

# Job Application Instructions

## Applications must include:

1. A cover letter
2. A Resume / Curriculum Vitae
3. A statement explicitly addressing the key General, Essential and Desirable selection criteria (as outlined in the JDF)

## Statement Addressing the Selection Criteria

The essential criteria are located on the last page of the Job Description Form. The following is suggested to assist you in writing your statement:

- For each of the essential and desirable criteria, draw on your previous experience to write a brief statement that describes a situation in which you successfully utilised the skill or attribute to achieve a successful outcome.
- The examples should contain a description of the situation, an outline of the action you took, how the skill or attributes assisted you and the result of the action. In some instances, one statement may address more than one criterion, although this needs to be indicated.
- It is intended that the final statement addressing all criteria should be about half a page to a page per criterion, although the content is far more important than the volume.

**Applications close at 10am WST, Monday 29th May, 2017.** Incomplete or late applications cannot be accepted.

## Email applications to:

[swcc@swccnrm.org.au](mailto:swcc@swccnrm.org.au) with "Confidential – Cultural Development Manager (Bunbury)" in the subject line.

*Interviews with the shortlisted applicants will be held in the week commencing 12<sup>th</sup> June.*

## Further Information

For information about the position please contact Steve Ewings (Operations Manager) on 0437 381 842 or via email on [steve.ewings@swccnrm.org.au](mailto:steve.ewings@swccnrm.org.au).

Further information is also available on the SWCC website at [www.swccnrm.org.au](http://www.swccnrm.org.au)

## About the South West Catchments Council

**The vision of the South West Catchments Council (SWCC) is:**

*"The natural environment of the South West of Western Australia is dynamic, biodiverse and resilient (surviving, adapting and thriving). As we interact in harmony with it, it will sustain us, and we will strive to enhance and improve it. As a community, we will protect and value our natural environment in and of itself, as a legacy to enrich future generations."*

The South West Catchments Council (SWCC) is the peak-body for environmental resource management in the South West Region. SWCC is a for purpose (not-for-profit) organisation that delivers public and commercial programs to better protect and repair our natural environment.

SWCC is guided by an Association made up of representatives from the community-based catchment and Landcare groups that make up the South West NRM Region. The Association membership reflects the leadership of those actively involved with community-based NRM in the region.

SWCC is strategically managed by an independent, skills-based Board of Management who works closely with the Chief Executive Officer and Senior Management team to manage the day to day business of the organisation and deliver the strategic plan. A dedicated team of project and support staff comprise the remainder of the SWCC staff.

SWCC works closely with a diverse range of local community groups, individuals, companies and other organisations. This includes working in partnership in delivering on-ground projects or providing funding and support, where needed to groups delivering the projects themselves.

SWCC also provides guidance on NRM issues within the region; coordinates partnerships between the community and all levels of Government to share the responsibility for NRM; and coordinates implementation of Australian Government NRM policies and programs relevant to the SW Region.

Additional information about the organisation can be found on our website at [www.swccnrm.org.au](http://www.swccnrm.org.au)