

Recruitment Guide - Applying for a role with the Mental Health Coordinating Council (MHCC)

Job opportunities at MHCC

MHCC lists all available job opportunities on the MHCC website, on the Careers page. In addition all vacancies will be advertised through our weekly FYI e-newsletter. MHCC also advertises on various job boards.

Vacancies will be advertised in chronological order by closing date of the application (where roles close on the same date they will be advertised in terms of seniority).

Merit – the basis of recruitment

MHCC recruits employees on the basis of merit. This means that from the pool of applicants the selection panel will select the person best suited to the requirements determined as necessary and desirable for an applicant to successfully fulfil the role advertised, as well as the needs of MHCC at that point in time.

To do this the selection panel will review all applicants' skills, experience and abilities against the capabilities, knowledge and experience set as being required for the vacant role. The selection panel will use a variety of means to conduct this review, for example: the written response of the applicant to the selection criteria; interviews; relevant testing and reference checks to collect the information to make a decision based on the merit of individual applicants. In some instances, an interviewee will be asked to provide a presentation or write a short piece.

How to apply for MHCC roles

Application

To apply for any role within MHCC applicants **must** submit:

- A statement in response to each of the listed selection criteria
- A resume/ curriculum vitae (CV)
- The right to work in Australia

To ensure you have the skill set being sought in the role, your application will have a greater chance of success if you follow the principles below:

- Read the role advertisement carefully – all advertisements will include a brief description of the role and attributes, skills, knowledge being sought.
- Read the job description – the job description will provide you with more detail around the expectations of the role. The job description can always be found through the Careers page of the MHCC website.
- Speak to the contact person – if after reading the advertisement and the job description you have questions about the role. You can phone or email the contact person listed in the advertisement for answers.
- Other information – while looking on the MHCC website for the job description look around the website for more information on MHCC.
- Submit your application prior to the closing date – applications that are rushed may contain mistakes which may affect the outcome of your application. Make sure you review your application prior to forwarding it to MHCC.

Tip: remember to check spelling, punctuation and grammar, and be succinct.

Selection Criteria

All positions will have a list of selection criteria within the advertisement. These criteria will be divided into essential and desirable criteria.

Each criteria should be responded to individually and in the order listed within the advertisement. Responses to the criteria should be succinct and descriptive of the situation. Where criteria ask for demonstrated experience it is recommended the STAR format be utilised (Situation, Task, Action and Result). Responses to each descriptive type criteria should be 2-3 paragraphs in length and provide complete examples.

Tip: remember to include your name on your statement of response (even if just as a footer).

Resume/ curriculum vitae (CV)

A resume (CV) should be a clear and concise snapshot of your past experiences, qualifications, skills and qualities.

Your resume should include:

- Relevant qualifications, professional development and educational experiences
- Work experiences (both paid and unpaid/ voluntary) in chronological order (current through to oldest). For each role include the job title, organisation, period (month and year) and a brief description of the duties performed.
- Additional skills, achievements or relevant memberships

Tip: don't forget to include your name and preferred contact details

Referees

Referee details can be provided along with your application (on your resume) or at interview stage. All applicants will need to provide a minimum of two (2) referees who can talk to the skills, experiences and attributes required for the role.

Tip: don't forget to let your referees know they have been listed and may be contacted

Selection process

In the first instance all applicants will have their statement responding to the selection criteria reviewed by the selection panel. The applicants the panel believe most suited to the vacancy based on the responses provided in their application will be invited for an interview.

Where reasonable adjustment is required to attend an interview this should be discussed with MHCC prior to the interview.

All candidates will be provided with an opportunity to review and consider (for their own reference) the set of questions asked of each applicant 15 minutes prior to their interview with the selection panel of three (3).

Following the interview process the selection panel will make a decision on the preferred candidate and reference checking will commence.

Following successful reference checking MHCC will make a verbal offer to the preferred candidate. Once verbal acceptance is received, a contract of employment will be drawn up and provided to the preferred candidate for signing.

MHCC will notify any unsuccessful applicants via email.

MHCC reserves the right to not identify a preferred candidate and continue to advertise the position should the selection panel believe a suitable candidate has not been identified.