional circumstances where it is identified that the skills, knowledge and experience are not available in a country (Australia included), Oxfam may consider the option of employing a person who requires a visa to work. It is the responsibility of the candidate to ensure they have the correct visa to work in Australia. To do this you can visit the Australian Government Department of Immigration and Border Protection website – [www.border.gov.au](http://www.border.gov.au)

### CRIMINAL HISTORY CHECKS AND WORKING WITH CHILDREN CHECKS

#### CRIMINAL HISTORY CHECK

For particular roles Oxfam requires a Criminal History Check to be undertaken. We are committed to ensuring that information collected for the purpose of undertaking a Criminal History Check on applicants who apply for positions is handled confidentially and sensitively.

The requirement for a Criminal History Check will be highlighted in advertisements for positions on our website.

A person's criminal history does not automatically exclude them from working or volunteering at Oxfam.

In order to undergo a Criminal History Check we will need to establish your identity. We do this by obtaining identification documents that equal 100 points in value (driver's licence, passport, Medicare card, etc).

We understand that in some circumstances the standard forms of identification aren't always obtainable. In such circumstances, we can accept some alternative documents to help you meet the 100-point identification requirement and will discuss this with the candidate.

For applicants applying from overseas, you may be required to undergo an International Criminal History Check.

## **WORKING WITH CHILDREN CHECK – FOR AUSTRALIA BASED POSITIONS ONLY**

The requirement for a Working with Children Check will be highlighted in advertisements for positions on our website.

If the position you are applying for has supervisory responsibility of children or it is a requirement of schools or organisations that we work with that you have a Working With Children Check (WWCC), it is the responsibility of the applicant to have one already, or to apply for and secure a WWCC before commencement. The WWCC check application process varies state to state. Please visit the State Government website applicable to find out how to apply.

If you have any questions about the requirement for a Criminal History Check and/or a Working with Children Check for positions advertised, or to find out what the alternative forms of identification are; please email your enquiry to [jobs@oxfam.org.au](mailto:jobs@oxfam.org.au) quoting the name of the position advertised.

## **EQUAL OPPORTUNITY AND DIVERSITY**

We are committed to ensuring individuals are treated consistently and equitably irrespective of their gender, ethnicity, political, religious or philosophical allegiance, physical ability, family status, age or sexual orientation. Operating within a diverse national and international community, we are committed to developing policies, practices and ways of working that support diversity.

## **ABORIGINAL AND TORRES STRAIT ISLANDER APPLICANTS**

Oxfam, as a non-Indigenous NGO, has much to gain from present and future Aboriginal and Torres Strait Islander employees, as well as much to offer. This is why we have in place the Aboriginal and Torres Strait Islander Employment Strategy 2015–2019. This strategy does not seek to ensure a token representation of Aboriginal and Torres Strait Islander employees within the organisation – it seeks to grow a stronger representation and diversity in the roles, teams and seniority of positions that Indigenous employees hold.

Importantly, this strategy seeks to deliver outcomes which benefit current and future Aboriginal and Torres Strait Islander job candidates who may wish to work with Oxfam.

If you are interested in finding out more about our employment strategy, you are welcome to contact our Human Resources team at [jobs@oxfam.org.au](mailto:jobs@oxfam.org.au) to arrange a time discuss.

If you would like to find out more about Oxfam and what the work we do in Indigenous Australia, please visit our web page [www.oxfam.org.au](http://www.oxfam.org.au)

## **CHILD SAFE EMPLOYER**

We are committed to protecting the rights of all children to live safely, without fear of abuse or exploitation - for more information please read our child safe policy ([www.oxfam.org.au/wp-content/uploads/2014/01/Child-Protection-Policy-Revised-2012.pdf](http://www.oxfam.org.au/wp-content/uploads/2014/01/Child-Protection-Policy-Revised-2012.pdf)) and code of conduct ([www.oxfam.org.au/wp-content/uploads/2014/01/CP-Code-of-Conduct-August-2012.pdf](http://www.oxfam.org.au/wp-content/uploads/2014/01/CP-Code-of-Conduct-August-2012.pdf)) documents.

## **POSITION DESCRIPTIONS (PD)**

The position description for the role you are applying for provides an overall scope of the position, key responsibilities and requirements in order to undertake the role. Please ensure you read the position description for the job that you are applying for. If short-listed for an interview you will have an opportunity at the interview to ask any questions you may have about the PD.

## **CLOSING DATE FOR APPLICATIONS**

All applications for advertised roles should be submitted via our online application system before the advertised closing date and time. Please note that there are external websites that will post our jobs and will not note the closing date and time. You will need to check via the Oxfam website to ensure you have the correct closing date and time. All jobs are listed with the closing time being Australian Eastern Standard Time (AEST).

**We are unable to accept late applications.**

## **REQUIRED DOCUMENTS**

You are required to provide the following documents for all positions:

- Cover letter
- Resume (CV)
- Response to selection criteria

### **COVER LETTER**

Your cover letter should provide a snapshot of why you are interested in the position you are applying for and the reasons we should hire you. It is also important that you include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page.

### **SELECTION CRITERIA**

If the position you are applying for requires you to respond to a list of selection criteria, clearly demonstrating how your qualifications or experience help you to meet the requirements of the role, you will be instructed to do so in the advertisement.

Please ensure that you address all selection criteria advertised. As a general rule, you should include one to two paragraphs per selection criteria as a maximum.

### **RESUME (CV)**

A resume provides a summary of your skills, employment history, experience, knowledge and abilities. A good resume will be tailored to the position you are applying for with emphasis on the skills and experience that directly relates to the role.

To help you achieve this follow the hints provided:

- Format your resume to suit the job. Different roles require different formats but make sure it is clear and professional.
- Use dot points to separate the individual skills you have gained through previous positions and past experience.
- Use headings and sub-headings to clearly separate different areas such as employment history (including month and year of employment), skills, knowledge and abilities.
- Insert page numbers so employers know if pages are missing or out of order.
- Keep your resume two to four pages long.
- Remember to keep your resume relevant and current.

## APPLYING

When you have completed the documents required, it is time to apply on line.

Click **APPLY ONLINE** located at the end of each job advertisement.

This will take you to our online application form. As part of our application process we will ask you a series of questions, some mandatory and some optional.

If there is a reason why you cannot apply online, please email [jobs@oxfam.org.au](mailto:jobs@oxfam.org.au) explaining your situation for support or consideration for applying outside the normal application process.

### Attach documents

Any documents you are required to submit can be attached in Word or a PDF document format.

### Successfully submitting applications

When you click on **APPLY ONLINE**, you will be taken to a new page displaying the following message.

#### THANK YOU! YOUR APPLICATION HAS BEEN RECEIVED

*Thank you for submitting your application to work with Oxfam. Please accept this as confirmation that we have received your application for the position you applied for; you will not receive an automated email confirmation. We will be in contact with you again shortly after the advertising period has closed and shortlisting is finalised to inform you of the outcome of your application.*

If this page does not appear after completing and submitting your application or you experience other issues when applying, please email [jobs@oxfam.org.au](mailto:jobs@oxfam.org.au) outlining the issue/s you have experienced to assist us in correcting what has gone wrong so you can apply.

## SHORT-LISTING

We may need time to short-list the applications and depending on how popular the job has been, short-listing may take one to two weeks to complete.

## INTERVIEWS

The recruiting manager or their delegate will call candidates selected for interview to arrange a time and date to conduct the interview.

You may be requested at this point to bring with you to the interview 100 points of ID to complete the Criminal History Check. A copy will be taken and if you are not successful after interview, the 100 points of ID copy will be destroyed.

If you are working in Australia on a visa, you should bring your passport or visa documentation to the interview.

There are times when second round interviews and/or testing are required to move to selecting a preferred candidate.

When undertaking the interview process you will be advised of next rounds and time frames throughout.

## PANELS

At Oxfam it is our policy to undertake interviews with panels of around three people, at times for senior roles this could be greater. In general an interview panel comprises the recruiting manager and two other employees selected based on their interactions and knowledge with the job. Every effort is made to ensure that panels are diverse.

## OUTCOMES

If you are successful in the role, you will be notified verbally followed by a written employment offer.

Unsuccessful candidates who are interviewed are notified verbally that they are unsuccessful with the offer of feedback about their application.

Unsuccessful candidates not interviewed will receive an email notification advising them of the outcome.

Being advised that your application has been unsuccessful after interview or pre interview does not mean that you are not suitable for other jobs with Oxfam into the future, so please keep up to date on jobs that are advertised and continue to express your interest in working with Oxfam.

## OFFERS OF EMPLOYMENT

Offers of employment at Oxfam are made once pre-employment checks are completed.

- Reference checks
- Police check (if required)
- Working with Children Check (if required)
- Visa status check

Once completed, a manager will make a verbal offer of employment and discuss a suitable start date, agreed hours and confirm the work location.

When confirming salary, it is important to consider the full package offered:

- Base salary
- Superannuation contributions
- Access to generous NFP tax concessions, specifically, a salary packaging scheme (currently excludes Oxfam Trading staff)
- Four weeks annual leave per annum
- Personal leave, including sick, cultural, compassionate and community service leave
- Long service leave
- Paid Parental leave
- Access to apply for flexible working arrangements such as job-share, part-time, working from home and more ...

Once confirmed you will receive a Letter of Offer and a new starter kit.



**OXFAM**  
Australia