

# A GUIDE FOR JOB APPLICANTS



**Gladstone Ports Corporation**

*Growth, Prosperity, Community.*



At Gladstone Ports Corporation our people are our greatest asset. We value each employee and acknowledge their contribution to the continued success of our organisation. GPC would like to extend to you the opportunity to be part of our challenging and rewarding work environment.

This guide contains a position description with full selection criteria and information regarding your application and the selection process.

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# A GUIDE FOR JOB APPLICANTS

Thank you for expressing an interest in employment with Gladstone Ports Corporation Limited (GPC). The following information is provided to assist you with your application.

## INFORMATION ABOUT GPC

GPC is responsible for the management of the Port of Gladstone and Port Alma. The Port of Gladstone is Queensland's largest port, and is recognised as the 'port city to the world'. It has 6 wharf centres, comprising 14 berths, located at South Trees; Barney Point; Auckland Point; RG Tanna Coal Terminal and Fisherman's Landing. GPC also manages the public moorings and recreational parklands at the Gladstone Marina. Port Alma has 1 wharf centre comprising 3 berths, and is located near Bajool, on the southern tip of the Fitzroy delta, close to the mouth of Raglan Creek.

24 hours a day, year round, GPC's Port of Gladstone and Port Alma are serving the region's major industries through the import of raw material and export of the regions' products such as coal, mineral and agricultural resources.

GPC also maintains an active role within the community, providing both financial and in-kind support to the region's community groups and organisations.

## WHO ARE WE LOOKING FOR?

Including the skill requirements for each role, we're looking for people who are willing to ensure GPC remains:

- Vigilant and alert to safety standards - ensuring the health and safety of all people entering our work environment
- Environmentally responsible - maintaining the environmental integrity of our harbour and associated areas in line with community and stakeholder expectations
- Customer conscious - providing the best practicable level of service and promoting the integrity of existing and future customer relationships
- Improvement focussed - continually improving Port performance, productivity, efficiency and reliability
- Commercially sound - providing and maintaining cost effective port infrastructure and earning a commercial rate of return on funds invested while maintaining charges at a level which will encourage new and maintain existing trade
- Supportive of our employees - supporting and maintaining a skilled, resourceful, motivated and fulfilled workforce
- A good corporate citizen - actively involving ourselves in the community through programs that provide benefit to both the port and our community.

## RECRUITMENT AND SELECTION POLICY

### PRINCIPLES OF RECRUITMENT AND SELECTION

GPC is an Equal Opportunity Employer, our recruitment and selection practises reflect the GPC's commitment to appointment based on equity and merit. Our goal is to become an employer of choice and this is partly achieved by ensuring our recruitment and selection processes are perceived positively by those participating in them.

### EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity is the absence of both overtly discriminatory practices and behaviour, as well as the removal of policies, practices and procedures that may have a discriminatory effect on certain groups. The Equal Employment Opportunity in Public Employment Act 1992 clearly indicates the Government's commitment to equality of opportunity in relation to employment matters in the Queensland Public Sector. The GPC supports the principles of the Act and is firmly committed to a policy of Equal Employment Opportunity.

## POSITION DESCRIPTION

The position description details the relevant information regarding the position you are applying for. The document should be read thoroughly as it describes the duties, responsibilities and previous experience or education required for the position. A copy of the Organisation Chart for the relevant department is available upon request.

## SELECTION CRITERIA

It is crucial that you address the selection criteria when submitting your application. The selection criteria are the skills, education, knowledge, previous experience, qualifications and personal qualities that are required for successful performance within the position. Applicants will be assessed against the selection criteria and this will form the basis for the selection recommendation. Therefore, failure to address the required selection criteria could unduly penalise you in the selection process and exclude you from further consideration.

## THE SELECTION PROCESS

### SHORTLISTING

Shortlisting is the process of determining which applicants will undertake further assessment. The information that is provided in each application is reviewed by the selection panel and assessed against the position description, especially in terms of the required selection criteria. If an applicant does not meet a selection criterion essential to satisfy a legal, registration and / or accreditation purpose, or which is a requirement of a professional body, they will be excluded from further consideration because of ineligibility for appointment to the position. Applicants will not be eliminated from consideration, on any basis, not directly related to the requirements of the position.

The most suitable applicants as determined by the selection panel will then be shortlisted and these applicants will be invited to participate in the interview process.

#### ASSESSMENT

As part of the selection process you may be required to undertake some form of testing to assess your suitability for the position. This testing may include psychometric assessments, ability testing or work testing (eg. machinery testing). Tests are selected specific to the requirements of each role.

#### REFERENCE CHECKS

As part of your application you will be asked to provide two work-related referees. These individuals will be those who can comment directly on your abilities in the work situation. The best referee will be one that can provide evidence of your previous work experience that aligns with the selection criteria.

#### POST SELECTION FEEDBACK

You may contact the GPC Employee Relations Advisor or employment agency to gain feedback following the selection process. This feedback may only be given once a candidate has been appointed to the position.

### HOW TO APPLY

Your application should include:

- A brief covering letter
- A written response to the selection criteria
- Your Curriculum Vitae or Resume
- The name and contact details of two (2) work related referees.

#### THE COVERING LETTER

The covering letter serves as a personal introduction to the selection panel. It should include the position you are applying for and broadly why you are interested in the position and reasoning as to why you think you are the most suitable candidate.

#### WRITTEN RESPONSE TO THE SELECTION CRITERIA

This component of your application is the most important and will be most heavily weighted in making a selection decision. You should answer all the selection criteria in turn whilst keeping in mind the duties of the position as you do so.

In your responses to specific selection criteria you should:

1. Demonstrate clearly that you understand what the selection criterion requires of you.
2. Address each criterion by outlining how your skills, knowledge and experience meet the requirements of the position. Provide real-life examples of how you have used those skills or knowledge in your previous jobs to support your statement. Take into account that you can outline experience gained in paid

work, voluntary work, tertiary or school based projects, home life, training courses or study.

3. If possible, give an example of how you will use that experience in the position that you are applying for.

The statement should consist of each of the selection criteria as a heading and your written response underneath.

#### CURRICULUM VITAE / RESUME

This document should include:

- Personal details: Name, address and contact numbers.
- Educational Background: List details from most recent to past. Include any tertiary or secondary education, training courses or other qualifications
- Employment History: List details from most recent to past. Include the employer's name, your time employed, position and your main responsibilities.
- Skill / Qualification Summary, eg Operators Tickets, First Aid Certificate etc.
- Referees: You are required to provide the names and contact numbers of two work-related referees. These individuals should be willing and able to provide objective and honest information about your previous experience and performance.

Note: Please do not send original copies of any certification eg, Licences, tickets.

#### THE INTERVIEW PROCESS

An interview enables the selection panel to assess your claim to the position. It will enable you to clarify your understanding of the position through a series of specific questions derived from the selection criteria.

This is an opportunity for you to explain and expand on the information that you have provided in your application. This process will assist the GPC in deciding whether you possess the necessary skills and experience to perform in the position effectively and efficiently or whether you have the capacity to acquire the required skills level within a reasonable time.

Remember the interview is also an opportunity for you to ask questions to decide whether the GPC and the position you are applying for are appropriate for you. The information gathered in the interview process will complement the information obtained in the other selection processes.

#### PREPARING FOR YOUR INTERVIEW

In order to present the best possible case to the selection panel it is advised that you prepare for your interview. This can be done by carefully reading and fully understanding the position description and selection criteria. Think about how you fill these criteria and of evidence to support your case. Also consider how you may respond to general questions such as:

- Why did you apply for this job?
- What do you consider you can bring to GPC?

The GPC conducts behaviourally structured interviews. These interviews include questions that are phrased in a way to encourage you to provide real life examples and previous experience. One such question could be, 'Can you provide us with an example which demonstrates where you have adapted to changing practice or conditions. What part did you play?'

#### MEDICAL

Following interview process the preferred applicant/s will be required to undergo a medical examination in relation to position requirements. This medical will be performed by a medical practitioner and will include drug and alcohol testing. This examination will be at GPC's cost.

## CONDITIONS OF EMPLOYMENT

#### WAGES AND CONDITIONS OF EMPLOYMENT

Wages and conditions of employment will be in accordance with the Gladstone Ports Corporation Certified Agreement.

#### PROBATION

If you are successful in gaining employment with GPC you will be employed on and up to a three (3) month probationary period with monthly reviews. During such time your employment may be terminated for unsatisfactory performance without previous warning. After the three month period, subject to satisfactory performance you will be offered a permanent position with the GPC (in the case of a permanent position).

#### SMOKE FREE WORK ENVIRONMENT

The GPC has a smoke-free work environment. No smoking is permitted in any building, vehicle, plant or machinery.

#### CODE OF CONDUCT

The GPC has a code of conduct, which you will be required to comply with. All employees are expected to understand the code and promote it.

#### HARASSMENT POLICY

GPC has a legal obligation to provide a harassment free workplace for its employees, contractors and visitors. A Harassment Policy is in place to encourage and promote a working environment free from all forms of unlawful discrimination and unfair practices.

#### WORKPLACE HEALTH AND SAFETY

The GPC is strongly committed to safety within the workplace. Therefore policies and procedures are in place to ensure your safety while at work.

#### STAFF INDUCTION

Should you be successful in gaining employment with GPC, on your commencement date you will be required to undergo an employment induction.

**LOGGING YOUR APPLICATION**

Send your completed application before the closing date on the advertised position via the website e-mail to the appropriate Employee Relations Advisor or via post to:

Employee Relations Advisor  
Gladstone Ports Corporation Limited  
PO Box 259  
Gladstone QLD 4680

Should you require any further information regarding the position or the selection process please contact the Employee Relations Department on 4976 1333.

**WE LOOK FORWARD TO RECEIVING YOUR APPLICATION**